

February 7, 2011

The following is a group of Staff Council minutes that were not posted.

They are minutes from November 2009 through September 2010.

No meetings were held on November 2009 or June 2010.

They are posted for the purpose of information with the understanding that some were approved at the following months meeting and some were not.

We believe to the best of our ability that these are the minutes that were presented and have not incurred any changes.

Staff Council
2010/2011

Staff Council Minutes
December 15, 2009

Present: Shawn Geil, Sandy Selden, CJ Crawford, Sarah Tenfelde-Dubois, Lynn Bailey, Donna Lacey, Donna Clark, Lisa Heigert, Vicki Baer, Marcia Lessenden, Beth Kuhn, and Melissa Lewis.

Minutes of the October 23 Meeting

It was moved by Donna Clark and seconded by Lisa Heigert to approve the meeting minutes from October 23. The motion carried.

President's Report

John Haverty and Shawn met with Dr. Farley about 3 weeks ago. Most of what was discussed was in the email regarding the budget report that Shawn sent out earlier. Dr. Farley would like Staff Council to look at opportunities to enhance communication across the campus.

Shawn has heard that Washburn is looking at needing to cut about \$1,000,000 for the 2010-2011 budget.

Corporate Volunteer Report

CJ said that because of the agencies' busy schedules, the luncheon that had been planned for December 2 had been canceled to distribute the items for Operation Clean Sweep. Everyone took their boxes directly to United Way. Because of personnel changes that were made at United Way and the difficult timing of early December for the agencies needing the items, the plan is to move the luncheon up to at least October next year.

Benefits Committee Report

A university insurance consultant met with the Benefits committee to discuss high deductible policies and health savings accounts. Money rolls over from year to year and can earn interest in a health savings accounts, but the deductibles are higher. There was a recommendation at the meeting to review all options (fully insured, self-insured, health savings account plan, etc.). The benefits committee will discuss this at their next meeting.

By-Laws Subcommittee

Shawn would like to have a subcommittee work on the bylaws and make recommendations to the committee. Members of the subcommittee are Sandy Selden, Donna Clark, and Donna Lacey.

Areas of Study/Action for Next Year

Shawn asked for recommendations of areas the council should look into over the coming year. It was agreed that improving communication across campus was very important and well as getting regular updates from committees (or notifying the campus community where the updates/committee minutes are posted).

Shawn asked everyone to think of ideas for areas of study for discussion at the next meeting.

Shawn hopes to have David Monical attend the January meeting to talk about the Legislature and the economic situation, Wanda Hill attend the February meeting to talk about Washburn's budget, and Robin Bowen attend the March meeting to talk about the General Education project.

Donna Lacey asked when and how will the campus be notified about Banner 8. Sandy will check on that and report back to the Council.

Smoking Issue

This is being tabled until the next meeting.

Future Meetings

For all of 2010, Staff Council will meet on the second Wednesday of each month from 3:30 p.m. – 4:30 p.m.

Miscellaneous/Discussion Items

Shawn plans to go to as many Board of Regents meetings as possible so that Staff Council has representation at the meetings.

It was suggested to recommend doing away with paper pay stubs and requiring all employees to use direct deposit – the state and federal government require this.

Meeting adjourned.

Respectfully submitted,
CJ Crawford
Staff Council Secretary

Staff Council Minutes
January 13, 2010

Present: Shawn Geil, Sandy Selden, CJ Crawford, Sarah Tenfelde-Dubois, Lynn Bailey, Donna Lacey, Donna Clark, Lisa Heigert, Marcia Lessenden, Beth Kuhn, Melissa Lewis, Lori Rognlie, Marsha Carrasco Cooper, Brenda White, Rachel Marlett, and Mary Allen.

Minutes of the December 2 Meeting

It was moved by Sandy Selden and seconded by Donna Clark to approve the meeting minutes from December 2. The motion carried.

President's Report

Shawn hasn't met with the president this month but he plans to meet within the next two weeks.

Corporate Volunteer Report

None

Benefits Committee Report

The committee has not met since the last Staff Council meeting. They are meeting next week. The main topic of discussion will most likely be how extensive the committee is going to look at health insurance for next year.

