Staff Council Minutes
January 3, 2001

Mary Beth Bero called the meeting to order with 15 members present. It was moved, seconded and carried to post the minutes of the Dec. 6 meeting to the Web.

Reports

Benefits Committee

have not met since December meeting

Employee Recognition Committee

Met in December. After feedback received, decided the nomination and award process for our area will be the same as last year - 3 awards and the rest used for door prizes which will all be drawn at the end of the ceremony. The Nomination forms will go out early in February and the ceremony will be April 5 after 1 p.m. with a light dessert served afterward. It should last no longer than 90 minutes and will be held in White Concert Hall which will be renovated by then.

Corporate Volunteer Council

special luncheon in December so no meeting. Janet was thanked for her great job of collecting money for blankets.

Change Management Team

representative not present

Membership Committee

no report

Recycling Committee

no report since last month

Safety Committee

Connie DiPasquale handed out a written report which outlined items needing attention at their last walk through campus which included a blind student who also offered many helpful suggestions.
representative not present

Mary Beth reported on an update she received from David Monical after his visit several months ago. They are still working on updating the campus directory and staff council requested that all personnel in each department/school be listed in the front of the directory. They are also working on a "frequently asked questions w/answers" to be posted to the Web page and asked for input. Heath Martin suggested that all staff members with their department and phone extension should be listed on the Web for Washburn. He will send a memo to David suggesting how to do this.

We reviewed the list of previously suggested topics for discussion and chose several from each of 4 areas to concentrate on for this year. The topics in the Advising Administration area that were chosen are:

- Concern about how raises are implemented, Time off for class during the work day or for community service, and Shortened summer hours (4-day, 10-hour work weeks with Friday closings). Heath suggested that we look into possibilities to implement this last concern and he, LaJean Rinker, and Janet Lassiter will form a committee to deal with this topic.

In the area of Benefits the concerns were:

- Accrued leave limit only kick in on June 30 rather than monthly, A discretionary day, and Having textbook costs included with the educational assistance. It will probably be necessary to place a dollar limit on this last item rather than paying the entire sum.

In the area of Communications the topics were:

- Make employees more aware of major university events ahead of time (especially notifying employees when parking areas would be reserved and they would need to find alternate spots) and Timely payment of vouchers during enrollment.

In the area of issues that relate to the Human Resources Office the items of concern were:

- "Re-hires" maintaining years of service and The need for a training session (especially for new hires) on various WU procedures and the implementation of a "mentor" program which Staff Council would assist with. It was suggested that a monthly training session might be useful and it would be open to all staff and deal with a variety of topics.
- We discussed the merit pay that President Farley talked about in December. Since it is strongly supported by the Board of Regents, it was suggested that we first determine what the policy is regarding the determination of who receives merit pay and then decide what our suggestions would be regarding this issue. Mary Beth will check this out and report back to our next meeting. It was also suggested that we voice our opinion about the amount of staff raises for the next fiscal year. The President said the KS Board of Regents is suggesting a 6% raise for faculty with only a 2.5% raise for staff. We all agreed that both areas are underpaid and the large discrepancy in these raises is a concern to us, especially since faculty base pay is much higher than staff and hence the dollar amount would be considerably higher.
• Rich Robbins reported a need for revamping the entire evaluation process for the next year. His area is considering an evaluation by peers and those reporting to the staff person being evaluated in addition to the supervisor’s evaluation. It was agreed this was a good idea but in areas such as many academic departments there are no peers and no one reporting to the staff being evaluated.
• Janet Lassiter reported that numerous bats have been sighted in Garvey and they are seeking ways to get rid of them.

There being no further business, the meeting was adjourned at 4:30 p.m. Our next meeting will be February 7 at 3 p.m.

Respectfully submitted,
LaJean Rinker, Secretary