Eastern Kentucky University  
Staff Council  
Meeting for Tuesday, February 10, 2015  
Library 201

**Members present:** Erin Bailey; Leah Banks; Ann Cotton; Jennifer Evans; Stephanie King; Treva Macy; Bryan Makinen; Barbara McDermott; Debbie Simpson; Tosha Sparks; Julie Spease; Kalie Templin

**Members absent:** Dixie McHone; Jennifer McKnight; Jennifer Ott

**Call to Order:** Chair Banks called the meeting to order at 10am.

Welcome to new members and introductions of all Staff Council members.  
Congratulations to Regent Makinen on his new position as acting Executive Director of Public Safety!

**Elections:**

a. **Chair**—Ms. King made a motion to re-elect Ms. Banks as chair, seconded by Ms. Spease, all members in favor. Ms. Banks will continue as Chair of Staff Council.

b. **Vice Chair**—Ms. Simpson made a motion to re-elect Ms. Cotton as vice chair, seconded by Ms. Sparks, all members in favor. Ms. Cotton will continue as Vice Chair of Staff Council.

c. **Secretary / Treasurer**—Ms. King made a motion to elect Ms. Templin, seconded by Ms. Cotton, all members in favor. Ms. Templin will serve as Secretary/Treasurer of Staff Council.

**Approval of Minutes:** Minutes of January 20, 2015 meeting have not been approved yet. Chair Banks passed out a copy of the minutes to everyone for review. Submit approval and/or changes to Ms. Sparks.

**Treasurer’s Report:** Per Ms. Sparks, there is no change in our balance. $17,413.91

**Staff Regent Report:**

- Board of Regents meeting held on Monday, February 2, 2015.
- Mark Maier, an attorney working at the University, will be heading up the Colonels Comply initiative. Judy Spain is back to teaching full time.
- SACS will be coming to campus in 2017 for reaffirmation of our accreditation. EKU needs to remain in good standing.
- Mary Roark was officially recognized as the 2nd President of the University. This makes President Benson the 13th President instead of the 12th.
- The non-retaliation and whistle blower policies were approved by the Board and officially in effect as of February 2nd. The anonymous tip line will be going live soon.
- The Board approved to spend up to $97,000 to purchase a tract of land (approximately 80 acres) next to Lilley Cornett Woods. This tract buts up next to the old growth forest and will be used for research purposes. The money will be coming from the University’s contingency fund.

**Staff Council Chair Report:**

- Chair Banks presented at the Board of Regents meeting giving an update on the Staff Council elections, staff’s participation on the Strategic Initiative Teams, and showed appreciation for the new performance evaluation system.
- Chair Banks also mentioned the Staff Council hosting a family picnic which was received positively by the Board as Mr. Craig Turner stated he hoped the Board of Regents would be invited as well.
Committee Reports:
All Staff Council members should review the webpage to determine which sub-committees they would like to serve on this year and send their preferences to Vice Chair Cotton. Once the sub-committees are formed, last year’s Chair of each sub-committee will schedule the first meeting and hold elections. Typically members serve on at least 2 committees.

- **Communications Committee**—Committee has not met. Chair Banks brought up Staff Council brochures may need to be looked at and updated.
- **Issues and Benefits Committee**—no report
- **Elections and Credentials Committee**—Ms. King reported that elections were held and went well with only a few minor issues that were corrected before elections. Updated constituent lists will be emailed out to all Staff Council members.
- **Staff Recognition and Professional Development Committee**—no report

University Committees:
- **Parking Advisory Committee**—no report
- **Tobacco Free Task Force**—has not met. Chair Banks is still on the task force but Regent Makinen is no longer serving. Per Chair Banks, there is still a number of people smoking on campus. The Library has been addressing smokers outside of the building. Ms. Sparks mentioned a person was reported to be smoking inside the Rowlett building. Regent Makinen stated if you see anyone smoking inside a building, call Public Safety and report it as this is a safety issue. Ms. King added that there has not been much smoking around the Perkins Building which was initially thought to be one of the problem areas. Ms. McDermott asked what happens if a smoker is reported. Students will go through Student Rights & Responsibilities; employees will go through the Human Resources department. Most of the tobacco free signs are up. A smoke shack is still intact next to the Moore building that people use to smoke. Chair Banks will mention this at the next Task Force meeting.
- **Strategic Initiative Teams**
  - Ms. Templin is serving on the Optimize Campus Resources team. Team will be meeting this afternoon. Will give an update at the March Staff Council meeting.
  - Chair Banks and Ms. Cotton are serving on the Campus Culture team. The family picnic was brought up during one of the team meetings and the Faculty Regent said the Faculty Senate had been discussing the same type of event, so we could potentially join forces on the picnic.
- **Benefits Advisory Committee**—Meeting is set for February 27th to review claims data for 2014. Regent Makinen and Ms. McKnight serve on this committee. At the meeting on the 27th, Ms. McKnight and Jennifer Strauel (HR) will bring up the maternity policy that was discussed at the January Staff Council meeting.

Old Business
- A meeting will be held next week, February 27th, to plan the spring/summer Family Picnic event.
- Sick Bank policy review—Sick Bank committee has not met since our last Staff Council meeting. The committee is due to meet Friday, February 20, 2015. Ms. Templin will bring up Staff Council’s motion to review the sick bank policy.

New Business
- New members can submit bios to Ms. Spease for the Staff Council webpage and existing members can send any updates that need to be made. Ms. King will also forward the new MRT table to Julie for the webpage.
- Ms. Sparks brought up the hydration stations that are located in a few buildings across campus. The College of Health Sciences requested the installation of a station in the Rowlett building via RCF in September but nothing has been done. We may research this some more to find out which buildings currently have stations and the process to go about getting one installed.
- The issue of security for Wednesday, February 11 was discussed in depth in the wake of the terroristic threat that was found in the Combs Building. Regent Makinen had several points regarding this issue.
  - Everyone should register for the RAVE notifications. Currently only about 4,000 people signed up but over 18,000 emails sent out with the notification system. There are RAVE signups across campus today
and tomorrow, and you can receive a free EKU Strong t-shirt for signing up or show proof you are already registered.

- Stay calm if an alert is received on Wednesday. Public Safety will try to dispel any rumors ASAP.
- City of Richmond and KY State police are all on campus along with EKU police department.
- There is an anonymous tip line set up for people to report information regarding the terroristic threat.
- You should review your building plan and evacuation policy to be aware of what to do in an emergency situation.
- The President has given students and employees the option of either coming on Wednesday or not. No one will be penalized for not coming. Time will be recorded as “president time off.”
- Model will be closed Wednesday.

- Gary Folckemer will be coming to the March meeting along with the PLAA (President’s Leadership Action Academy) group.
- Leah will be emailing out policies and asking for volunteers to serve on these committees—Employee Evaluation, Personnel Appointments, Drug and Alcohol Testing, and Policy on Policies (revision.) Policies to be vetted soon are Alcohol on Campus, Faculty/Staff Tuition Waiver, Holiday Schedule, Return to Work, and Reduction in Force.

**Adjournment**

Meeting was adjourned at 11:30am.

Submitted by,
Kalie Templin, Secretary/Treasurer