

**Staff Council Minutes**

**January 14, 2020**

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

Members not present: Anthony Escalante, Marie Hall, Tiffany Swinney

- I. The meeting was called to order by Chairperson Matt Busey at 3:03 p.m.
- II. Roll call
  - a. Attendance was taken by sign in sheet.
- III. Approval of the Minutes
  - a. The December 10, 2019 minutes were presented for approval. It was moved by Kassy Swain and seconded by Erik Carlson. Motion carried unanimously.
- IV. Committee Reports
  - a. Chair Report – Matt is scheduled to meet with President Farley on February 10, 2020.
  - b. WU Board of Regents Meeting Update – No meeting since the last Staff Council meeting. Next meeting is February 6, 2020.
  - c. All Faculty/Staff Email and Posting Committee – Nothing to report.
  - d. Benefits Committee – An ad hoc committee consisting of the Benefits Committee members and Staff Council leadership are revising the shared leave policy.
  - e. Food Advisory Committee – Nothing to report.
  - f. Parking Ticket Committee – Nothing to report.
  - g. Safety Committee – Beth Mathews is working with Heather Dunlap, Life Safety and Emergency Manager, to organize representatives consisting of students, facilities, etc., to participate in the Safety Committee. The next meeting is scheduled for January 28, 2020. Topics consist of controlled crosswalks at 17<sup>th</sup> Street and MacVicar Ave and on MacVicar Ave. Eric Just, Director of Facilities Services, reached out to the City. It is likely these will not be installed because there are no sidewalks on west side and the infrastructure is expensive. The committee will also update the university safety website and create an email address for reporting safety issues. Other topics were parking lot safety, emergency phones, and sidewalks and parking lot repair.
- V. Old Business
  - a. WSGA Smoking Locations on Campus Policy – Christa to follow-up with WSGA regarding the formation of an ad hoc committee to address the policy.
- VI. New Business
  - a. Shared Leave Policy Ad Hoc Committee – The ad hoc committee met prior to the general Staff Council meeting. The committee is working toward making it a more flexible policy and relax the requirements. The committee is suggesting revisions of a donation of one day personal or sick leave and raising the

maximum number of hours in the pool to more than 2,500 hours.

- b. Establish Core Issues to Address in Current Term – Matt Busey will send an email to the Staff Council members that will outline current issues and attempt to prioritize them.

Matt Busey discussed holiday leave between Christmas and New Years with Chris Kuwitzky, Vice President of Administration and Treasurer (VPAT). Chris is working to streamline the current policy by allotting two weeks of leave for winter break between Christmas Eve and New Year's Day. It was suggested that Mary Schumacher, Bursar, be contacted to request to attend upcoming meetings of the Calendar Committee; this committee plans the University's calendar for two years at a time.

## VII. Information Items

- a. The next Staff Council meeting will be February 11, 2020, 3-4 pm, Lincoln Room, Memorial Union.
- b. The policy on Children in the Workplace was inquired by a constituent. The WUPRPM Regulations and Procedures references policies on Children in the Workplace in Section F.7.
- c. Marta Haut, Associate Director of Human Resources, requested the Staff Council participate in the CliftonStrengths assessment. Most had not taken the CliftonStrength assessment and were in favor of taking it. Matt to follow-up with Marta.

## VIII. Meeting Adjourned

- a. It was moved by Kassy Swain and seconded by Carrie Haverty to adjourn the meeting at 3:31 p.m. Motion carried unanimously.

Minutes submitted by Staff Council Secretary Christa Smith.