Staff Council Minutes
November 5, 2003

The meeting was called to order by Chairperson, Judy Liesmann, with the following members in attendance: Lynn Bailey, Stephen Shaughnessy, Dee Barker, Marsha Madl, Val Bauman, Mary Grooms, Mike Jauken, Mary Jones, Mitch Higgs, Lori Spurgeon, LaJean Rinker, Kristine Jenkins, Kelli Clevenger, Brenda White, and Judy Liesmann.

Judy introduced Stephanie Mickelsen, Continuing Education, who spoke to us about a proposed Employee Orientation which they hope to have ready by February 2004. The first orientation will be held for existing employees so more input can be gathered for the actual sessions which will are scheduled to begin in March. This will be a 2-hour orientation which will be scheduled 2 times a month. It will include a 10-minute video on the history of Washburn, services available, an overview of jobs on campus, activities available, benefits, etc. The Facilitator will hand out packets from all areas of campus that deal with new employees. It is hoped that new personnel will be able to attend one of these sessions during their first 2 weeks of employment at WU. A checklist of all the things a new employee should receive or do will be available to make sure all areas are covered. Stephanie will be seeking ambassadors from across campus to take these new employees on campus tours. She will also be asking for mentors who are willing to assist the hires for several months after the start of their employment at Washburn.

Committee Reports

Benefits

Brenda White reported on the Oct. 22 meeting of the Benefits Committee. They dealt with 2 issues - a draft report that was sent to President Farley regarding benefits for domestic partners. One change was made - the definition was narrowed - to make the proposal more utile. The second issue was a Wellness program for WU. Mike Eichton, the wellness consultant, spoke of the scope of the services entailed and gave a list of existing resources that could be incorporated into the program. He also stated a need for a permanent director for this program.

Change Management

Mitch Higgs reported that they have not met.

Corporate Volunteer

Lori Spurgeon reported for Martha McCoy, our new representative. Martha attended the last Topeka Volunteer Council meeting where they worked on Operation Clean Sweep which begins tomorrow. Martha will be distributing boxes campuswide for this project.
Recycling

Mike Jauken asked if there were any problems with the collection in our areas. KTWU and CLASS both reported that their janitors are dumping their recycling into the trash. Mike asked all to "gently remind" their janitors about separating the recycle bins and the trash and if they continue to dump it together to contact him. It was noted that the Humane Society is seeking shredded paper for use this winter in their animal cages.

Evaluations

Kristine Jenkins is still seeking a copy of the original evaluation form approved by Staff Council. It was suggested she contact Sue Peek for this form.

Elections

LaJean Rinker reported that all areas of the Staff Council are now represented by a person from that area. Lori Spurgeon represents an Administrative area in Morgan and Linda Santiago represents Memorial Union.

Old Business

A. Judy reported on the results of the smoking survey and the decision to not change the policy. It was suggested if smoking around entrances becomes a real problem that the janitorial staff be asked to move the receptacles a little farther away from the building doorways. Hopefully, all concerned will use their sense of decency to be considerate to the needs of others.

B. Lynn Bailey asked about the status of the shared leave program. He will seek this info and have a report for our next meeting or get someone from HR to present a report.

New Business

A. Judy reported that Bob Stoller will give a presentation on the Banner program at our December meeting.

B. Stephen Shaughnessy said he had been approached by personnel in his area about the possibility of adding January 2 to the winter break since it is on Friday. It was agreed that it was probably too late to do anything this year as this break time has been set for the next several years. It was noted that staff could use personal leave for this day if their supervisors agreed.

C. Judy reported on her meeting with President Farley on Monday. The Menninger building to be located just east of Benton Hall is scheduled to be moved this Sunday night. Additional landscaping with sidewalks and a patio will be added as weather permits. $300,000 has been raised for this project and fundraising continues. No WU funds will be used for this project.

D. The fundraising for the new Art building has been put on hold. The plans are drawn and the project will probably be started before all the funds are raised with a loan from WU so the plans do not become obsolete and unusable. Mulvane will expand into the basement and the 2nd floor lobby of Garvey and existing offices may be converted into classrooms. The Art History department will remain in Garvey.
E. The Recreation center and Phased housing projects are on schedule and will be ready for occupancy in October and August respectively.

F. A committee is working on the Stoffer Renovation project. This will be done in phases so classes can continue to be held.

G. President Farley stated that letters/contracts will probably remain on the present timeline (October or November) with salary increases occurring at that time also. The economy is improving and the sales tax revenues for this year are higher than projected which is good news for WU.

H. Classroom capacity is nearly full. We have room for about 500 more students which are expected to arrive in the next year or two. After that no more growth can occur and WU can be more selective in their admissions standards. We do not want to become too large and lose our "small class/small campus" appeal.

There being no further business, the meeting was adjourned. Our next meeting will be December 3 at 3 p.m. in MO 204.