

# Staff Council Minutes

## May 2, 2001

The meeting was called to order by Mary Beth Bero on May 2, 2001, at 3 p.m. with the following in attendance: LaJean Rinker, Mary Beth Bero, Betty Fischer, Sally Dyke, Mary Allen, Joyce Abbott, Debbie Vinning, Sue Peek, Heidi Crosland, Brad Merryman, Jane Stewart, Connie DiPasquale, Rich Robbins, Gayla Sarkesian, Janet Lassiter, Heath Martin, Elaine Gill, and Deborah Birney. The minutes of the April 4, 2001, meeting were approved for posting to the Web.

David Boose from ITS came to answer questions and explain the new maintenance procedure at ITS since the merger. The maintenance crew has been short at least 2 people since the merger and at times 3-4 so keeping up with requests has been difficult. In addition, Southwestern Bell made many changes which caused numerous phone problems for the campus. Also, there is more construction on the campus than there has ever been before (except for 1966) and much of it involves ITS. In addition 7 mediated classrooms were added which required 2 months of work for 2 staff members prior to this academic year. Dave now has a workforce of 6 people and a new hire beginning May 14 so he hopes to "catch up" on his work orders so that all priority 2 items are finished and they can move on to the 3's and 4's. He said that anyone with a maintenance problem needs to contact him at X 1717. He hopes to improve both communication and length of time to complete needed maintenance.

President Farley addressed the group as a salary issue had been raised by someone in administration. He reminded us that the Legislature is still meeting with regard to the budget so everything is not "set in stone" but he is very optimistic that we will receive the entire allocation passed earlier this year. This means that the salary program he suggested to the Board can be kept in place - this is his goal! He did say that some adjustments were made in administrative salaries to "bring up" salaries that were lacking.

President Farley plans to present a candidate for VPAA position to the Board in May.

Sue Peek reported that 3 vendors had been selected for the AIS project and encouraged everyone to check out the Website and make comments to the committee on how their needs would be addressed by these vendors. About 80 people attended the Town Hall meeting last week.

Sue Van Sickle has agreed to do our Website starting in September when Bob leaves Staff Council.

### Committee Reports

#### Employee Recognition

Rich Robbins reported on the evaluations from the ceremony held last month. They were quite positive with 3.5 (out of 1-5) being the lowest for the process of selecting winners. The

committee agreed that people do not understand the process and we must do a better job of explaining this for next year. The shortened time was appreciated and everyone enjoyed Ron Wasserstein as MC. Some discussion followed regarding the return to 2 awards for each category and no random drawings. This will be discussed at our next Staff Council meeting.

### **Benefits Committee**

have not met however Allen Easley was able to meet with Senior Staff regarding the shared leave program. There are still some issues to be resolved.

### **Change Mangement Team**

Sue Peek had no additional info to the vendor selections.

### **Corporate Volunteer Council**

this month's word is "Virtue" Recycling - No report - Connie DiPasquale reported seeing the refuse truck dumping all the recycling bins into the same truck so Betty Fischer will check into this.

### **Safety Committee**

Connie reported that they had met this morning with a rather large group. They adopted a mission statement and will be meeting quarterly to deal with safety concerns. Safety procedures in case of emergencies are being dealt with and a fire safety video will be ready in the fall for viewing by anyone on campus. They would like every building on campus to have a captain who would be in charge of getting safety information out to everyone in that building. If you have any safety concerns please contact either zzsafety or zzpolice.

### **Summer Hours**

did not meet but Heath Martin has been discussing this as he makes campus visits to other schools. He has determined that this policy is commonplace in the community colleges but the 4-year institutions are getting away from it. The committee will meet in early summer to determine how to proceed on this issue.

### **Homecoming**

Heidi Crosland showed us the logo for this fall's homecoming with the theme being Wild, Wild Washburn.

### **Longevity**

did not meet but plan to do so this summer.

## Evaluation

this will be a summer project

## Old Business

- The approved changes to the University Business and Financial Affairs Handbook on the Employee Educational Assistance Program have been received.
- Mary Beth sent a memo to Allen Easley (Chair, Benefits Committee) requesting that the committee add the matter of "rehires" retaining years of service to their agenda.

## New Business

- President Farley dealt with the administrative pay raises.
- LaJean Rinker passed out an updated list of "issues" that were on the Web page for all to look over and make comments on in the next week. There is a booklet for all departments, offices, etc. on Tornado Warning procedures. A discussion was held on the possibility of having a flashing message sent via computer and/or purchasing a phone system that would automatically contact all campus phones when a tornado warning has been issued.
- It was agreed that we will NOT meet in June and we will decide via e-mail whether a July meeting is necessary. Our next regularly scheduled meeting is August 1, 2001.
- Mary Beth commended the Staff Development Committee on the various programs provided during this year. All were well received and appreciated.
- Sue Peek passed out a memo from Carol Vogel on employee use of the University name.

There being no further business, the meeting was adjourned at 4:35 p.m.

Respectfully submitted,  
LaJean Rinker, Secretary