

Staff Council Minutes

October 14, 2014

Members present: Jackie Askren, Shane Bartley, Jen Blackburn, Ryan Calovich, Kim Fletcher, Marta Haut, Chaz Haven, Jenith Hoover, Joyce Hutchins, Heather Jones, Katrina Klein, Donna Lacey, Coletta Meyer, Lou Olsen, Bonnie Paine, Colleen Thiessen, Anne Walbridge and Dona Walker

Members not present: Tami Boten, Gayla Sarkesian, Kim Sturgeon

- I. Shane Bartley called the meeting to order at 3:01 p.m.
- II. Introductions of newly elected Staff Council members along with expressing gratitude to the out-going members for their service. <http://www.washburn.edu/faculty-staff/staff-council/representatives.html>
- III. Election of Officers: Shane and Ryan were elected to serve another term as Chair and Vice Chair respectively. Jen Blackburn was nominated and elected as the new Staff Council Secretary.
- IV. Reports
 - a. Shane Bartley, Chair –Shane met with President Farley. Dr. Farley accepted Staff Council’s request that January 2 be deemed an additional administrative leave day. This item will be added to the October Board of Regents agenda as an action item. Dr. Farley also mentioned that enrollment was down for the Fall Semester. Shane requested of Dr. Farley that the WUPRPM (Washburn University Policies, Regulations and Procedures Manual) Committee be reactivated now that the leadership positions have been filled.
 - b. Benefits Committee – No meeting to report.
 - c. Safety Committee – Thank you Dona Walker for your service on Staff Council and the Safety Committee – meeting was held September 29th. Ron Rutherford discussed the Building Emergency Coordinators and informed that upon completion of training, a list of their names will be made public. He also showed the committee the emergency kits that each coordinator will be equipped with. A Safety Committee is being established for Washburn Tech. Please be aware that in the fall season, sprinkler head maintenance is scheduled and some sprinkler heads may be up, posing a trip hazard if you stray from the safety of the sidewalks. The next Safety Meeting is scheduled for December 15th. Please direct any safety concerns or questions to Marta Haut.
- V. Discussion Items – No discussion items.
- VI. The next Staff Council meeting will be November 11th.
- VII. New Business
 - a. US Bank ATMS are now in place and active on campus. The Core First ATMs are in the process of being removed. Contract commitments do not allow for multiple Vendor ATMs. Question was asked if CORE First members could now use the US Bank ATMs without a fee. Shane will bring the answer to next month’s meeting.
 - b. Focus items for the new term include:
 - i. Campus signage to better assist students, parents and community members find their way around campus.
 - ii. Washburn Tech and the availability of iCard swiping – Cafeteria, machine to load funds on their own iCards located on Tech Campus and All vending machines (both campuses).
- VIII. Announcements

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- a. Reminder to buy your tickets and attend Bods at Arrowhead. Game is November 15th!
http://wutickets.universitytickets.com/user_pages/event_listings.asp
- b. Recruiting volunteers for 2015 Leadership Challenge Event
<http://www.washburn.edu/academics/leadership-institute/leadership-challenge-event/Volunteers2/volunteer-registration-form.html>
- c. Elections for members for terms starting October 1.

Election Results:

Admin A (Coletta Meyer) – Petro Allied Health Center and SRWC (Athletics, Finance Office, Nursing, Sports Information)
Admin C (Colleen Thiessen) – Morgan Hall (Admissions, Finance [including Business Office], Financial Aid, ITS, Multicultural Affairs, Student Life, University Registrar, Veterans & Students with Disabilities)
Admin E (Ryan Calovich) – Memorial Student Union/Bradbury Thompson Center (Academic Affairs, Administration & Treasurer, TRAC-7 Grant Management, Strategic Analysis and Reporting), Garvey Fine Arts Center (Mulvane Art Museum), School of Law (Law Library), Memorial Union (Business Services, Student Activities), Morgan Hall (Business Services)
Admin G (Chaz Havens) – Washburn Tech
Hourly A (Kim Fletcher) – Morgan Hall (Health Services, University Mail & Printing Services, University Police)
Hourly C (Heather Jones + Alternate Amy Schmidlein) – Morgan Hall (Finance Office, Human Resources, Purchasing)
Hourly E (Bonnie Paine + Alternate Anne Walbridge) – Carnegie Hall (Mabee Library), Henderson Learning Resource Center (History, ITS, Political Science, Psychology, School of Business, Sociology & Anthropology, Mass Media), Mabee Library, Small Business Development Center
Hourly G (Jenith Hoover) – Benton Hall (Allied Health, Center for Community Service, Criminal Justice and Legal Studies, Human Services, Leadership Institute, Office of Academic Outreach, School of Applied Studies, School of Law, Social Work), KTWU
Hourly I (Jackie Askren) – School of Law (Law Library)
Hourly K (Katrina Klein) – Washburn Tech

Shane Bartley adjourned the meeting at 4:01 p.m.

Minutes submitted by Jen Blackburn