By-Laws Subcommittee

The committee hasn't met yet. Sandy plans to meet within the next couple of weeks.

Areas of Study/Action for Next Year

Lori asked who to contact at Facilities under the new system if you have a problem. After discussion about some problems, Shawn said he would meet with the Facilities Director and report back to the committee.

Overall, almost everyone felt the snow removal went well. The School of Law and Mabee Library had some issues and there were some issues at KTWU with the latest snow. Everyone felt the streets on campus were good.

Smoking Issue

This is being tabled until the next meeting.

University Strategic Plan

The latest draft is under review until January 22. Shawn urged the committee members to review the draft and give the Strategic Planning Committee their comments or questions.

Inclement Weather Issues

Executive Staff is reviewing an inclement weather policy to be forwarded to the Board of Regents. The main question was why was WIT closed and Washburn wasn't. If classes at WIT were canceled, why were the offices closed? Why did people at Washburn who weren't able to make it in have to use personal leave and WIT employees were given administrative leave? There were a variety of inconsistencies including closing of WIT and not WU, the communication of whether or not the University was closed, and the quality of snow removal across campus. A question was asked about what authority has been delegated down to area or department heads about letting employees leave early – this is inconsistent across campus. It was suggested that a two-hour delay would have been nice.

There concern over communication and confusion was when one TV channel originally said that Washburn was closed. Brenda White said that there are three places information is put regarding the University closing – the Washburn web site, WUCT (cable channel 13) and a message on the main University phone number.

Cost Savings Options

Shawn talked with Chris Leach about direct deposit remittances. Chris said the primary reason they are still distributing them is because some people need a more official document than what is on MyWashburn. Students don't get pay stubs for direct deposit. Chris has looked at pay cards, but the issue is with the fees those companies charge. They are looking at a program to send out an encrypted PDF of the remittance, but it is currently in the ISS queue.

Meeting adjourned.

Respectfully submitted,
CJ Crawford
Staff Council Secretary

Washburn University Staff Council

Meeting Minutes
February 10, 2010

Opening:

The regular meeting of the Staff Council was called to order at 3:35 p.m. on February 10, 2010 in the Cottonwood Room by Shawn Geil.

Present:

Shawn Geil, Vicki Baer, Beth Kuhn, Lisa Heigert, Donna Clark, Marcia Lessenden, Michelle Lewis, Sandy Selden, Melissa Lewis, Marsha Carrasco Cooper, and Rachel Marlett

By acclamation, Rachel Marlett has been appointed Staff Council Secretary.

A. Approval of Minutes

Moved by Lisa Heigert and seconded by Donna Clark. The minutes of the previous meeting were unanimously approved as distributed.

B. Reports

1. Staff Council President

- Inclement weather and school closing issues were addressed and discussed. Dr. Farley states that WIT and WU will continue to be handled independently regarding closing decisions. The reason for this is that the two institutions have different levels of infrastructure to handle the consequences of inclement weather (i.e. staff for snow removal, equipment, etc.).
- The topic of closing the institution for inclement weather versus cancelling classes was also discussed. Finally, the introduction of an inclement weather policy will not include setting forth any criteria for making closing decisions. Geil has asked to see a list of factors involved in making the decision on behalf of staff council.
- An early retirement incentive program is under consideration for employees 62yrs and older with 10 years of service at Washburn University (using June 30th as the marker).
- Budget Advisory committee update: FY10 estimated \$2.1 million in shortfall. Predicting health insurance expenditures will be 10% more than last FY (vs. predicted 12% increase for state of KS). Spring enrollment is predicted to be up with the result of positive revenues; however it is unknown at this time how much that will be. Some cost-cutting measures have been to take advantage of lower fuel oil costs in providing energy for campus (boiler plant capable of using combination of natural gas and fuel oil to optimize costs). At this time there is no anticipation to resort to staff furloughs, etc. and there are no talks at this time to increase tuition. There is continued discussion about outsourcing services, but the result is dependent upon RFPs. The Budget Advisory Committee puts forth that WU receives \$10 million/year from the state of Kansas for funding. This is \$1,000/FTE less than the other public universities/colleges in state. Finally, the question was called in the Budget Advisory Committee as to how long we will go before university restructuring is necessary to handle budget constraints (vs. the current method of cutting and saving within departments). This would have to wait for approval of strategic plan.

