

Staff Council Minutes

January 8, 2019

Members Present: Matthew Hutchinson, Cherisa Jones, Collin Case, Christy Smith, Kassy Swain, Nancy Province, Erik Carlson, Anthony Escalante, Debi Meier, Tiffany Swinney, Lori Rognlie, Carrie Haverty, Allyson Sass, Cindy Cummings

Members not present: Justin Villmer, Kathy Iwig

- I. The meeting was called to order by Chairperson Collin Case at 3:00 p.m.
- II. Reports from Committees
 - a. Chair Report – Collin Case
Nothing to report. Next meeting is schedule for February 5th.
 - b. Board of Regents Meeting – Collin Case
Nothing to report. Next meeting is scheduled for February 6th.
 - c. Employee Recognition – Collin Case
Added to agenda to begin preparation for the ~~April 24th~~ April 23rd ceremony.
(Updated to reflect date change per Staff Council vote during 03/12/19 meeting.)
 - d. All Faculty/Staff Email – Matthew Hutchinson
Nothing to report.
 - e. Benefits – Collin Case, Carrie Haverty, Justin Villmer
Nothing to report.
 - f. Food Advisory –Cherisa Jones
Nothing to report.
 - g. Parking Ticket – Lori Rognlie
Nothing to report.
 - h. Safety – Lori Rognlie
Nothing to report
 - i. Calendar – Kassy Swain
After speaking with Mary Schumacher, we learned the calendar is set and no meetings will be scheduled.
- III. New Business
 - a. Amnesty day for parking violations – Does Washburn have any kind of forgiveness?
Kassy will contact Chief Enos for information.

- b. Educational Assistance Benefit – Information can be found in the [WUPRPM](#), section 15. Questions can be directed to Teresa Lee, Director of Human Resources.
- c. Kansas Book Festival – The festival needs a new venue. Collin was asked to speak with Dr. Farley about Washburn hosting the event.

IV. Discussion Items

- a. Campus designated smoking areas – Washburn Student Government Association and Faculty Senate have been in discussion to move the smoking area between Mabee Library and Henderson to a less heavy traffic area. Staff Council will funnel concerns from constituents to the safety committee.
- b. Performance evaluation inquiry – Collin will draft a survey for a more standardized response. Responses will be used to help the review process. We were also reminded that Marta Haut offers training for supervisors on how to complete the evaluations.
- c. Save the Date – Employee Recognition Ceremony – 3:00 p.m. on ~~April 24th~~ April 23rd. (Updated to reflect date change per Staff Council vote during 03/12/19 meeting.)

V. Announcements

- a. Next Staff Council meeting will be February 12th, at 3:00 p.m., Room W
- b. Please come to Mabee Library and explore the new John & Barbara Stauffer Learning Center. Ribbon cutting ceremony is January 31st from 4:00 p.m. to 6:00 p.m.

VI. Meeting Adjourned

It was moved by Cherisa Jones to adjourn the meeting at 3:36 p.m. Seconded by Carrie Haverty. Motion carried unanimously.

Minutes submitted by Kassy Swain.