Staff Council Minutes
February 18, 1998

PRESENT

Bob Stoller, Sheri McDowell, Ginger Webber, Donna Catron, Cindy Barry, John Shearer, Deborah Birney, Elizabeth Wunder, Carla Rasch, Duke Divine, Donna Winslow, Marj Murray, Rugena Hall, Deborah Anderson, Karen Simpson

Cindy Barry moved, seconded by Duke Divine, to approve the minutes of the February 4 meeting. Motion carried. After consulting Robert's Rules of Order, Bob Stoller clarified that the chairperson of a committee votes when a vote is taken by ballot, as well as when his/her vote will change the result of the vote (ie: make or break a tie). Also, the council agreed that the minutes will not be posted on the Staff Council web page until they have been approved by the committee.

INFORMATION ITEMS

Bob Stoller met with Dr. Farley following the council's recommendation regarding the holiday closing of the university. He reported that Dr. Farley was satisfied with the recommendation, understands the concerns, and he plans to make a decision within the next month on this issue. Very positive meeting.

The Board of Regents meets tonight (2/18). Check the university web page for details, agenda, etc. One topic will be merit pay salary increases. Dr. Farley is recommending a 3.5% increase that is strictly merit-based within each office, department, etc (ie: the exceptional employee will receive a merit increase of more than 3.5; the average employee will receive 3.5; and the below average employee will receive less than 3.5). Across-the-board increases of 3.5 for everyone within a given department/office will be returned for revision.

Other topics mentioned briefly: faculty and administrative evaluations; changes in benefits, which will primarily affect new employees; and phased retirement.

STAFF COUNCIL STRUCTURE AND OPERATIONS

It was agreed that the group will need to formulate some kind of formal statement, similar to bylaws, in which specific operational guidelines will be clarified for future councils. Members are encouraged to revisit the web pages of other universities to see how their staff councils operate. Read UMKC model. Specific topics that will require further discussion include the size of the council; representation groups/assignments; obtaining a hard copy of the original Staff Council announcement for all employees; a job description. Council members as well as employees across campus are encouraged to visit the Staff Council web page for updates and information.
ACTION ITEMS

The following sub-committees were formed and will meet before the next Staff Council meeting:

1. Job Description: Marj Murray, Elizabeth Wunder, Cindy Barry
2. Representation List: Rugena Hall, Carla Rasch, Karen Simpson, Bob Stoller

CONCERNS TO BE ADDED TO PREVIOUS LIST

- Wording on electronic sign is hard to read (goes too fast, etc)
- Since the enrollment procedure is all-consuming for Business Office personnel, no processing of vouchers for payment is done during that time; therefore, bills are not paid in a timely manner.
- Fees for parking tickets should be increased enough that deliberately parking illegally could become cost-prohibitive for students. (IE: Parking fees at Kansas State are $15 per ticket, with an appeal process in place for unusual circumstances. Also, Washburn employees should be subject to the same fines as students when parked illegally.
- Certificates of completion of training courses (ie: computer training) could be issued, to be put in employee's file.
- Accrued leave limit
- Board of Regents representatives should be UNIVERSITY representatives, not just FACULTY representatives.

The next Staff Council meeting will be held on Wednesday, March 4, 3:00. Consult agenda from Bob Stoller for location.