

## Staff Council Minutes

September 9, 2014

**Members present:** Shane Bartley, Jen Blackburn, Ryan Calovich, Kim Fletcher, Marta Haut, Jenith Hoover, Donna Lacey, Gayla Sarkesian, Kathryn Stroebele, Kim Sturgeon, Anne Walbridge and Dona Walker

**Members not present:** Tami Boten, Lou Olsen, Cory Payne, Mary Kay Thornburg

- I. Shane Bartley called the meeting to order at 3:01 p.m.
- II. Guest speakers were introduced – Floyd Davenport, CIO/Director, Information Technology Services and Melodie Christal, Director of Strategic Analysis & Reporting, (SAR), *formally known as Institutional Research (IR)*. Floyd and Melodie shared Data Management – Data Governance Policy with the group and provided the opportunity for Staff Council to offer and solicit feedback. The policy states the need for data management regulations and guidelines and gives authority to the Technology Steering Committee (TSC) for their development. Floyd also shared the initial data management roles and responsibilities grid which assigns responsibilities for data owners, stewards and custodians for numerous University data sets.
- III. Reports
  - a. Shane Bartley, Chair –Shane met with President Farley. Dr. Farley discussed that salary increases for Washburn is contingent on enrollment and they are still waiting on those numbers. He is proposing no health insurance increases for the upcoming year. This will go to the Board of Regents.
  - b. Benefits Committee – No meeting to report.
  - c. Safety Committee – Dona Walker – no meeting to report.
- IV. Discussion Items
  - a. Nursing Mothers/ Lactation Rooms – Dona Walker brought in a super resource that is supported by 2 Faculty members here at Washburn: Kelly Erby, Assistant Professor, History and Kerry Wynn, Associate Professor, History. Students and Staff are welcome to send an email to: [studentswithchildren@washburn.edu](mailto:studentswithchildren@washburn.edu) - *They can't solve every problem, but they would like to help you find the resources you need. Send any questions, comments or concerns you have about Washburn and life as a student with kids. This email link will also reply with the availability and location for Lactation Rooms here on campus. Lactation rooms are currently available LinC, SOL, SON (2) and Mabee Library.*
  - b. Upcoming events: Saturday, September 20<sup>th</sup>: Family Day, School of Nursing (SON) 40<sup>th</sup> Anniversary Open House, 10<sup>th</sup> Anniversary of Washburn Village Open House. For more information visit: <http://www.washburn.edu/campus-life/events/family-day.html> Washburn Tech has their Open House on September 23<sup>rd</sup> from 4-6 PM. <http://washburntech.edu/Open%20House%20Flyer%20Sept.%202023.pdf>
  - c. The next Staff Council meeting will be October 14<sup>th</sup>.
- V. New Business
  - a. Recommendation to get the WUPRPM committee back together to continue the process of reviewing and updating current policies and procedures. With the addition of Rhonda Cantrell, Director of Human Resources, all positions that were on the committee are filled. The original WUPRPM Committee was formed by: Director of Human Resources (Chair), University Counsel, Director Business & Auxiliary Service, EOD, Background Check Coordinator, and Director of Finance.

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VI. Announcements

- a. Planning will begin for elections for members for terms starting October 1.

**Areas up for election**

**Admin A (Vacant)** – Petro Allied Health Center (Athletics, Finance Office, Nursing, Sports Information)

**Admin C (Dona Walker)** – 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 (Kathryn Stroebele)** – Washburn Tech

**Hourly A (Kim Fletcher)** – Morgan Hall (Health Services, University Mail & Printing Services, University Police)

**Hourly C (Lou Olsen)** – Morgan Hall (Finance Office, Human Resources, Purchasing)

**Hourly E (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 (Cory Payne)** – School of Law (Law Library)

**Hourly K (Vacant)** – Washburn Tech

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

Minutes submitted by Marta Haut