

Staff Council Minutes

March 10, 2020

Members present: Matt Busey, Erik Carlson, Cindy Cummings, Marie Hall, Carrie Haverty, Matthew Hutchinson, Kathy Iwig, Jan Martin, Debi Meier, Beth Mathews, Nancy Province, Christa Smith, Kassy Swain, Tiffany Swinney

Members not present: Collin Case, Anthony Escalante

- I. The meeting was called to order by Chairperson Matt Busey at 3:01 p.m.
- II. Roll call
 - a. Attendance was taken by sign in sheet.
- III. Approval of the Minutes
 - a. The February 11, 2020 minutes were presented for approval. It was moved by Kassy Swain and seconded by Erik Carlson. Motion carried unanimously.
- IV. Committee Reports
 - a. Chair Report – Matt has not yet met with Dr. Farley since the previous meeting in February; Dr. Farley has been traveling recently.
 - b. WU Board of Regents Meeting Update – No meeting since the last Staff Council meeting. The next WU BOR Meeting is April 9, 2020.
 - c. All Faculty/Staff Email and Posting Committee –Nothing to report.
 - d. Benefits Committee – A meeting is scheduled for March 24, 2020 at 3pm. The shared leave policy revision and holiday break revision/floating holiday is on the agenda. Constituents were concerned that there may be personal leave or holidays taken away to compensate for the extra days. Although this has never been discussed, it is unlikely that staff will be penalized for the additional holiday days. In addition, a long term care option will be proposed.
 - e. Food Advisory Committee – Nothing to report.
 - f. Parking Ticket Committee – Nothing to report.
 - g. Safety Committee – A meeting was held on February 25, 2020. The committee discussed a request to the City of Topeka for a traffic study. East campus is getting a new bus stop and will need new crosswalks. Chris Enos, University Police, Chief of Police, is watching cross traffic more closely. The safety webpage is in progress. Washburn Tech East campus is working with architects on designating a storm shelter. The Washburn Residents’ Halls had tornado and fire drills recently. There are a lot of support animals in the residence halls, and the drills created more stress for these animals. Heather Dunlap, University Police, Life Safety and Emergency Manager, introduced resource materials on 5 minute safety talks. Beth will bring the list of safety issues. The next meeting is on the fourth Tuesday of the month.
- V. Old Business
 - a. WSGA Smoking Locations on Campus Policy – No response yet to request a Staff Council member sit on an ad hoc committee. Matt was asked to serve on the election committee.

- VI. New Business
 - a. Shared leave policy edits – Matt will circulate the edits to the committee for input.
 - b. Child care policy – Faculty Senate raised this issue. Staff Council will follow this topic closely. Staff have different leave policies than faculty. There was discussion that Washburn Tech has a child care facility and the University United Methodist Church, 1621 College, has the University Child Development (UCD) center that is affiliated with Washburn. These are both available for Washburn faculty and staff to apply for child care.

- VII. Information Items
 - a. The Employee Recognition Ceremony is April 14, 2020 at 3:00 pm Washburn A/B. Matt will present outstanding service awards. Eight greeters from Staff Council are needed. Everyone in attendance volunteered (14).
 - b. The next Staff Council Meeting is May 12, 2020 in the Lincoln Room, Memorial Union at 3:00 pm.

- VIII. Meeting Adjourned
 - a. It was moved by Erik Carlson and seconded by Beth Mathews to adjourn the meeting at 3:18 p.m. Motion carried unanimously.

Minutes submitted by Staff Council Secretary Christa Smith.