

Washburn University Staff Council Meeting Minutes

June 13, 2023

Members Present: Eileen Brouddus, Holly Broxterman, Matt Busey, Gayle Davis, Raelyn Dutra, Justin Kingsbury, Christina Pirtle, Gayla Sarkesian, James Thayer

Members Not Present: Carissa Schmidlein, Nancy Province, Christa Smith

Guests: Andrea Lagos, Lacey Roberts, Alicia Moulden, Patty Robert, Lisa Rieschick, Molly Pierson

- I. The meeting was called to order by Chairperson Eileen Brouddus at 3:01 pm.
- II. Roll Call
 - a. Attendance was taken by Zoom chat and for those who joined in-person at the Lincoln Room.
- III. Approval of May 9 meeting minutes (Motion)
 - a. Voting
 - i. Motion – Raelyn Dutra
 - ii. Second – Matt Busby
- IV. Speaker – Andrea Lagos, Finance Office
 - a. Gave a presentation on changes to travel expense policies effective July 1, 2023
 - b. The goals are:
 - i. Simplify processes.
 - ii. Align with KBOR, state agencies and IRS guidelines.
 - iii. Benefits travelers
 - c. Key Changes:
 - i. Eliminates travel authorization form.
 - ii. Lightens financial burden for travelers.
 - iii. Require use of P-Card or Direct Bill for Lodging, Airfare, and Registrations
 - iv. Per Diem for Meals and Lodging
 - v. Discontinues use of P-Card for Meals
 1. Extenuating Circumstance – travel advance
 2. Itemized receipts no longer needed.
 - vi. Standardizes rates for all travelers.
 - vii. Expense report submission within 60 days of return
 - viii. Clarifies same day travel meal reimbursement.
 - ix. Provides Vehicle Rental Insurance Information
 - x. Clarifies Airport Parking Economy Rate and Valet Parking
 - xi. Lists Airline Charges Not Covered
 1. Unless required expense as shown by airline
 - xii. Specifies Lodging as the Establishment's Lowest Available Rate
 - xiii. References Membership Policy
 - xiv. Includes International Currency Calculator Site
 - xv. Adds Travel sections for Groups and Athletics
 - xvi. Eliminates Mileage Chart and References On-Line Mileage App

- V. Committee Reports
 - a. Chair Report – none
 - b. Board of Regents Meeting update – none – meeting is this week and Eileen Brouddus plans to attend.
 - c. All Faculty/Staff Email/Posting Committee – none
 - d. Benefits Committee – none
 - e. Food Advisory Committee – Nancy Province via email
 - i. Corner Market will be open from 8 am – 3:30 pm for summer
 - ii. Menu and hours of all areas available at <https://dineoncampus.com/washburn>
 - iii. Lincoln Dining will be open for all guests when open for camps (see monthly calendar)
 - 1. No Cash – credit/debit card or iCard use only
 - 2. Breakfast - \$5.99 plus tax
 - 3. Lunch/Dinner - \$8.79 plus tax
 - iv. If faculty/staff use iCard with Bod Bucks then you get a 15% discount
 - f. Parking Ticket Committee – none
 - g. Safety Committee
 - i. Interviews are on-going for a safety director.
- VI. New Business – none
- VII. Old Business
 - a. Maternity/Paternity Leave working group
 - i. Met May 17 and June 8
 - ii. Researching and completing a Parental Leave Comparison of
 - 1. State of Kansas and KBOR policies
 - 2. KBOR schools
 - 3. MIAA conference schools
 - iii. Appears all KBOR schools have some amount of paid maternity leave benefit in place in addition to personal, sick and FMLA leave.
 - iv. Received information from HR concerning the number of people who qualified for maternity or paternity leave using FMLA for fiscal year 2023.
 - v. Next steps include summarizing research and agreeing on terminology. For example, some schools use the terms primary and secondary caregiver in place of mother and father.
 - vi. Another meeting to be scheduled.
 - b. Replacement for Non-Exempt D – Morgan Hall (last name I to O)
 - i. Send names to Eileen.
 - ii. Encourage your friends/co-workers to accept the position.
- VIII. Adjournment (Motion)
 - a. Motion – Justin Kingsbury
 - b. Second – Chris Pirtle

Minutes submitted by Staff Council member Gayle Davis.