2. Benefits Committee- Human Resources has requested that BCBS provide pricing for a high deductible plan option as if we had added it for this year. For the Health Savings option, a proposal to add anything here would have to be cost-neutral to the University. There is a discussion regarding expanding Student Recreation and Wellness Center membership to include spouses. Finally, domestic partnership benefits were mentioned, but it

was reported that administrators are not comfortable moving forward to be the first institution in the state to offer domestic partnership benefits.

D. Action Items

1. Cleanliness of Morgan Hall (and other places on campus). There are concerns that there are areas on campus that are not consistently attended to, and that different facilities get different levels of attention. There are concerns about the condition of buildings, especially in areas that are highly visible and impact the public's impression of WU. It was mentioned that perhaps the council would consult with the campus beautification committee and raise the issue once again.
2. Communication on campus is lacking and insufficient between departments, especially in regards to decision-making. This is especially a concern when the decision affects multiple departments or positions. There was mention of a lack of community among staff at Washburn University, and a lack of knowledge of how to work together as a team. Suggestions were to look at the issue more closely, provide workshop information on working together as departments and communication. There was also a suggestion to propose more activities on campus for staff (i.e. staff auctions) with the intent of building community.

E. Discussion Items

1. How does staff council view (as potential preference if staff compensation cuts are put on the table):
 - a. Furloughs? There are some for and some against multiple-day furloughs
 - b. Paycuts? Not preferable
 - c. Benefits reductions? Not preferable
 - d. Changes to retirement contributions? Questions about legality of changing current staff retirement contributions.

Overall, the least permanent options are preferred, or the options that would likely include a sunset clause. Also, it would be expected that the university also look at economies of scale, and set forth cost-saving ways to order and utilize supplies and resources. The suggestion to have a justification process for filling recently vacated positions within 6 months was raised. Discussion will continue on these options.

Adjournment

Meeting was adjourned at 4:50 p.m. by Shawn Geil. The next general meeting will be at 3:30 p.m. on March 10, 2010 in the Cottonwood Room of Memorial Union.

Minutes submitted by:

Rachel Marlett



Washburn University Staff Council

Meeting Minutes
March 10, 2010

Opening:

The regular meeting of the Staff Council was called to order at 3:31 p.m. on March 10, 2010 in the Cottonwood Room by Shawn Geil.

Present: Shawn Geil, Marsha Carrasco Cooper, Brenda White, Donna Clark, Lisa Heigert, Lynn Bailey, Lori Rognlie, Donna Lacey, Melissa Lewis, Marcia Lessenden, Rachel Marlett, Daniel Schmidt, and Mary Allen.

A. Approval of Minutes

Geil requested nominations for a Staff Council Co-Chair. Marsha Carrasco Cooper was nominated by Brenda White. The committee voted unanimously to approve the nomination and Carrasco Cooper was appointed Co-Chairperson.

Moved by Melissa Lessenden and seconded by Lynn Bailey. The minutes of the previous meeting were unanimously approved as distributed.

B. Reports

1. Staff Council President

New Interim Director for ISS is Mr. Elliott Haugen from Kaludis Consulting out of Washington, D.C.

New Director of Admissions: Morgan Boyack from the University of Northern Colorado. Morgan will start March 29th.

A search is underway for the Dean of Libraries.

The end of March will be the deadline for early retirement benefits.

2. Benefits Committee

Considering the possibility of adding an option for the health insurance plans, or replacing one of the existing plans with one that has a high deductible and low premium. Currently, working with Blue Cross/Blue Shield to determine premiums would be. Will meet April 1st to finalize recommendation to President Farley.

Suggestion from Staff Council: include vision in health package?

3. Bylaws Subcommittee

Talks about getting reorganized.

