Staff Council Minutes
February 5, 2003

Present: Karmen Byers (for Gene Cassell), Kelli Clevenger, Heidi Crosland (for Kristine Jenkins), Melissa Doebele, Caroline Fox, Elaine Gill, Mitch Higgs, Shirley Jacobson, Mary Jones (for Linda Spaulding), Donna Lacey, Judy Liesmann, LaJean Rinker.

LaJean Rinker called the meeting to order.

Committee Reports

Benefits

Meeting pending.

Change Management

Mitch Higgs reported the first committee meeting of the semester will be on Friday. Training continues on the student module.

Corporate Volunteer

No January meeting. Nancy Zweiner will attend the Volunteer Luncheon next Friday to represent Washburn.

Recycling

Remains at 48%. There was a proposal to create a flier to post on each recycling container on campus. LaJean will contact Thomas Yang.

Safety

Committee has not met nor has there been any contact from the chair of the committee.

Employee Recognition Ceremony

Caroline Fox met with the committee on January 30th. April 10th is the tentative date. It will be held in the Washburn Room with the same format as last year: 3:30 to 4:00 p.m. mingle, 4:00 to 4:30 p.m. program. Nomination forms will be sent out soon with the five year rule for qualification in effect. The forms will remain unchanged as they were carefully designed last year. Seven people, including the winners from last year and Caroline, will vote for this year's winners. Plaques were discussed to post all previous winners names on and to be updated each year. These could hang in Memorial Union. Ribbons and name badges will be used again. It was decided to ask for evaluations of the ceremony in alternate years.
Old Business

Student Health: the committee has made a hiring decision regarding a nurse practitioner. It now goes to the OR. Insurance and FlexBen: if you are a part of the group who had Blue Select coverage until November 1, 2002 and DID NOT elect to have money deducted for the flexible spending plan, you should be able to send receipts dated from July 1 to October 6, 2002 to FlexBen for reimbursement. Check with Human Resources if questions or problems. New Payroll slips/problems: Some classified staff were upset about the need to print the new form off the web using the appropriate color paper. The color coding helps the Payroll office immensely as they deal with a lot of paperwork in their quest to ensure that everyone is properly paid. If addresses or other items on the new checks/pay slips are wrong, please contact Payroll or the Human Resource office.

New Business

LaJean met with President Farley. Nothing has been done with evaluations yet. The proposal to have a week overlap of a newly hired secretary with a retiring secretary was looked on favorably as President Farley understands how much knowledge is being lost. There will be approximately twenty secretaries retiring in the next five years - an overlap would cost about $6,000. He will check on a funding source and consult with others. Also discussed was a mentoring program for classified staff - President Farley likes the idea and would like Staff Council to implement it. The last item discussed was the Kansas Board of Regents and their drafting of statewide goals which President Farley discussed with General Faculty at their meeting last week.

The next meeting will be Wednesday, March 5, at 3 p.m. in MO204.

The meeting adjourned at 4:00 p.m.