Minutes of Staff Council  
November 3, 2004

Present: Sue Jarchow, Judy Liesmann, Lynn Bailey, Brenda White, Kelli Clevenger, Stephanie Teeslink, Janet Degginger, Lori Spurgeon, Mike Jauken, Lori Rognlie, Anne Fund, Jessie Smith, Kristin Kelly, Shirley Jacobson

Chair, Sue Jarchow called the meeting to order at 3:00 pm.

Reports

President’s Report:

Sue Jarchow and Judy Liesmann met with Pres. Farley the previous day and reported the following:

- The Domestic Partner proposal from the Benefits Committee is still being studied by the President.
- Personal Leave Reinstatement proposal is being sent to the Board of Regents for the Nov. 2004 meeting. Pres. Farley is supporting this proposal.
- Pres. Farley will be asking for input on a proposed “Conflict of Interest” policy that has been drafted by a group of WU employees.
- A group of faculty has taken to the Board of Regents a proposal that is asking for the university to contribute 10 percent of faculty summer wages to retirement funds. Pres. Farley has not supported this previously and stated that these wages he sees similar to overtime wages. The BOR did not approve the proposal.

Corporate Volunteer:

Lori Spurgeon reported for Martha McCoy. Operation Clean Sweep will begin soon. Martha will be sending out an email on the specifics…when, where, etc.

Benefits:

Brenda White reported that the Benefits Committee met earlier on Nov. 3rd. The following was reported: Mike Russell studied the mileage reimbursement from other higher education institutions in Kansas along with the State Dept.. He found that 37.5 cents per mile is what the state of Kansas, KU and the IRS (for tax deduction purposes) are using for mileage reimbursement. The committee approved the proposed increase for WU mileage reimbursement from 31 cents per mile to 37.5 cents per mile. This will be forwarded to Pres. Farley.

Inclusion of grandchildren in the sick leave policy was studied. Sue Jarchow presented the current wording in the BAFAH to the committee. The Benefits committee discussed and approved a proposal that would include grandchildren in the immediate family list of members.
that an employee could use sick leave for. The proposal would also include serious injury in the wording preceding this listing.
(Section 3.2.2.1 – (b) of sick leave policy.)

Proposed changes highlighted:

[“It may be granted, however, if the employee must be absent because of serious injury, illness or death in the immediate family which includes:

1. spouse
2. children and step-children
3. parents, foster parents, step-parents, and parents-in-law
4. siblings
5. grandchildren and grandparents and
6. persons related to the employee by blood or marriage residing within the home of the employee

President Farley will be sending the proposed Reinstatement of Benefits proposal to the board this month. He is supporting the proposal.

The Wellness subcommittee was discussed. Last spring a survey was conducted to gather information. Results of the survey will be reviewed along with where the subcommittee should go from here. The members of the subcommittee will be invited to the next Benefits committee meeting. Harold Rood will invite them.

Other items to discuss at the next meeting include: free admittance into WU activities such as plays, sporting events, etc., providing WU employees discounts at the university bookstore, Recreation and Wellness Center access and cost for employees.

Banner:

Sue Jarchow reported. She encouraged council members to attend Banner Bods training sessions presented by Mike Stover and John Haverty. New sessions will focus on Banner Ver. 6 adjustments for faculty/staff. Banner and Self Service will be unavailable during Dec. 22nd at 3pm through Dec. 24th at 3pm in order to accommodate the version upgrade. Changes will be apparent in the Self Service student and faculty/staff sections. Training and more information will be provided later.

There was discussion about program/download slowness within Crystal Live Reports. Several members of the council reported waiting approx. 30 minutes for a download. Sue will report this problem and look into possible solutions/explanations.

Recycling:

No concerns with recycling. No report.
Old Business:

2004-2005 Staff Council Membership Roster:

Sue Jarchow handed out a roster for Staff Council members and their respective administrative and hourly groups. Several areas were added to the list and the final list will be put online at the Staff Council website.

New Business:

Communication Tools:

Members presented ideas of how they communicate with the group they represent. Email alias, including a tag at the end of message asking group members to inform them of new employees in their area, providing links to the minutes of the meeting or the minutes within the email, asking for their input. Sue suggested that a Channel in MyWashburn could include information about Staff Council and asked that Lynn Bailey meet with Samatha G. to work out those details. Sue also reminded the council that email can be sent to all staff council members through staffcouncil@washburn.edu

Personal Leave Maximum Accrual Limit:

The Benefits Committee is asking for input from Staff Council on suggested ideas(changes) to the current maximum accrual limit for personal leave. Ideas will be taken back to the Benefits Committee.

Is walking in Petro still allowed?

Questions were raised on whether or not walking in Petro is still allowed. Janet Degginger said that walking in the halls in Petro is still allowed, but not on the track in Lee Arena. Also the weight room is no longer accessible to faculty/staff. Pool use is still available to faculty/staff, but no longer for family members of employees. These changes have come about since the opening of the Fitness Center. Sue will bring back more information on the access and cost of using the Fitness Center.

Funeral leave will be discussed at the next meeting.

Implementing an evaluation process for administrators was brought for discussion by Judy Liesmann. It was suggested that this could allow employees an avenue for submitting (perhaps anonymously) concerns and comments about the administrator. More discussion will take place at the next meeting.

Announcements and Information:

Next meeting - Dec. 1, 3:00pm - Morgan 204