D. Information Items

Employee Recognition ceremony April 6th. Staff council suggestions made regarding employee recognition: 1. create recognition for employees of less than 5 years to improve retention. New employees do a lot in 5 years that goes unrecognized at the campus level. 2. Recognize groups on campus for community service and other efforts. 3. Look at recognizing new employees at recognition reception; not just faculty. 4. Provide employee of the month nomination program for campus.

Campus community. Staff council thoughts/suggestions: Staff would like to be invited to Presidents house and be more involved in these types of activities as faculty are often a part. More frequent town hall meetings should be held when there isn't necessarily something to be discussed from the administration down, but rather they should have an ear to what campus would like to ask of them, suggest, etc. Communication regarding faculty/staff email listservs—use of these lists should be revisited and retaught to campus community to minimize superfluous use of reply all, etc.

WIT and WU: Dan and Michelle meeting with one main campus representative to devise a list of logistical and cultural issues to shift through and bring ideas to staff council and the President to work on. Rachel Marlett will join this committee from the main campus.

E. Discussion Items

Adjournment

Meeting was adjourned at 4:28 p.m. by Shawn Geil. The next general meeting will be at 3:30 p.m. on in the Cottonwood Room of Memorial Union.

Minutes submitted by:

Rachel Marlett

**Washburn University Staff Council
Cottonwood Room, Memorial Union**

April 15, 2010 Minutes

The regular meeting of the Staff Council was called to order by Shawn Geil.

Present:

Lori Rognlie, Lynn Bailey, Melissa Lewis, Michelle Lewis, Brenda White, Lisa Heigert, Donna Clark, Shawn Geil, Marsha Carrasco-Cooper, Vicki Baer, Donna Lacey, Marcia Lessenden, Dr. Jerry Farley, Sarah Tenfelde-Dubois, and Daniel Schmidt.

Dr. Farley shared information with Staff Council regarding the status of the University. He reported that the Washburn Board of Regents approved the Strategic Plan last week. Now there will be a sorting of those plan elements. He said there are 6 major areas of focus.

1. Some academic programs have been identified to grow.
2. Many facilities were identified for improvements/replacement. Some of those named were re-configure Morgan Hall as a one-stop center, creating a new main entrance to campus and welcome center; Law school; Mabee Library; simulation laboratories for Allied Health area; upgrades to Carnegie.
3. Student life
4. Capital fund raising campaign
5. Community engagement
6. Identifying what the student body should look like, i.e. conditional admission, distance learners.

He also stated that he feels Washburn is positioned correctly for the economy coming out of recession when, typically, major movement changes or improvements occur. There was some discussion about Google Topeka and how that might affect Washburn. Dr. Farley indicated that he hopes to fill the vice president positions as quickly as possible, but until that time, the interim vice presidents have full responsibility and authority to manage their areas. He plans to begin screening applicants in August.

Dr. Farley stated that there is expected a 7% decrease in high school graduates through 2015, and Washburn needs to increase its portion of those graduates; marketing is being directed to 8th graders as well as those entering Washburn Institute of Technology where students can move on to Washburn for bachelors and masters degrees; need to know also just what businesses need in their employees. Dr. Farley departed the meeting.

The minutes of the March 10 meeting were approved with the addition of Vicki Baer in attendance, and the change to "Marcia" from Melissa Lessenden in section A.

Benefits committee met and has requested premium quote for a high deductible/lower premium option for our health insurance. Also, committee will be recommending HSA (health savings account) option which is a pre-tax savings plan that rolls forward each year, covers more options than the current savings plan, and those moneys can be taken with an employee when an employee resigns employment.

The appointment of a staff council administrative representative needs to be made to the benefits committee; Shawn asked for volunteers. There were none. Shawn thanked all those involved with making the employee recognition reception a success. Lori suggested that nominees in the three employee areas be given a certificate. It had been suggested that recognition for employees with less than 5 years be considered. Melissa reported that feedback from the group she represents was that was not necessary; that was the consensus of the council.

Vicki suggested that minutes of meetings not be sent to our representative groups until email approval is given.

Council representatives are to bring issues from across campus to the next meeting.

Meeting adjourned.

