

# Staff Council Minutes

## December 4, 2002

Present: Gene Cassell, Kelli Clevenger, Melissa Doebele, Sally Dyke, Troy Fay, Caroline Fox, Mary Grooms, Mitch Higgs, Shirley Jacobson, Mike Jauken, Kristine Jenkins, Mary Jones, Donna Lacey, LaJean Rinker, Debi Schrock.

LaJean Rinker called the meeting to order.

### Committee Reports

#### Benefits

No report

#### Change Management

Mitch Higgs reported that the finance module went live December 1. Training is now ongoing for the student orientation module.

#### Corporate Volunteer

Nancy Zweiner sent a report saying that Operation Clean Sweep was very successful. The Festival of Trees is this coming weekend (Dec. 5-8) which supports Sheltered Living. If anyone is interested in volunteering to help with this event, they should call 233-5979. Also, over 2700 families need to be adopted through the Christmas Bureau. The number to call if you can help is 272-8890.

#### Recycling

Mike Jauken said he had received inquiries about recycling plastic bottles as the pop machines now have plastic bottles instead of cans. Shawnee County Refuse requires all plastic bottles be rinsed out and have lids removed which is a problem for Washburn. He is still checking on this.

#### Safety

Committee has not met. There was discussion about why the committee has not met and what it should be doing. It was suggested that the committee should make a campus walk around to see where safety issues might be a problem.

#### Evaluations

No report.

LaJean asked for a volunteer to serve on the Employee Recognition Committee from Staff Council. Caroline Fox volunteered.

## **Old Business**

None

## **New Business**

Donna Lacey said she submitted a claim to FlexBen that they rejected due to an incorrect date on their end. The Human Resource Department is checking on the problem.

Mike Jauken said that employees and students are having to wait an hour or longer at the university physician's office. LaJean will contact Denise Ottinger, Vice President, Student Life.

Mary Grooms asked if there was a policy about closing offices for the Washburn Holiday Party on Friday. Some offices close and others do not and employees have to rotate attending the party. The limited amount of Washburn ornaments means that those who have to wait and attend later may not get one.

Mike also asked if any parts of the campus need attention from the grounds keepers. He has noticed leaves piling up around some entrances to the buildings, i.e. Henderson and Morgan.

Kristine Jenkins said the service area has a lot of very large roaches that they can't seem to get rid of. Mike gave her several suggestions on what products to use.

Donna Lacey reported that there was broken glass from bottles in Lot E on Monday morning. There was discussion about the need for increased police patrol on weekends in that area. Mike will have the lot checked for remaining glass.

The next meeting will be Wednesday, January 8, at 3 p.m. in MO204.

The meeting adjourned at 3:30 p.m.