

## Staff Council Minutes

February 10, 2015

**Members present:** Jackie Askren, Shane Bartley, Jen Blackburn, Ryan Calovich, Chaz Havens, Jenith Hoover, Heather Jones, Katrina Klein, Coletta Meyer, Gayla Sarkesian, Kim Sturgeon, and Colleen Thiessen

**Members not present:** Tami Boten, Kim Fletcher, Marta Haut, Donna Lacey, Bonnie Paine, and Mary Kay Thornburg

- I. Shane Bartley called the meeting to order at 3:03 p.m.
- II. “Getting to know” Kelly Russell, University Registrar
  - a. Kelly Russell started mid-October 2014. She spoke on her background and the responsibilities of the registrar’s office. Some new things within the office will soon be the ability to send out electronic transcripts (we can currently receive electronic transcripts). Something else that is being worked on is reverse transfer for students within the state of Kansas. Also, because we work at a university, always remember FERPA (more information: <http://www.washburn.edu/statements-disclosures/ferpa/index.html>).
- III. Reports
  - a. Shane Bartley, Chair – No meeting with the President to report. Governor Brownback wished Washburn University a happy 150<sup>th</sup> birthday with a signing of a birthday proclamation. The money for the Staff Council brick through the Washburn University Foundation was turned in since our last meeting.
  - b. Benefits Committee – No meeting to report.
  - c. Safety Committee –No meeting to report.
- IV. Discussion Items
  - a. Continuation of items to focus on for the new term
    - i. Campus Signage
      1. Jenith Hoover brought some examples that the Leadership Institute students had previously created. Coletta Meyer also shared that something to check out would be what the VA Hospital does with outside signage (entrance on Gage side). Jenith has also been in contact with an interactive sign company for boards that could be located outside. She brought some examples, along with saying that the company could provide us with an estimate of price very soon so as to know if this would be something to continue to pursue (maybe placement on all four corners of campus, along with someone donating money for these and having their name put on them) or if we should pursue another direction with signage.
    - ii. iCard
      1. iCard readers – Washburn Tech
        - a. Katrina Klein brought Shane deposit forms from the Washburn Tech Business Office for student lunch cards. Shane will get with Washburn Business Services to go over these to see what benefit there would be to have an iCard reader placed in the Washburn Tech cafeteria.
- V. The next Staff Council meeting will be March 10<sup>th</sup>.
- VI. New Business: No new business to report.
- VII. Announcements:

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- a. Jackie Askren shared the following dates of upcoming events/services provided by the School of Law:
  - i. VITA - Volunteer Income Tax Assistance, will be held every **Saturday** from now until April 11 at the Law School. Hours are 9 a.m. - 5 p.m. (doors close at 4:00 p.m. to ensure all attendees receive service). Please enter the first floor of the Law School from the south entrance. You must be low-income to qualify.
  - ii. The Law School's next Veteran's Clinic to assist with Estate Planning will be held Saturday, February 28, 9:00 a.m. - 12:00 p.m., also 1<sup>st</sup> Floor of the Law School.
- b. Coletta Meyer shared that the Wellness Fair would be Thursday, February 12 from 11-1:30pm and would have vendors and prizes.

VIII. Shane Bartley adjourned the meeting at 3:40 pm.

Minutes submitted by Shane Bartley (with notes from Ryan Calovich)