

# Washburn University Staff Council Meeting Minutes

**June 8, 2021**

Members Present – Leah Brown, Matt Busey, Meagan Smejdir, Christa Smith, Blaine Smith, Marie Hall, Nancy Province, Erik Carlson, Jackie Askren, Gayla Sarkesian, Jan Martin

Members Not Present – Drew Liggett, James Scotti, Jennifer Bixel, Emily Schneider, Kathy Iwig

Guests – Chris Kuwitzky, Debra Mikulka, Marsha Stromgren, Jim Fosdick, Tisha Prather, Cherisa Jones, Melisa Posey

- I. The meeting was called to order by Chairperson Christa Smith at 3:03pm.
- II. Roll Call
  - a. Attendance was taken by Zoom chat.
- III. Approval of May 11, 2021 Minutes (Motion)
  - a. Voting
    - i. Motion – Erik Carlson
    - ii. Second – Matt Busey
    - iii. Votes
      1. Yay – 11
      2. Nay – 0
      3. Abstain – 0
- IV. Committee Reports:
  - a. Chair Report – Christa Smith
    - i. Dr. Farley meeting 6/7
      1. Employee recognition was a great ceremony for everyone to return to campus in May!
      2. Maintenance of Effort Funds – the federal government requires that the state continue distribution of funds to higher education; Washburn received over \$600,000 from these funds
        - a. We expect to receive over 1 million to Washburn for one-time student scholarships and retention efforts
        - b. We expect to receive over 600,000 for equipment to Washburn Tech
      3. There was a proposal to move the KDHE Laboratory at Forbes Field to Manhattan, but the Kansas Legislature voted to refurbish the Dicus building and keep in in Topeka
      4. Working to schedule next meeting with Dr. Farley in July
  - b. Board of Regents Meeting Update – Christa Smith

- i. Next meeting is June 24<sup>th</sup>, so no update
- c. All Faculty/Staff Email/Posting Committee – Jackie Askren, Christa Smith
  - i. Met on May 20, 2021 to review proposed mass communication guidelines
    - 1. Forming a subcommittee to review the guidelines, and then those proposed changes will be sent to Executive Staff
    - 2. If approved, then added to WUPRM
    - 3. Some concerns about the Yammer product were discussed
- d. Benefits Committee – Jennifer Bixel, Emily Schneider, Christa Smith
  - i. No Meeting
- e. Food Advisory Committee – Jan Martin
  - i. No Update
- f. Parking Ticket Committee – Leah Brown, Blaine Smith
  - i. No Meeting
- g. Safety Committee – Jackie Askren
  - i. Met on May 25
    - 1. COVID update – masks no longer required on campus for those who have been vaccinated
    - 2. Starting to take down different signage on campus
    - 3. Starting to put classrooms back together to pre-COVID standards
    - 4. Building permit for new law school has been approved; starting on construction
    - 5. Working on changing the lighting in parking lots 7 & 9
    - 6. Graduation ceremonies went well; no major issues were reported
    - 7. Alumni & Foundation Meeting – they are concerned with the crosswalk between the campus and the AF office, they would like to have lights at the crosswalk; waiting to hear back from the city on if those can be installed
    - 8. As staff start coming back, various safety trainings are available – contact Heather if you are interested in these
    - 9. Chief Enos shared that there will be a change in KS concealed carry rule: everyone 18-21 years old need a permit, 21+ do not need a permit; change effective July 1, 21021
    - 10. It is the season for severe weather, so please keep an eye on the weather and keep your iAlert updated

V. Old Business:

- a. None

VI. New Business:

- a. Stipends
  - i. There will be no salary program this year
  - ii. Budget & Finance Committee discussed giving faculty & staff stipends in lieu of a salary program; they have passed this request along to WU BOR for review at their next meeting
  - iii. The proposal is a stipend of \$1,000 for each benefits eligible employee
  - iv. If approved, stipend will hopefully be distributed in FY 2022; could be as early as November

- v. Staff Council Officers and Faculty Senate Officers sent a letter to Dr. Farley on 6/4/2021 in support of a stipend for faculty & staff
- vi. Hope to put a permanent pay plan in place for FY 2023
- b. Staff Council Elections start in August 2021
  - i. If you will be rotating off of Staff Council, please talk with people in your area to see if they are interested in serving on Staff Council
  - ii. If we have a strong pool of folks interested, then that gives us the opportunity to have a pool of alternate council members
  - iii. Elections will happen throughout September
  - iv. New terms begin in October
  - v. Each council member serves a 2-year term
  - vi. Anyone on staff council can serve as an officer

VII. Informational Items:

- a. Shared Leave Donation
  - i. Request has been sent out – check your email for details and the deadline to contribute!
  - ii. If you have questions about this, contact HR
- b. Next Meeting: July 13, 2021 from 3:00pm-4:00pm via Zoom Video Conference and in the Lincoln Room, Memorial Union

VIII. Adjournment (Motion)

- a. Motion – Erik Carlson
- b. Second – Jackie Askren
- c. Vote
  - i. Yay – 11
  - ii. Nay - 0
  - iii. Abstain – 0

*Minutes submitted by Staff Council Secretary Meagan Smejdir.*