Eastern Kentucky University
Staff Council
Meeting for Tuesday, March 10, 2015
Whitlock 549

Members present: Leah Banks; Ann Cotton; Stephanie King; Treva Macy; Barbara McDermott; Dixie McHone; Jennifer McKnight; Debbie Simpson; Jennifer Ott; Tosha Sparks; Julie Spease; Kalie Templin

Members absent: Erin Bailey; Jennifer Evans; Bryan Makinen

Guests: President’s Leadership in Action Academy group

Call to Order: Chair Banks called the meeting to order at 10:04 am.

Introductions of Staff Council members and PLAA attendees.

Approval of Minutes: Minutes of February 10, 2015 meeting were approved via email. Vice-Chair Cotton suggested that the final copy of the minutes be emailed out to all Staff Council members each month.

Treasurer’s Report: Balance $17,413.91

Staff Regent Report:
- Regent Makinen was absent, but Vice-Chair Cotton shared his report.
- Colonels at the Capitol update: members of PLAA, Board of Regents, and the President’s Council represented EKU to our elected officials on February 25, 2015. Positive points noted include the following:
  o We have great representation from EKU.
  o Regent Makinen and others commended David McFaddin saying he has EKU’s interests at heart and presents those to key leaders.
  o Several quotes from the day included:
    - EKU has “put together a tremendous product”...“of which we are all proud.” (Senator Simpson)
    - Investing in EKU is an “investment to the future of Kentucky.” (Senator Simpson)
    - There is a positive “sense (that) Eastern is on a different mission.” (Representative Hoover)
- Vice-Chair Cotton thanked PLAA for their support and attendance at the event.

Staff Council Chair Report:
- Administrative Council has not met.
- Leaders from Staff Council and Faculty Senate have continued to meet once a month.
- During the last meeting, faculty member Richard Day brought up the policy on Evaluation of Academic Administrators stating that it included faculty specifically in the policy but not staff. It was agreed that the policy should be reviewed and revised to include staff and was forwarded to Sherry Robinson.
  o The policy states that the President should be evaluated every two years, so it is time to review President Benson. The process will need to move quickly in order to present at the June Board of Regents meeting.
  o The timeline will be as follows: March-compile survey; April-send survey; May-compile data; June-present results to Board of Regents.
  o Chair Banks also stated that staff was included in President Whitlock’s evaluation, staff just isn’t specifically mentioned in the policy.
  o Going forward, IT & HR will explore other ways to perform this evaluation possibly using the new Halogen software currently being used for Performance Evaluations by Human Resources.
  o Chair Banks will send this policy out to Staff Council members to review.
Committee Reports:
Chair Banks will send out an email this week regarding sub-committees. Please respond with your preferences.

- **Communications Committee**—no report
- **Issues and Benefits Committee**—no report
- **Elections and Credentials Committee**—Ms. King sent out new constituent lists to all members that reflect the new org chart. The committee met briefly and discussed the Staff Regent election that will take place this year. However, no committee elections were held since attendance was so small. The committee will be meeting again this month to discuss the Regent election in more detail and hold elections.
- **Staff Recognition and Professional Development Committee**—no report

University Committees:

- **Parking Advisory Committee**—no report. Per Ms. King, there is a meeting scheduled for this Friday and the committee has had some member changes.
- **Tobacco Free Task Force**—Renee Fox has left EKU. Jack Rutherford is now taking the lead position on this committee. Now that the policy is in place, membership has changed as some members have stepped down and new volunteers have joined.
- **Strategic Initiative Teams**
  - **Optimize Campus Resources**: Ms. Templin reviewed action steps the team has developed as it relates to this initiative: space analysis; improving technology; facilities and creative spaces; and sustainability. The team will be meeting again on Monday, March 16th to further develop action steps relating to budgeting, program review, deferred maintenance, a capital pool, alumni, advising, and faculty workload.
  - **Staff and University Culture**: Per Vice-Chair Cotton, the team is meeting tomorrow, March 11th. They have been doing a lot of research individually. Some aspects that are being brought to attention include customer service and supervisors being adequately trained to teach employees the “Eastern Way” of doing things.
- **Benefits Advisory Committee**
  - The Health Fair will be held April 15, 2015.
  - A new online app from Anthem will allow members to schedule a virtual doctor visit through a scheduled phone call or video call. The doctor will be able to diagnose and prescribe medication. You will have to pay a co-pay but only if the doctor is able to diagnose. If they have to refer you to your regular physician for an office visit, you will not be charged a co-pay. This will be promoted at the Health Fair in April, but you can also find out about the app on Anthem’s website by clicking on “Live Health.”
  - Claims from the past year are being reviewed. Specifically, the committee is looking at Emergency Room visits to find out the reason for visiting the ER and explore ways to reduce this number since ER visits are more costly than a regular doctor visit.
  - Renee Fox of the Healthy You program has left EKU. Per Jennifer Strauel of Human Resources, they are looking at hiring a licensed medical professional to fill this vacancy.
- **Policy Review**
  - **Employee Evaluation**—Ms. Sparks will serve on this committee. The committee is meeting this Thursday, March 12th.
  - **Personnel Appointments**—Ms. Macy will serve on this committee.
  - **Drug and Alcohol Testing**—Vice-Chair Cotton will serve on this committee. One aspect that is being discussed is if EKU wants to do random drug testing or just test when an accident occurs. Currently, they are leaning toward drug testing when any accident occurs on the job. Ms. Cotton stated when our insurance lines go through the bidding process for renewal, the vendors always ask if we have a drug testing policy. Since EKU does not, our premium will most likely be higher.
  - **Policy on Policies (revision)**—Ms. McDermott will serve on this committee. The committee has had their first meeting, but there are 3 or 4 additional meetings scheduled.
Old Business
- The previously scheduled Family Picnic committee meeting for February 27th was cancelled due to weather. This will be rescheduled.
- Gary Folkemer will be a guest speaker at the April Staff Council meeting.
- Policies to be vetted soon are: Alcohol on Campus; Faculty/Staff Tuition Waiver; Holiday Schedule; Return to Work; Reduction in Force

New Business
- Ms. Ott discussed the new branding initiative:
  - Bullhorn is the vendor that was selected to lead this initiative, and the first part of their process is the immersion/research phase to learn as much as possible about EKU.
  - Normally the branding process takes a year or longer, but they are looking to shorten this time period.
  - Some suggestions of ways Bullhorn can immerse themselves into the current culture of EKU as it relates specifically to staff were: attend a Staff Council meeting, survey the staff, hold a meet and greet, invite them to events such as our Family Picnic, ask constituents to attend a Staff Council meeting, and skype in regional campuses for a Staff Council meeting to get their feedback as well.

Adjournment
Meeting was adjourned at 11:21am.

Submitted by,
Kalie Templin, Secretary/Treasurer