Submitted by Vicki Baer

Washburn University Staff Council

Meeting Minutes
May 12, 2010

Opening:

The regular meeting of the Staff Council was called to order at 3:31 p.m. on May 12, 2010 in the Cottonwood Room by Shawn Geil.

Present: Shawn Geil, Marsha Carrasco Cooper, Brenda White, Donna Clark, Lisa Heigert, Lynn Bailey, Lori Rognlie, Beth Kuhn, Sarah Tenfelde-Dubois, Donna Lacey, Melissa Lewis, Marcia Lessenden, Rachel Marlett, Daniel Schmidt, and Mary Allen, and Vicki Baer.

A. Approval of Minutes

Donna Clark sought clarification on Vicki Baer's request to send minutes from previous meeting, giving more time before the next meeting to review and amend. This issue was tabled to "Discussion" portion of agenda.

Motion to approve minutes made by Lynn Bailey, second by Melissa Lewis.

B. Reports

1. Staff Council President

Geil spoke with President Farley regarding VP resignations and Farley assured that the decisions were strictly management decisions.

2. Benefits Committee

Proposing the additional insurance option (high deductible/low premium) to Dr. Farley. Farley has stated that he is willing to consider approving this, however he will want to see what the total picture will look like with premiums and costs to university. This will come after a discussion with Blue Cross Blue Shield in the next couple of months.

People are taking advantage of the Early Retirement plan, which will save \$343,000 for the university. Some of these positions will be filled with employees with less experience and who require lower starting salaries. Some of the positions will not be filled.

3. Bylaws Subcommittee

No report.

4. Budget Advisory Committee

Regents Budget and Finance committee discussed WU (WIT discussions are separate and are to occur next week) budget—proposals/projections include the following:

- No proposed changes for Debt and Construction
- 1 % decrease expected in General Fund=\$524,000 (net)
- 3% increase in tuition proposed (although there is some board opposition to tuition increase)
- Expected sales tax revenue decrease of \$400,000

A public hearing will be set in next two weeks to present budget plans.

D. Information Items

- Recent appointments: Rachel Marlett will be serving on Benefits Committee
- Reapportionment Committee: Representative groups within staff council need to be reevaluated and balanced again. This committee will consist of Lori Rognlie, Shawn Geil, and Mary Allen.
- Town hall meetings with Dr. Farley were well attended. Geil asked for questions or concerns from the group, which included the following:
 - Some attendees wrote down questions at the end of the town hall to be answered—when will these be addressed and how?
 - Will we be looking at 4-day work weeks for academic year or summer?
 - Is there a committee on campus that is looking at sustainable energy options?

E. Discussion Items

Regarding balancing the health insurance issue: Given the notion that the preference of staff is that the University pays for the difference in health insurance cost without changing premiums or benefits, what is the preference of the staff if this solution does not get approved? Overall sentiment is that premiums should not increase as a result of balancing the costs of health insurance. The alternative would be that benefits may change.

Adjournment

Meeting was adjourned at 4:35 p.m. by Shawn Geil. The next general meeting will be at 3:30 p.m. in the Cottonwood Room of Memorial Union on June 9, 2010. On May 19th at 3:30 p.m., there is a special meeting to hear from Elliot Haugen, interim ISS Director and consultant regarding technology assessment on campus.

Minutes submitted by: Rachel Marlett

Subject: [STAFFCOUNCIL] special meeting of Staff Council
From: Shawn Geil <shawn.geil@washburn.edu>
Date: Mon, 26 Apr 2010 09:37:26 -0500
To: staffcouncil@lists.washburn.edu, staffcouncilalt@lists.washburn.edu
CC:

There will be a special meeting of the Staff Council on Wednesday, May 19th at 3:30pm in the Shawnee Room of the Union.

The purpose of the meeting will be for Elliott Haugen, interim ISS director/consultant with Kaludis Consulting, to present the results of a campus-wide IT assessment they just completed.

S

Subject: [STAFFCOUNCIL] Powerpoint from IT Assessment
From: Shawn Geil <shawn.geil@washburn.edu>
Date: Thu, 20 May 2010 10:49:54 -0500
To: staf`council@lists.washburn.edu, staffcouncilalt@lists.washburn.edu
CC: Elliott Haugen <elliott.haugen@washburn.edu>

Attached is the presentation powerpoint from yesterday's meeting.

