Staff Council Minutes
February 2, 2005

Present: Lori Rognlie, Kristin Kelly, Lori Spurgeon, Martha McCoy, Brenda White, Val Van DerSluis, Stephanie Teeselink, Lynn Bailey, Jessie Smith, Janet Degginger, Judy Liesmann, Kelli Clevenger, Shirley Jacobson, Melody Herrin, Linda Santiago, Marsha Madl, Susan Jarchow.

Sue Jarchow called the meeting to order.

Minutes were approved from Jan. 11th, 2005 meeting.

New Employee Video viewing has been postponed in order to accommodate some editing needs of the video. The New Employee Orientation will be presented soon.

Reports

President’s Report

none this month. Lynn Bailey and Sue Jarchow will meet with President Farley before the next meeting.

Corporate Volunteer

Martha McCoy reported that volunteer opportunities were sent via e-mail to the campus. Discussion of possible recognition of W.U. volunteers as perhaps a “Volunteer of the Year.” Sue also pointed out that announcements could be made to the campus via Targeted Announcements in mywashburn.

Benefits Committee

Judy Liesmann reported.

A Wellness Committee is being formed to design a Wellness Program for the campus. The Benefits Committee selected 10 people from a pool of 35 volunteers to serve on this committee. The committee members are composed of several administrative, classified and faculty personnel.

More discussion of a Women’s Wellness benefit. Barbara Stevenson researched the current health plan and found that the items questioned as not being covered are in fact covered under the lab fee area (such as Pap Smears, mammogram, bone density test, etc.)

Further discussion on Personal Leave cap. Sue Jarchow presented the committee with statistics on how many employees are at the maximum or within 3 days of reaching their maximum on personal
leave. The statistics showed that 147 people are at or within 3 days of reaching the maximum allowed on their personal leave.

Discussion on Funeral Leave as an additional benefit. Dr. Rood will draft a policy for further discussion at the next meeting.

**Technology Team**

Sue Jarchow reported.

W.U. will be purchasing a new phone system in Summer 2005.

As interim co-directors, Bob Stoller & Sue Jarchow have submitted to the Steering Committee, Deans, & the Electronic Technology Committee (ETC) a Plan for Technology proposal. The Plan is in the comments stage now and waiting for support from these areas.

**Employee Recognition Ceremony**

Martha McCoy reported that the ceremony is scheduled for April 6th from 3:30-5:00pm in the Washburn Room. Nomination letters, with guidelines, are being sent via campus mail to WU employees.

**Old Business:**

**Evaluation of Administrators**

A subcommittee was formed to discuss this further. The subcommittee consists of Jessie Smith, Linda Santiago, and Martha McCoy. Martha volunteered to be on the subcommittee as an administrative representative. It was also suggested that Donna Clark from Human Resources be included in this subcommittee.

**Smoking Policy**

Duke Divine, Director of Business Services submitted a DRAFT smoking policy for Staff Council to comment on. He is wanting feedback from various groups, including Staff Council. There was lengthy discussion about the draft. Some issues brought up were 1) How this policy could affect WU's public customers, 2) How it could be enforced and difficulty in enforcing the policy, 3) Are there legal issues to consider?, 4) What about other unhealthy behaviors?

After more discussion, Staff Council voted on supporting a limited smoking policy within designated outdoor areas, but unanimously DID NOT support a full non-smoking policy for the Washburn campus as suggested in the draft from Duke Divine.

(copies of the Draft policy are available from Staff Council representatives)
**Shared Leave Policy**

Jessie Smith brought up the fact that the Shared Leave Policy needs to be reevaluated because WU employees currently cannot effectively use it. This policy is set to sunset this year. Staff Council will ask the Benefits Committee to revisit this policy.

**Christmas Club**

tabled until next meeting.

Next meeting March 2nd, 2005.