

Staff Council Minutes

February 11, 2020

Members present: Matt Busey, Erik Carlson, Collin Case, Cindy Cummings, Marie Hall, Matthew Hutchinson, Jan Martin, Debi Meier, Beth Mathews, Nancy Province, Christa Smith, Kassy Swain

Members not present: Anthony Escalante, Carrie Haverty, Kathy Iwig, Tiffany Swinney

- I. The meeting was called to order by Chairperson Matt Busey at 3:02 p.m.
- II. Roll call
 - a. Attendance was taken by sign in sheet.
- III. Guest Speaker – Dr. Valerie Mendoza, Title III Grant Project Director
The Title III Program is funded by a Dept of Education Strengthening Institutions 5-year grant. The purpose of the grant is to put into place systems and practices to help low income and disadvantaged students graduate. The grant started a Success Coach program for students. For Fall 2019, the first (pilot) semester, there was a 90% retention rate to Spring 2020. Success coaching is more comprehensive than just advising, as success coaches provide wraparound services. Four success coaches are located in Mabee Library in the CSSR. They have similar backgrounds to the eligible students. Coaches have given presentations in WU 101, and work closely with math lab to refer students to the program. Success Coaches will be at NSO this year to recruit. 115 students went through during the Fall semester, a goal of 200 is proposed for following next Fall semester. So far 40 students have signed up. The criteria for eligibility is first-generation (parents not graduated from college), low-income (150% above the poverty level) or an underrepresented student.
- IV. Approval of the Minutes
 - a. The January 14, 2020 minutes were presented for approval. It was moved by Collin Case and seconded by Matthew Hutchinson. Motion carried unanimously.
- V. Committee Reports
 - a. Chair Report – Matt Busey met with Dr. Farley on February 10, 2020. Executive staff has been focused on the FY 2021 budget and incorporating the Indoor Practice Facility operating expenses. Dr. Farley was updated on the shared leave policy activity and expanding holiday break. He was supportive and asked Matt to put paperwork together. These changes need to go through the Benefits committee, WUPRPM committee, and the faculty senate.
 - b. WU Board of Regents Meeting Update – The most recent WU BOR meeting was February 6, 2020. The Indoor Practice Facility will be open in Fall 2020. The new School of Law Building will be taking construction bids and is predicted to be finished in 2022. Jane Carpenter was appointed as the dean of the School of Nursing. RubinBrown has chosen as the Audit, Tax and Compliance Services agent. They will rotate a new partner for auditing in order to remain objective.
 - c. All Faculty/Staff Email and Posting Committee –Nothing to report.
 - d. Benefits Committee – Matt Busey spoke with Teresa Lee, Director of Human Resources, about the Benefits Committee meeting. She is supportive of meeting when the shared leave policy is ready.
 - e. Food Advisory Committee – Debi Meier met with Janel Rutherford, Director of Business and Auxiliary Services, Memorial Union. Chick-fil-A will take up half the space in the Union Market and offer almost a

full menu. Chick-fil-A will be where the Grill is. The Memorial Union looked at their highest selling food items and plan to continue them.

- f. Parking Ticket Committee – Nothing to report.
- g. Safety Committee – Cindy Cummings indicated that WU Police blocked a School of Law fire hydrant during a response to an incident. Beth Mathews will follow-up with the Safety Committee. The Safety Committee met January 28, 2020. They discussed more about the sidewalks on 17th Street. Beth reported that there's not a lot of options that wouldn't involve a lot of time and money. Any intersection is illegal to cross, regardless of paint or sign, when pedestrians are present, and pedestrians always have the right of way. An analysis would take six months or longer. Collin Case asked how much it was cost for an analysis, although Beth did not know, he asked that the Safety Committee pursue it. The safety website is now under Student Life. The winter weather closing procedure is located there as well. There is an email address, safety@washburn.edu, that can be emailed for any safety concern. Scooters are coming to Topeka and campus. The WUPRPM and other policies are being updated to accommodate regulations for scooters. The National Weather Service severe weather week is the first week of March. There will be storm spotter classes on campus that are free and open to the public.

VI. Old Business

- a. WSGA Smoking Locations on Campus Policy – The WSGA has formed an ad hoc committee and Christa Smith requested to sit on it, if a staff council representative is needed.
- b. Shared Leave Policy Revision – The Ad Hoc Committee determined the following changes need to be made: extend 30 days per fiscal year to 90 days per fiscal year, 30 days per incident. The shared leave pool max to extend from 2,500 to 3,000. Donation of one day of personal or sick leave per fiscal year. Matt Busey will ask about leeway with donating to a certain person. Re-evaluation of this policy shall occur every five years, and shall occur with either the Benefits Committee or the Staff Council. There was also discussion on grandfathering in those who have been employed at WU for more than three years. The Council will distribute the draft policy for review to constituents before taking it to the Benefits Committee. The Shared Leave Ad Hoc Committee is not planned to have additional formal meetings.

VII. New Business

- a. Core Issues – The following core issues were discussed: Parental or caregiver leave policy for when a new child enters the home, and caregiver provider, paid leave for 6 weeks. Bereavement leave policy. Increasing sick leave earnings from 8 hours to 12 hours earned per month (50% increase) for salaried employees, and an additional four hours bi-weekly for bi-weekly employees. Cindy Cummings volunteered to be on an ad hoc committee to discuss this.

VIII. Information Items

- a. Climate Survey – Matt Busey asked that everyone take the Climate Survey as it is important for Washburn to assess our campus climate regularly.
- b. CliftonStrength Assessment – Email Marta Haut or Matt Busey regarding your participation.
- c. The next Staff Council meeting will be March 10, 2020, 3-4 pm, Lincoln Room, Memorial Union.

IX. Meeting Adjourned

- a. It was moved by Erik Carlson and seconded by Colin Case to adjourn the meeting at 4:06 p.m. Motion carried unanimously.

Minutes submitted by Staff Council Secretary Christa Smith.