

Staff Council Minutes

February 14, 2012

Present: Amber Traphagan (Vice Chair), Jackie Askren, Eileen Brouddus, CJ Crawford, Celeste Hajek, Jenith Hoover, Joyce Hutchins, Donna Lacey, Kent McAnally, Lou Olsen, Gayla Sarkesian, Daniel Schmidt, Curtis Von Lintel, Dona Walker, Brenda White and Katie Woodall

A presentation on Argos was given by Sue Jarchow and Donna LaLonde. The University has purchased a new reporting tool called Argos that will eventually replace Crystal Reports (but not in the beginning).

- Currently, a team of people on campus are learning how to use it.
- It will be better than Crystal Reports as it will give access to and provide more data, reports can be scheduled when to run and can also be emailed. We will be able to organize data from Banner in a way that is more intuitive and have the ability to do ad hoc reports. External data can be integrated with Banner data into a report.
- The University can be more responsive to reporting requests.
- Employees will have more access to reports based on their job function.
- Reports will be organized by information provided, not by department – this will help to eliminate duplication like we have in Crystal Reports.
- The Argos environment will resemble Microsoft applications.
- People from across campus have been or will be identified to be like Banner Bods. Donna and Sue asked for name suggestions. Celeste recommended that they drop the Bods and use something more descriptive of what they are like Argos Ambassadors or Argos Champions.
- The pilot group will start with Excel training in March and then will have training and be introduced to Argos by the end of the spring semester. Things will progress over the summer. The pilot group was selected by looking at heavy users of Crystal Reports, people who had a developed skill set, and suggestions by deans/directors. If someone is interested in being in the pilot group, they can email reporting@washburn.edu.
- A survey will be developed to find out the level or Excel expertise of the pilot group – beginner, intermediate, advanced, etc.
- Amber Traphagan thanked Sue and Donna and called the meeting to order. She mentioned to everyone that Cathy Hunt had sent handouts for the MLS program that they can share with their departments.

II. Reports

A. From the President – Amber Traphagan

- The 1.95% increase is not a cost of living increase – it is performance based. It has been recommended to base it off the last 3 years of evaluations. Not everyone will receive 1.95% - it will be based on the budget performance rating system. "http://www.washburn.edu/main/human-resources/wuprpm/regs_procedures_budgeting.html#Salary and OOE Budget Changes"
- There are a lot of different bills up for discussion in the Legislature. Not all of them will affect Washburn, but there may be some that have a trickle-down effect.

B. Benefits Committee – Celeste Hajek

- They discussed the Shared Leave Program which is coming up for renewal. It is being sent to the Board of Regents with a recommendation to renew and to remove the sunset date so that future renewals aren't necessary.
- They are looking at the BCBS plan and are looking at increasing the generic prescription cost. They also want to unbundle the health insurance and dental; this will have more effect on retirees.
- Washburn will not be recognizing domestic partnerships.
- They have asked for help in compiling a list of places around Topeka that give discounts to Washburn employees.
- Employee Recognition –Lou Olsen

- 58 employees are receiving years-of-service awards – one has 40 years and two have 35 years.
- Encourage people to nominate colleagues for the outstanding service awards. Nominations are due by 4:30 p.m. on Friday, February 17. There is an on-line form and Lou Olsen also has paper forms.

D. Safety Committee – C J Crawford

- The University Safety Committee would like input from staff on Workman Compensation – specifically, what kind of training would be helpful. Most claims are from slips, trips, falls, picking things up incorrectly, etc.
- The committee would also like input from staff on areas of concern on campus – where do they not feel safe?
- CJ will get with Amber and/or Lynn to develop something to send out to Staff Council representatives to get input from their constituents.

III. Discussion Items

- A. Dona Walker said she had a constituent who asked if it would be possible to get some water fountains retrofit to refill re-usable water bottles? If this could be added to select drinking fountains in select buildings it would be very helpful.

IV. New Business

None.

V. Announcements

Dona Walker announced that there would be a U.S. Savings bonds presentation on February 29th from 12:00 p.m. – 1:00 p.m. in the Kansas Room. The presenters are from Clayton Financial Services. This meeting is open to all. The meeting was adjourned.

Next Meeting – March 13th, 3:00, Lincoln room, Memorial Union.

CJ Crawford

Secretary