Staff Council Minutes
November 21, 2008

Present: John Haverty, Lori Rognlie, Melissa Lewis, Marcia Lessenden, Lisa Heigert, Arlene Leuszler, Ginger Spivey, Beth Kuhn, CJ Crawford, Shirley Jacobson, and Vicki Baer.

John called the meeting to order.

Report from President

None

Corporate Volunteer Report

Lori Rognlie reported on the following:
Community Thanksgiving Dinner- If you would like to volunteer to help or donate items for this you may call 273-4801.
Christmas Bureau – The KMAJ Radio-Thon to adopt families will be Thursday Dec. 4th and Friday Dec. 5th at Slumberland. KMAJ will be live from 6-7pm or you may call 228-5110. The United Way’s guideline is that you do not spend over $30 per person for a gift. For the dinner you should figure $25 for the first person and then $5 for each additional person. For a family of three you should not spend over $125 for gifts and dinner.
Operation Clean Sweep- Luncheon is Dec. 9th.

Benefits Committee

John attended the meeting with the newly elected members. They went over basic introductory information.

Action Items

The University will be closed Friday January 2nd.

John will update the staff council list.

Discussion Items

Val updated the bylaws. A motion was made and seconded. John will forward to Dr. Farley for his approval.
By Law Changes

ARTICLE IV - Elections

Section 1: Nominations
Each group representative will send out nomination letters and/or e-mails to all eligible administrative and classified employees in their represented groups, in August. These letters and/or e-mails will inform the eligible administrative and classified employees that the representative’s term on the Washburn University Staff Council is coming to an end and nominations are being solicited to find someone to take their place. Representatives are expected to encourage members of their represented groups to nominate themselves for Washburn University Staff Council. Staff members may nominate themselves and/or as many others as they wish within each group. Anyone accepting a nomination will be eligible to be elected as a Staff Council member from their representative group.

Section 2: Staff Council Nominees
After the closing date for nominations, the Washburn University Staff Council representatives up for election will confirm the nominations, answer any questions the individuals may have, and verify those individuals' willingness to serve and run as nominees to the Staff Council.

Section 3: Ballot
When all nominations have been confirmed, the Washburn University Staff Council representatives up for election will put together ballots for each of the representative groups. Should only one person nominate themselves for the position, a ballot is not necessary and that person will be elected as representative for that particular group. Ballots are mandatory if 2 or more people nominate themselves for the group representative, as it is important to determine who will be the representative and the alternate for their represented groups.

Section 6: No Nominations
In the event that nobody chooses to nominate themselves for Washburn University Staff Council representative for any eligible group, another Staff Council representative will represent that particular group. During the first meeting of the year, a call for volunteers will be made for this task and there will need to be a majority vote to approve the nomination.

ARTICLE VI - Committees

Section 1: Benefits Committee
A. 2 Administrative and 2 Classified Washburn University Staff Council representatives will be elected to represent the staff as a part of the Washburn University Benefits Committee, in the first Staff Council meeting of every year (October).
B. Will meet once per month.
C. Will serve as a voice for Washburn University staff in benefits-related issues.

Facilities will be sending out a campus wide message with all pertinent information in regards to space heaters.
Lori and John met with Celeste in regards to concerns brought up regarding Chartwells and their food selections for special diets. Celeste met with Matt Beadleston from Chartwells and shared the following information:

**Diabetic Food Choices:** Low carb wraps are available at the deli station by request. Unfrosted, sugar free cake is available in the refrigerated section in the Union Market. Hearthstone Ovens always has a protein and vegetable on its menu. The C-Store does offer to-go veggies, string cheese, beef jerky, tuna kits, and nuts.

**Substitutions on the Grill:** This menu can be made with a side salad or baked lays instead of French fries.

**Other info:** Matt is going to work on signage to advertise the substitution options and also to inform consumers daily which meals are healthier due to amount of carbohydrates, fat, calories, etc. These changes are expected to be seen sometime after the Thanksgiving Holiday. Check out the Chartwells website for tools that allows users to look up the menu for the week and view the nutritional information. This summer the Union Market will be going under some major changes, one of which will be a made-to-order salad bar where customers can customize their salads.

Next Staff Council Meeting is Wednesday, December 17th at 3pm. (tentative)

Joel Bluml will attend the December meeting for a benefits discussion.

Holiday Party will be Thursday December 11th. There will be a Holiday Attire Contest instead of door prizes. There will be three categories with a male and female winner selected from each category.

Meeting adjourned.