

# Staff Council Minutes

## January 11, 2011

I. The meeting was called to order at 2:01 p.m.

Members Present: Brenda White, Dan Schmidt, Jennifer Bixel, Lynn Bailey, Mary Kay Thornburg, Melissa Lewis, Mindy Rendon, Jackie Askren, Jenith Hoover, Donna Lacey, Marsha Carrasco Cooper, Lou Olsen, Dona Walker

II. Reports

A. From the President: Due to holidays, no report.

B. Benefits Committee: Has not met, no report.

C. Committee Researching Past Minutes:

Committee has been researching missing minutes. Brenda White distributed a list of all findings. 5 meeting dates and/or minutes have discrepancies or cannot be located. These include meeting minutes from 12.15.09, 3.10.10, 4.14.10, 5.19.10, and 9.14.10. It is recommended that meeting dates be intentionally specified in the approval process to prevent future confusion. Not all minutes that have been located have records of approval. Donna Lacey will look and see if she has any other information to add to the missing documents.

It was noted that previously, minutes were voted on at the following meeting. Now, minutes are approved over email and only the approved and correct minutes are posted on the website.

Minutes found by the committee will be posted in an effort to continue to be transparent and accessible. Those that are not confirmed as approved will have a disclaimer. Brenda will send electronic copies of those minutes that were found to Lynn and they will then be posted on the website.

III. Discussion Items

A. A few issues came up from yesterday's 1.10.11 cancelling of the WIT classes and the closing later of it and the main campus. The inclement weather policy was discussed in detail at the November meeting. Yesterday, the WIT website was not updated until after lunchtime. Only 2 out of the 3 television stations were correct in the information given out. WIBW was incorrect. There are a variety of communication issues: campus closing vs. class cancellation, different campuses (Tech, Washburn, Law School), etc. These issues are being discussed and corrected.

It is also important to note that administrative closing leave is only for those who were on campus when the campus closes. If someone was already taking personal or sick leave, they cannot claim the administrative closing leave.

B. Information available thru MyWashburn/MyWIT portals are not the same, therefore Washburn Tech employees do not have the same resources as Washburn employees. This is an issue that will need to be explored and researched. Because Washburn Tech employees may use some of the same links and employee information as main campus Washburn employees, it would be helpful to have the same information available on the MyWIT portal.

C. Ally Safe Zone program information was presented by Marsha Carrasco Cooper:

- Upcoming Ally Safe Zone training opportunities:
  - Ally Safe Zone Basic Training Special Session  
Tuesday, January 25th 6p.m.-8p.m.  
Kansas Room, Memorial Union
  - Kansas Statewide Transgender Education Program (K-STEP) Panel  
Friday, February 11th 2p.m.  
Shawnee Room, Memorial Union
  - Ally Safe Zone Basic Training  
Tuesday, March 8th 2p.m.-5p.m.  
Lincoln Room, Memorial Union
  - Ellen is Not My Roommate: Students Talking with Students about Being LGBT  
Friday, April 1st 2 p.m.  
Lincoln Room, Memorial Union
  - Ally Safe Zone Basic Training  
Friday, May 6th 2p.m.– 5p.m.  
Lincoln Room, Memorial Union
- *For more information or to register for an event please visit [www.washburn.edu/safezone](http://www.washburn.edu/safezone) or email [getalife@washburn.edu](mailto:getalife@washburn.edu)*

#### IV. New Business

A. Outsourcing: As per our new VPAT, after reviewing RFPs outsourcing facilities is no longer an option to be considered and has been taken off the table.

#### V. Announcements

none

#### VI. Adjournment

The meeting was adjourned at 2:45 p.m.