I want to thank Elliott for agreeing to present the results to the group and for your willingness to add an extra meeting to your schedule.

S

Washburn IT Assessment Presentation 100507.pptx

Content-Type: application/octet-stream

Content-Encoding: base64

WASHBURN UNIVERSITY
Staff Council

MEETING		ROOM	DATE
Staff Council		Lincoln Room, Memorial Union	July 14, 2010
MEMBERS PRESENT		MEMBERS ABSENT	
Shawn Geil, Lori Rognlie, Beth Kuhn, Dan Schmidt, Donna Lacey, Lynn Bailey, Lisa Heigert, Melissa Lewis, Marsha Carrasco Cooper, Mary Allen, Shirley Jacobson, Brenda White, Donna Clark			
TIME	AGENDA ITEM	DISCUSSION	OUTCOME
1:40 pm		Meeting convened	
	Appointments	Changes for Michelle Lewis from WIT	Moved from classified to administrative Cindy Rodman to replace Michelle
		Shirley Jacobson to 'retire' from Staff Council	Sara Dubois will replace her on committee
	Minutes	May 12, 2010 May 19, 2010	Reading and approval of minutes deferred to August meeting
	Committee Reports:		
	ISS	Search for ISS Director continues	Interim director will remain through November. It is expected the newly named Director will assume responsibilities
	VPAA Dean of Library Studies	Search continues for both positions	
	Benefits Committee	Continued discussions with BCBS	Premium increase is expected for next year.
	Reapportionment Committee	Committee continues to discuss options to reconfigure representation on staff council	Report expected at August meeting

	Staff Council Website	Volunteer needed for website maintenance	Marsha Cooper volunteered
	United Way Volunteer	United Way Volunteer Center in Topeka is needing a Washburn representative	Representatives were asked to seek interested persons for the position
	Discussion Items: July Board of Regents meeting Facilities outsourcing of maintenance	Attendance by Staff Council representative RFPs for outsourcing of university maintenance are due at end of month	Donna Clark will attend and report to board Proposals will be reviewed by Board of Regents.
	2:15	Adjourn	

Respectfully submitted,

Mary Allen
Recorder

Subject: [STAFFCOUNCIL] August Staff Council Meeting
From: Shawn Geil <shawn.geil@washburn.edu>
Date: Wed, 11 Aug 2010 08:17:53 -0500
To: staffcouncil@lists.washburn.edu, staffcouncilalt@lists.washburn.edu
CC:

All, I apologize for the short notice, but I'm going to cancel today's meeting.

I have been out of town and there are several things about to happen that I would like the council to meet after they happen. These are health insurance rate review will be beginning soon and we will soon have proposals for the re-apportionment of staff council positions.

A couple of dates to remember:

August 16th -- entering law students start
August 19th -- Move Crew
August 19th - 22nd -- Welcome Week
August 21st -- classes begin
August 26th -- Convocation
September 3rd -- First Friday Art Walk
September 4th -- Home football season opener (The Bod's are ranked #9/10 depending on the poll you look at!)

S

Washburn University Staff Council

Meeting Minutes
September 8, 2010

Opening:

I Call to Order and Attendance

The regular meeting of the Staff Council was called to order at 3:29 p.m. on Sept. 8, 2010 in the Lincoln Room by Shawn Geil.

Present: Shawn Geil, Lori Rognlie, Sara Tenfelde-Dubois, Rachel Marlett, Marcia Lessenden, Lisa Heigert, Donna Clark, Lynn Bailey, Dan Schmidt and Donna Lacy, CJ Crawford

II. Approval of Minutes

CJ Crawford moved approval, seconded by Lynn Bailey and minutes were approved unanimously.

