

# Washburn University Staff Council Meeting Minutes

**October 11, 2022**

Members Present – Christa Smith, Matt Busey, Meagan Smejdir, Carissa Schmidlein, Nancy Province, Eileen Brouddus, Gayla Sarkesian, Barbara Evans, Kaydee Emperley, Indigo Wilson-Schmidt, Cory Payne, Teresa Young, Haley Mason, Christina Pirtle, Debi Feyh, Gayle Davis

Members Not Present – Leah Brown, Jackie Askren, Drew Liggett, James Scotti

- I. The meeting was called to order by Chairperson Matt Busey at 3:04pm.
- II. Vacancies
  - a. No Staff Council representation for the following groups:
    - i. Non-Exempt B
    - ii. Non-Exempt H
- III. Roll Call
  - a. Attendance was taken by Zoom chat & sign-in list for those meeting in person.
- IV. Approval of September 13, 2022 Minutes (Motion)
  - a. Voting
    - i. Motion – Barbara Evans
    - ii. Second – Carissa Schmidlein
    - iii. Votes
      1. Yay – 16
      2. Nay – 0
      3. Abstain – 0
- V. Committee Reports:
  - a. Chair Report – Matt Busey
    - i. Unable to schedule a meeting with Dr. Farley before his retirement but the new Chair can schedule a meeting with Marshall Meek
    - ii. It is has been a pleasure to serve as Chair of Staff Council
  - b. Board of Regents Meeting Update – Matt Busey
    - i. Meeting on September 15, 2022
      1. Public budget hearing
      2. Health plan renewed for 2023 calendar year without a rate increase
  - c. All Faculty/Staff Email/Posting Committee – Christa Smith, Vacant Position
    - i. The Listserv can include Alumni Association and Foundation through WU emails – going to follow up to make sure it is okay to include them
    - ii. The Listserv will not go to Tech
    - iii. The Listserv will replace Work Place
    - iv. No digesting for the Listserv

- v. List will be automatically sent to everyone with rules for how to route the message to another folder or how to opt out (information will be included)
- vi. People who leave Washburn or opt out will be automatically removed regularly, **need to clarify if there is an opt out option or not.**
- vii. Mark is working to find someone to be the owner for the list
- viii. Potential Names – WU Forum or WU Employee Forum
- d. Benefits Committee – Matt Busey, New Chair, Vacant Position
  - i. No meeting since September 2022
  - ii. New Directions locked in for long term and short-term disability rates for the next three years
- e. Food Advisory Committee – Nancy Province
  - i. Chartwells facilitating a new survey about the new dining facilities
  - ii. Nov 16<sup>th</sup> – thankful event, details will be coming
- f. Parking Ticket Committee – 2 Vacant Positions
  - i. No Report
- g. Safety Committee – Vacant Position
  - i. No Report

VI. Old Business:

- a. None

VII. New Business:

- a. Appointment of Officers for 2022-2023 term (officer responsibilities below)
  - i. Immediate Past Chairperson
    - 1. Matt Busey (former Chairperson)
  - ii. Chairperson
    - 1. Nominations
      - a. Barbara Evans
  - iii. Vice-Chairperson
    - 1. Nominations
      - a. Eileen Brouddus
  - iv. Secretary
    - 1. Nominations
      - a. Carissa Schmidtlein
- b. Votes
  - i. Motion- Christa Smith
  - ii. Second – Nancy Province
    - 1. Yay – 16
    - 2. Nay – 0
    - 3. Abstain – 0
- c. Appointment of vacant committee positions
  - i. All Faculty/Staff Posting Committee
    - 1. Nominations
      - a. Christa Smith
      - b. Eileen Brouddus
  - ii. Benefits Committee
    - 1. Nominations

- a. Matt Busey
    - b. Barbara Evans (new Chairperson)
    - c. Kaydee Emperley
  - iii. Parking Ticket Committee
    - 1. Nominations
      - a. Debi Feyh
      - b. Indigo Wilson-Schmidt
  - iv. Safety Committee
    - 1. Nominations
      - a. Haley Mason

VIII. Informational Items:

- a. Argos Report: Constituent List
  - i. New representatives can pull a list of their constituents through Argos so that you can download a list of your constituents
  - ii. New representatives should have access by the end of the day on 10/11/2022
  - iii. See email from Matt Busey with instructions for how to access this report
  - iv. New representatives are encouraged to send an introduction message to their constituents
    - 1. Matt will send a template/sample message that new representatives can edit before sending out
- b. Next Meeting: November 8, 2022, 3:00pm-4:00pm via Zoom Video Conference and in the Lincoln Room, Memorial Union
  - i. Staff Council meets on the second Tuesday of each month, via Zoom Video Conference and in the Lincoln Room, Memorial Union

IX. Adjournment (Motion)

- a. Motion – Barbara Evans
- b. Second – Eileen Brouddus
- c. Vote
  - i. Yay – 16
  - ii. Nay – 0
  - iii. Abstain – 0

Additional Information

ADD MEMBERSHIP/REPRESENTATIVE RESPONSIBILITIES

ARTICLE III – Membership

Section 2. Responsibilities

- A. Represent the interests of that group of Washburn University employees which has selected him/her for the position, rather than representing his/her own personal interests.
- B. Provide a method of two-way communication between himself/herself and those in the group represented. It is important that such a method is used regularly to share the actions of the Council with those represented. Conversely, it is important to use that method to solicit the opinions and reactions of those represented and to share those with the Council.
- C. Make time to attend meetings of the Staff Council in a regular and timely fashion.

- D. Be willing to serve on a Staff Council subcommittee if requested.
- E. Will always ask alternate to attend any meetings that conflict with member's schedule.

## ARTICLE V – Officers

### Section 1:

The officers of the Staff Council will be a Chairperson, Immediate Past Chair, Vice-Chairperson, and Secretary.

### Section 2: Term of Office

- A. The Officers will be elected by the Council at the first meeting of the newly-elected Council to be held within thirty days of elections.
- B. The Officers will hold a one-year term, and will hold office until their successors are elected.

### Section 3: Chairperson

The Chairperson will schedule rooms for each meeting, preside at all meetings of the Staff Council, manage the business of the Staff Council and carry into effect all resolutions of the Staff Council by providing a copy of the resolution to the President and other concerned parties. The Chairperson will serve as liaison to the University President meeting occasionally as situations warrant.

### Section 4: Immediate Past Chair

The previously elected Chair will serve as the Immediate Past Chair. The Immediate Past Chair will provide support and mentorship for the Chairperson. In the event the former Chairperson is unable to serve as the Immediate Past Chair, the former Vice-Chairperson will serve as the Immediate Past Chair. If the former Vice-Chairperson is unable to serve as the Immediate Past Chair, the former Secretary will serve as the Immediate Past Chair.

### Section 5: Vice-Chairperson

The Vice-Chairperson will, in the Chairperson's absence, perform the duties of the Chairperson.

### Section 6: Secretary

The Secretary will attend all meetings of the Staff Council and act as clerk thereof, and record all votes and minutes of all proceedings. The Secretary will also distribute minutes to Council members.

*Minutes submitted by Staff Council Secretary Meagan Smejdir.*