Staff Council Minutes
February 6, 2002

Present: Mary Allen, Mary Beth Bero, Heidi Crosland, Melissa Doebele, Sally Dyke, Caroline Fox, Elaine Gill, Mike Jauken, Hal Kimmel, Donna Lacey, Judy Liesmann, LaJean Rinker, Debbie Vinning.

Dena McMahon, who is from Benton Hall and replaces Joyce Abbott on staff council, was introduced in absentia.

Minutes from January 9, 2002 were approved to be posted to the web as written.

Committee reports

Employee Recognition

LaJean replaced Joyce Abbott on this committee and reported that the Employee Recognition Ceremony will be different this year. It will be held in Bradbury Thompson on April 12 from 3:00-4:30pm. The University will not close during this time as people will be expected to take turns attending (similar to the last staff/faculty holiday party). There will be a reception line for those being honored, a buffet line set up, and a brief ceremony at 3:30pm. Six people (2 from each of the following groups: secretarial/clerical-classified, service/maintenance-classified, and administrative/technical/paraprofessional-administrative) who have excelled in their position will receive an Outstanding Service Award in the form of a $500 U.S. savings bond. The nomination forms are due March 5 to LaJean Rinker, Psychology.

Benefits

the big issue remains health insurance. They anticipate hiring a consultant to help with the RFP's and plan to have a recommendation in time for the June meeting of the Board of Regents.

Change Management

no report. However, there is a new AIS project newsletter in today's campus mail.

Corporate Volunteer

Nancy Zwiener will be the representative for Washburn.

Recycling

no report. However, there is a monthly update available on the Washburn web site. Also, window envelopes are now acceptable for recycling.
Safety

no report

Evaluation

LaJean will contact Deborah Moore about the revised form.

Old Business

- Crosswalks on 17th Street - John Warren has not heard back from the city yet regarding the latest proposal.
- Parking Lot North of Morgan - John Warren has not heard back from the city yet on the restriping of 17th Street. Regarding parking lots, there was a campus wide e-mail from John on January 23, 2002 about parking lots E, R, & P - the gates should be operational soon with an e-mail to be sent out regarding gate cards and 'reserved' placards. Should be completed around March 1.
- Restrooms in Morgan - improvements are still in the process. President Farley is now aware of the situation.
- Campus Signs - President Farley is aware of the lack of building/campus signage. He wants them to be uniform and will try to work them into the budget over five years time.
- Sick leave - the requested changes are on hold for now.

New Business

- A. Chair's report from President Farley - LaJean spoke with him about the possibility of converting the university paid life insurance to employee paid after retirement. He will speak with other people about this and get back to her.
- B. Volunteers for Employee Recognition Awards Committee (2) - Judy Liesmann and Mary Beth Bero volunteered.

Information and Announcements

- An evaluation of staff council to gauge its effectiveness was discussed several months ago, to be brought up again in February. Since this is only the fourth year of its existence, it was felt that more time should pass before a formal evaluation takes place.
- There were favorable comments regarding the clearing of ice and snow from the walks and parking lots. The parking lots were contracted out as Washburn doesn't have the heavy equipment necessary. Mike Jauken was going to pass on compliments about the walkways to the grounds crew. LaJean will send a complimentary note to Tom Yang. We also appreciated Washburn considering everyone's safety in the decision to close for two days.
- There was discussion regarding an employee having to use pre-approved personal time when Washburn was closed due to the inclement weather instead of 16 hours of "snow" time.
- The University income from sales tax will be down this year, partly due to the effects of the 9/11 tragedy.
• The question was raised that if Washburn receives $100,000 (as stated in the Topeka Capital-Journal) from the sale of BCBS to Anthem, where would that money go. LaJean will ask President Farley.

There being no further business, the meeting was adjourned at 3:55 p.m. Next meeting, March 6, 2002, at 3:00 p.m. in Morgan 204.

Respectfully submitted, Donna Lacey, Secretary