Staff Council Minutes
February 7, 2001

Attached are the February 7, 2001 Staff Council Minutes.

Mary Beth Bero called to meeting to order at 3 p.m. on February 7, 2001.

She introduced President Farley who spoke to us on the salary increase program. This appears to be a very good year for Washburn and the Board of Regents approved some general basic guidelines for salary increases. In the past the differentiation between faculty and staff has been determined by salary surveys conducted on 14-15 peer institutions and Class II-A institutions (about 300) to compare them to Washburn. From these surveys it was determined that faculty was about 10% behind these institutions while surveys with other local employers placed classified staff about 6% behind. The same is true this year but the Board has decided that there will be no salary differentiation this year and everyone will fit into the following general guidelines of 0-3 tiers: 0 - performing below expectations but capable of improving and there will be no salary increase; 1 - performing the minimum required and a salary increase of 1.5%; 2 - meets expectations and a salary increase of 3.4%; 3 - performs above expectations and becomes eligible for an additional increase of a $ amount. This $ amount must be based upon the evaluation of the person's performance.

The minutes of the January 3, 2001 meeting were approved with a minor change in wording and will be posted to the Web.

Benefits Committee - still working on tiered insurance proposal and survey yielded no definitive answer. The 3 forums had very poor attendance and still no definitive answer. This committee will hold off making a recommendation until the new rates are known. The shared leave proposal was sent to President Farley and Senior staff for input. They changed "leave" to only "personal leave" excluding sick leave. This committee will offer a counter proposal which will put sick leave back into the agreement. Employees were not recognized as eligible to share in this program for sickness as Senior Staff felt they have the opportunity to purchase short-term disability insurance. The Committee will try to add "or someone who is ineligible to get short-term insurance" for those who are indeed unable to do so. This shared leave program will be operating for a 3-year trial period and so we may have to put it into place without all the desired changes and work to get them added later when we have more data to support them. Allen Easley will submit a revised program so Mary Beth asked that anyone who has suggestions or additions submit them to Allen ASAP so they can be considered for inclusion.

The Employee Recognition Ceremony will be held in White Concert on April 5 at 1:30 to be followed by a light dessert. In the interest of saving time, the 5, 10, and 15-year employees will be asked to stand and be recognized. Staff awards will be the same as last year and the random drawings for the smaller prizes will be done at the end. Nomination forms go out next week and will be due on March 2 to Rich Robbins. At that time the committee will meet and choose those to be recognized.
Janet Lassiter reported on the Corporate Volunteer Committee - the entire Topeka community is adopting a word of the month and this month's word is "orderliness." The committee is hoping to make Topeka one of Colin Powell's recognized cities. Project Topeka is the big project for February. They will have a special Vol luncheon on February 14.

Sue Peek reported that the Change Management Team has been meeting weekly with their main goal being stressing the importance of communication between all facets of the campus. There is a Web site on-line and we were all encouraged to view this. They are also trying to make fun out of this with the goal of reducing the stress that accompanies change of this magnitude. They recognize that change is never easy but stressed that everyone needs to do their part to make this happen. Staff must keep themselves updated and training will be available after the new software is in place and on-line.

Betty Fischer handed out a recycling report that was part of an e-mail that was circulated campus wide. There are now recycle containers for glass and plastic near the tennis courts. They are for use by the Washburn community only.

Mary Beth shared an e-mail from John Warren concerning a pedestrian crosswalk light on 17th street. The city survey showed enough traffic to warrant a flashing light but the issue is the cost ($6000 to $18,000). There will be more discussion in Senior Staff regarding this important issue. Mary Beth also shared an e-mail regarding reserved parking which stated that faculty and staff will be notified when lots or parts of lots are closed because of events that draw non-campus personnel to Washburn. Since these e-mails cannot be sent to students, it is our responsibility to notify affected students about parking being restricted. Connie DiPasquale reported that Carol Vogel said it is the responsibility of sight-impaired students to make themselves familiar with their surroundings on campus and so it is not necessary to have audible alarms on the "security phones" around campus.

Mary Beth passed out a list of topics she and President Farley discussed recently. He stated that he felt implementing a 4-day work week in the summer would be very difficult. Heath Martin added that the committee assigned to research this had reached much the same conclusion. However, they will still look into working 7:30-5:30 M-R and closing at noon on Friday. He asked all staff council members to seek input from their constituents and be prepared to give feedback at our next meeting. The issue of "time off" for class/community service is uniform in that it is up to each department/area to make those decisions. Deborah Birney is still looking into having accrued leave "kick in" only on June 30 rather than monthly as well as including textbook costs with educational assistance. Senior Staff has been made aware of the concern of timely payment of vouchers during enrollment and will be working on that. On the issue of "rehires" maintaining years of service, Deborah Birney reported that the state has a policy that if they return within one year they will be reinstated and retain the status one had when they left. Staff Council could make a recommendation that Washburn institute this same policy.

Heidi Crosland was appointed to the Homecoming Committee but was absent so there was no report. Heath Martin reported that you can now access phone numbers, etc. by typing in search/directories on the Website. He has checked this recently and determined that staff are added within a week of being employed so it is being updated regularly.
Since the Union is under construction, it will be necessary for us to move our meetings for several months. MO 204 is available for our May meeting but we need rooms for March and April. Mitch Higgs will look into using a room in Benton and Connie DiPasquale a room in Petro for these meetings.

Heath Martin suggested we look into a "funeral leave" policy. It was suggested that this could possibly be incorporated into the "Shared Leave Program." The Benefits Committee was given this assignment.

Lynn Bailey is on extended leave due to illness. He is a Staff Council alternate and asked if he should forfeit that position. It was agreed that he should maintain his position and anytime Debbie Vinning could not attend, it was her responsibility to find someone to attend in her place.

All other business was tabled until the next meeting. The meeting adjourned at 4:30 p.m.

LaJean Rinker, Secretary