III. Reports

a) Staff Council Chairman

Search for VPAT continues. Dean of University Libraries was appointed—Dr. Alan Baerman.

b) Benefits Committee

Recommendation was forwarded to President Farley by the benefits committee regarding health insurance—final recommendation goes to WU Board of Regents meeting later this month. BlueCross and BlueShield recommended a 10% increase in the health plan that WU has. The final proposal to administration was for a 5% increase in the employee contribution. This calculates to anywhere between \$5 increase to single base plan in top tier to \$100 increase in family plan in top tier, and would be calculated accordingly for all other plans and tiers. No changes to benefits have been proposed to administration. Administration can adopt or change any portion of the proposal before submitting it to the Board for approval.

A comment was made that the benefits committee should look at the distribution of premiums among the tiers, and Geil responded that this has been a concern in the past and that he will bring it to the benefits committee the next time it is convened.

A straw poll vote was proposed by Shawn Geil for the committee to consider sending the question of providing domestic partner benefits to employees of Washburn University. There was some discussion around this question and the council resolved to poll respective constituents to decide whether the issue will be passed on to the benefits committee for further review. Shawn Geil entertained a motion to create a standard question with which to poll constituents. More discussion ensued and the motion was not seconded, nor was a vote conducted.

IV. Appointments

a) United Way Volunteer Coordinator—no appointment made—following up with this next month

V. Discussion Items

- a) Board of Regents Meeting July 30 2010
- b) Vice-Presidential Searches—candidates have begun visiting campus—encourage staff to attend forum and give feedback.

- c) Website Update—Marsha will be updating website. Question was posed as to whether minutes will be posted—Geil responded yes. Clarifying question was raised as to if those minutes would have to wait until the following month's approval and that if this was the case, might the committee consider deciding on a more timely procedure for approving and posting minutes. Geil responded that the council would discuss this at next month's meeting.
- d) Re-apportionment committee—an issue is needing resolution before reapportionment committee can meet, and that is that the bylaws require 6 administrative and 10 classified staff to serve on the committee. Not recognized in the bylaws, is the addition of 1 classified WIT representative and 1 WIT administrative representative, which have been serving on the committee. The question that will be raised is whether we add these representatives to the bylaws, therefore requiring 7 administrative and 11 classified staff, thereby growing the council by two; OR we assign these two additional representatives to two already-existing slots on the committee. The consensus was to change the by-laws increasing the number of representatives.

VI. **Adjournment**

Meeting was adjourned at 4:30 p.m. by Shawn Geil.

Minutes submitted by: Rachel Marlett, on Monday, September 13, 2010



Staff Council Minutes
September 14, 2010

Present: Shawn Geil, Marsha Carrasco Cooper, Lori Rognlie, Donna Lacey, Marcia Lessenden, Sarah Terfelde-Dubois, Lisa Heigert, Donna Clark, Teresa Vasquez, Cindy Rodman, Melissa Lewis, Brenda White, Vicki Baer, Lynn Bailey, Mary Allen, Rachel Marlett.

Special meeting came to order 1:30pm in Cottonwood Room, Memorial Union. It was determined a quorum, as defined by Staff Council Bylaws, was present.

Shawn Geil reported Harold Rood, as Chair of Benefits Committee, is willing to revisit domestic partner benefits – was looked at several years ago. Also, Dr. Farley had Dr. Tate research the issue – it seems Kansas State University is working on a recommendation on the issue.

The Bylaws Committee needs to be reactivated to review the bylaws – Lynn Bailey, Vicki Baer, and Donna Clark volunteered. It was also determined Article III, Section 1, B. should be updated to 18 members in order to include a classified and administrative person from Washburn Institute of Technology.

Discussion was opened on domestic partner benefits after explaining the special meeting was called in order to clarify the Staff Council position regarding these benefits. A motion to send the domestic partner benefits to the University Benefits Committee for review was made by Lynn Bailey, seconded by Donna Clark, and approved by majority.

A Nominating Committee also needs to be formed as elections are past due – Vicki Baer, Lisa Heigert, and Rachel Marlett volunteered. Staff Council needs to be more visible and its' purpose more widely known - should encourage others in our areas to become involved.

Meeting adjourned at 2:05pm.
Submitted by Donna Lacey

APPROVED

A handwritten signature, possibly "Donna Lacey", is written below the word "APPROVED". A large checkmark is drawn to the right of the signature, indicating approval.