Staff Council Minutes
April 1, 1998

PRESENT

John Shearer, Sheri McDowell, Duke Divine, Gil Herrera, Karen Simpson, Ginger Webber, Carla Rasch, Elizabeth Wunder, Marj Murray, Bob Stoller, Rugena Hall, Donna Winslow, Deborah Birney, Christine Scroggins (for Deborah Anderson), Cindy Barry

The minutes of the March 18, 1998, meeting were approved as posted to the Staff Council web page.

REPRESENTATION ASSIGNMENTS

Deborah Birney distributed lists of names for each council member, denoting exactly whom they represent (six administrative categories; 10 hourly categories). It was agreed that the initial contact with each council member's group should be done in an organized manner, giving everyone the same information and offering the opportunity for staff to give suggestions, express concerns, and give input on issues that they wish to have the council discuss or pass to the appropriate person. It should also be made clear that individual hourly and/or administrative employees are free to contact any member of the staff council. Bob Stoller will email a sample of the initial letter, with revisions, to council members who will, in turn, use that letter to contact the individuals in their assigned group no earlier than Monday, April 6. We will request that responses be returned by April 20.

BYLAWS

The group continued to make revisions, additions, deletions to the draft of the bylaws, with extensive discussion held on how a supervisor might best be informed of an employee's interest in serving on the council and the best way in which to gain approval to serve if elected. It was determined that interested parties should individually contact their supervisor/department chair and discuss the proposal. If there is still reluctance on the part of the supervisor, the employee might contact his/her council representative or the staff council chairperson prior to the election. The group feels that it is imperative that supervisors be aware of the importance and legitimate impact of the council.

INFORMATION ITEMS

The American Red Cross has approached Washburn regarding having a blood drive, and it was suggested that the staff council might want to spearhead and organize this effort. Following discussion, the group declined the offer, agreeing that this sort of activity is not a good match for our purpose.
April 16, 11:00-1:30, Chataqua in the Memorial Union. Staff and faculty are encouraged to bring their craft talents for display.

The North Central accreditation team will be on campus May 4-6. The team chairperson has requested an open staff meeting with Washburn staff, and staff council members are strongly encouraged to attend that meeting in order to express concerns, offer suggestions, ideas, etc. More information will be forthcoming as the date is set.

A SPECIAL THANKS goes to Lou Olsen and the staff in the Personnel Office for all of their assistance as we collected information for staff council representation! Lou's "research" and innumerable lists have made the job of organizing the campus into groups much easier. Thanks again, Lou!

**Next Meeting**

Wednesday, April 22, 3:00. Location TBA. NO MEETING DURING CELEBRATE WASHBURN! WEEK.

**Addendum**

The following is the list of Staff Council representation groups, effective April 1998. The Staff Council person listed will represent the group until an election is held in the fall of 1998 to choose new council members:

**ADMINISTRATIVE A** - John Shearer
PETRO administrative personnel

**ADMINISTRATIVE B** - Deborah Birney
MORGAN administrative personnel:
Academic Affairs; Admin. & Treas.; CLASS; Gov. Rel/Univ Council; International Studies; Personnel; Planning; Purchasing; Security; Service Area; Student Health

**ADMINISTRATIVE C** - Carla Rasch
MORGAN administrative personnel:
Admin. Data Processing; Admissions; Business Office; Financial Aid; Multicultural; Affairs; Student Affairs; Student Services; University Registrar
GARVEY administrative personnel

**ADMINISTRATIVE D** - Cindy Barry
KTWU administrative personnel
HLRC administrative personnel
MABEE administrative personnel
ADMINISTRATIVE E - Duke Divine
UNION administrative personnel
LAW SCHOOL administrative personnel
BRADBURY THOMPSON administrative personnel

ADMINISTRATIVE F - Bob Stoller
PHYSICAL PLANT administrative personnel
BENNETT administrative personnel
BENTON administrative personnel
CARNEGIE administrative personnel
RESIDENTIAL LIVING administrative personnel

HOURLY A - Deborah Anderson
MORGAN hourly personnel:
Security; Service Area; Student Health

HOURLY B - Rugena Hall
MORGAN hourly personnel:
Academic Affairs; CLASS; CAS; English; Gov't Relations; Math;
Planning; President; Speech Comm.; Information Services

HOURLY C - Karen Simpson
MORGAN hourly personnel:
Business Office; ADP; Purchasing; Admin/Treasurer; Personnel

HOURLY D - Sheri McDowell
MORGAN hourly personnel:
Registrar; Financial Aid; Admissions; Enrollment Mgmt; Student
Services; Student Affairs; Multicultural Affairs

HOURLY E - Ginger Webber
HLRC hourly personnel
MABEE hourly personnel

HOURLY F - Duke Divine
UNION hourly personnel

HOURLY G - Marj Murray
KTWU hourly personnel
BENTON hourly personnel

HOURLY H - Elizabeth Wunder
GARVEY hourly personnel
INTERNATIONAL CENTER hourly personnel
CARNEGIE hourly personnel
BRADBURY THOMPSON hourly personnel
BENNETT hourly personnel

HOURLY I - Donna Winslow
LAW SCHOOL hourly personnel

HOURLY J - Gil Herrera
STOFFER hourly personnel
PETRO hourly personnel
PHYSICAL PLANT hourly personnel
RESIDENTIAL LIVING hourly personnel