Members Present: Banks, Leah; Cole, Tammy; Cotton, Ann; Evans, Jennifer; King, Stephanie; Makinen, Bryan; McHone, Dixie; McKnight, Jennifer; Ott, Jennifer; Simpson, Debbie; Sparks, Tosha; Templin, Kalie

Members Absent: Bailey, Erin; Spease, Julie

Call to Order: Staff Council’s Chair Banks called the meeting to order at 1:35 p.m.

Approval of Minutes: Minutes of the October 16, 2014 Staff Council meeting were approved via email.

Treasurer Report: Secretary/Treasurer Sparks stated that Staff Council presently has $29,003.71 in the budget, but this does not include payments for the staff event with speaker Merril Hoge.

Staff Regent Report:

- In early September, Eastern reported preliminary figures that showed enrollment up nearly 2 percent to more than 16,450 with accompanying gains in diversity, freshman class and on-line enrollment.
- Credit hours being taken this semester at the extended campuses in Corbin, Danville and Manchester are down, while Hazard campus enrollment it up, per Board of Regents report.
- As far as the budget goes, operating revenues are up and expenses are down
- Kyle Nicholas, Student Government Association President, was sworn in as the Board’s student representative
- The Board approved a revised SGA constitution, the first revision in four years
- The Board approved Fall 2014 candidates for commencement
- Colonels Comply update given
- The Board approved the external audit. The financial statement can be found at http://financialaffairs.eku.edu/sites/financialaffairs.eku.edu/files/files/EKU%202014%20FS.pdf
- Inauguration went well. The Charge from the staff was given.

Ground Breakings

- Lilly Cornett Woods Research Center
- Phase II of the New Science Building

Staff Concerns

- Staff tuition waiver does not cover on-line classes in full—Regent Makinen is going to bring this issue up at his next meeting with the President and ask that this benefit be brought back to the table when financials look better.
- Fringe tax issue— The fringe tax is assessed by the Federal Government once an employee has reached the $5,000 threshold of benefits received for tuition. The tax is spread out over four pay checks at the end of each year and the University has no control over the amount of the tax. These additional amounts withheld has hit hard for some this year as they were not informed prior to the reduction in their paycheck. Regent Makinen has
been working with Barry Poynter and Stephen Caudill who is also working with HR to streamline communication to staff members regarding the fringe tax. They hope to develop a process that would inform employees early on and prevent folks from being caught off guard.

- Regent Makinen proposed to recognition of staff and possibly include faculty who earn a degree- Staff Council will need to form a committee in order to work out the details of this recognition. Regent Makinen has agreed to serve on this committee. Mr. Makinen would like to present the results of this committee to the Board of Regents at the May meeting.

Other

- The group of faculty and staff campus leaders continues to meet on a regular, monthly, basis.
- The Regent’s social media sites are up and running to include Twitter and Facebook. Suggestions welcome.

Staff Council Chair Report: Chair Banks discussed the Financial Exigency policy and asked for Council feedback. Regent Makinen brought up a concern with the representation on the advisory committee for this policy. Currently the policy states that the advisory committee will have 2 staff representatives and 6 faculty representatives. Regent Makinen would like to recommend that we have a 6 to 5 ratio for faculty and staff representation on this committee and decided which group gets the primary swing vote. Chair Banks will send the Council’s feedback to Sherry Robinson.

Additionally discussed was the EKU Vision for 2020 Plan Draft. The draft of EKU’s vision, mission, values, and strategic goals are available to view on the president’s webpage, there is also a place for feedback that will be anonymous and confidential. Chair Banks asked that Council members visit the website and comment.

The Staff Council Committee Reports were next on the Agenda.

- **Communications Committee** – no report.
- **Issues and Benefits Committee** – no report.
- **Elections and Credentials** – reported – Elections will be taking place on December 9th and 10th for Staff Council representatives. Nominations will be accepted from November 18th -December 1st at 4:30p.m. The Elections and Credentials Committee has worked diligently to update the member representation table (MRT) to reflect the University’s new organizational chart. There was much discussion on the changes to the MRT table and some changes were made. Ms. Cotton made a motion to accept the changes to the MRT table the motion was seconded by Ms. Evans and passed unanimously. Ms. King will e-mail all council members the approved changes to the MRT table. Ms. Evans made a motion to add a 13th voting member to the Staff Council the motion was seconded by Ms. Cotton and passed unanimously.

- **Ms. McKnight**, in Ms. Spease’s absence stated that Staff Recognition and Professional Development had met. – The staff recognition luncheon will be held on December 15th at Arlington catered by Uptown Catering. The greenhouse through Facility Services has graciously donated 12 poinsettias to use for door prizes. Chair Banks asked that all members review the menu and e-mail their suggestions to Ms. McKnight. Ms. McKnight made a motion to spend $250 for the Arlington rental fee for the recognition luncheon, motion was seconded by Ms. King and passed unanimously.

The University Committees where Staff Council has representation were addressed next.

- **Ms. King** stated that the Parking and Advisory Committee had met – There will be new 12x12 signage in front of all parking lots color coded to indicate what tag is required. Additionally, there will be 3x2 name signs placed in each parking lot that will look very similar to the new signage already on-campus. The timeline for this project has not yet been determined. Additionally, Ms. King reported that David Williams requested that there be 2 facilities services parking spots designated for maintenance vehicles. After much discussion on this item the Council concluded that they would recommend enforcement of a time limit (1-2 hours) for the current service
spots before adding additional reserved spots. There seems to be a great number of employees with “service” tags on-campus who do not perform services but rather use these tags for convenient parking. It was also reported that there were only 16 campus members that elected a “free” parking tag everyone else elected to purchase a ticket.

- Chair Banks announced that the Tobacco Free Task Force is sponsoring The Great American Smoke Out in Powell Plaza on November 20th from 11-1 p.m. All Council members were encouraged to attend.
- Chair Banks announced that there was no report for the Strategic Planning Steering Committee.
- Ms. McKnight reported that the University Benefits Committee had not met.

**Old Business:** The first thing discussed for Old Business was a debriefing of the Day of Service. Chair Banks suggested that next year we should have sign-ups a couple of months in advance so that shirts can be delivered prior to the event. Also, it was suggested that we increase volunteer times to 2 hour increments instead of 1.5 hour increments. Next, Chair Banks shared some positive feedback she had received from volunteers expressing their appreciation for the Day of Service and telling how much they enjoyed the opportunity to give back to campus. It was also suggested that we offer the same event two times a year once each semester. This will be discussed further.

Additionally, Chair Banks updated the Council on the Title IX Equity Complaint Council. After much discussion between Chair Banks and Dr. Ziegler a solution to address Staff Council’s concern with representation on this Council has been suggested. In the event there is a staff respondent additional members will be appointed to the Complaint Council which would result in the representation being 2 faculty members and 3 staff members. Likewise, if there is a faculty respondent then the representation would be 3 faculty and 2 staff. All members of Staff Council was in favor of this change.

**New Business:** Chair Banks solicited the Council members to think of spring/summer event ideas for staff. Also, the Council was asked to think of ways in which they as Council members could give back to the University such as giving to a scholarship, etc.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Tosha Sparks