

# Staff Council Minutes

## February 4, 2004

The February meeting of Staff Council was called to order at 3:05 p.m. by President, Judy Liesmann, with the following members in attendance: Lynn Bailey, Mary Grooms, Susan Jarchow, Mike Jauken, Mary Jones, Judy Liesmann, LaJean Rinker, Linda Santiago, Lori Spurgeon, and Brenda White. The following alternates were also present: Marsha Madl, Martha McCoy, and Val Bauman. Judy introduced Darrell Dibbern, Safety Director, who joined the Washburn staff on December 1, 2003, after working with the Topeka Fire Department for 32 years. His office is located in the Purchasing area and his extension is 1779. Darrell spoke to us about some of the areas for which he is assuming responsibility: Worker Compensation, Liability Insurance, and Hazardous materials (waste products included). He has also been working with Mr. Yang in Facilities Services regarding sidewalk safety as well as seeking to identify visitors (i.e. contract workers) and having them accompanied while on campus as well as wearing a visitor's badge. In April he will be providing training in using portable fire extinguishers and anyone wishing to participate should contact him. He is also responsible for accompanying any outside inspection agency who comes on campus. He hopes to revive the "Safety Committee" and resume some of the activities they were previously involved in. Judy thanked him for his informative presentation.

### Reports

#### Benefits

Brenda White reported that they met January 21 together with the Wellness Committee. They are promoting a Health Awareness Week which will include some type of Health Risk Assessment which President Farley has agreed to fund. This will probably be held this Fall. A Committee for Activities was formed from this group and will be headed by Roy Wohl of HPES. They will identify existing resources on campus that could be used such as the School of Nursing, Allied Health, etc. On the agenda for their next meeting (Febr. 18) are the issues of shared leave and reinstatement of seniority.

#### Change Management

Susan Jarchow announced that Febr. 19 is the date for the next "Mock Web Registration" and faculty and staff are invited to participate as students. There will be a window from 11:55 to 12:15 when they will attempt to test the load on the system by having a large number of people registering at the same time.

#### Corporate Volunteer

Martha McCoy reported that she was unable to attend the January meeting as it was during enrollment. There is a March of Dimes 2004 Topeka Walk America scheduled for April 23 in Gage Park. WU is encouraged to have teams participate in event. LaJean Rinker also mentioned

that the American Cancer Society will have their Relay for Life in Petro on April 2 and 3 and again teams are encouraged to participate.

### **Recycling**

nothing to report - some individuals reported that they continue to have problems with the janitorial staff sorting the recycling from regular trash. This seems to be an recurring problem and one Facilities Services staff are attempting to correct.

### **Employee Recognition**

Lynn Bailey handed out the forms he will be sending out for nominations for the Commended Employee Awards. He also asked for suggestions/comments on the previous 2 ceremonies and what could be done to improve them. The ceremony will be held May 6 from 3:30 to 5 pm in Memorial Union with a time for visiting from 3:30 to 4 and the actual awards being given out from 4 to 5 pm.

### **Old Business**

The subject of a "sharps container" was discussed. Mr. Dibbern is working on the liability part of this issue and it is hoped these containers will be installed soon. Judy mentioned that she had e-mailed Mr. Yang about the poor janitorial services in Morgan and that she had seen a noticeable improvement since then. Others stated that services still needed improvement in their areas. Mike Jauken encouraged them to contact F.S. if no improvement is seen.

### **New Business**

Judy reported on her meeting with President Farley. He stated that WU can grow by a few students and so far there is no cap on enrollment. A classroom utilization study is underway to determine how best to use the available classroom space and the possibility of 7:30 a.m. classes and more afternoon classes. He estimates a tuition increase of 8-12%, the same as last year. The new transitional living quarters are scheduled to be finished in May, no later than June. The furniture has been ordered and is scheduled for delivery in June. The facility will be ready for students in August! The new Recreation center is on schedule and should be finished in either September or October. WU is advertising for a Director at this time. The new chapel still has no name and the Board of Regents voted to lower the roof. However, there have been lots of negative comments regarding doing that so it will be discussed again and the entire situation "will be resolved within 6 months" according to Dr. Farley. The bids for the new Art building will be awarded in March and a completion date of Fall 2005 is anticipated. There is some question of being able to obtain bids based on the dated plans but he is hopeful we will be able to secure bids in the price range available. The Faculty will be having dinner meetings to discuss the General Education program. The schedule for salary increases will be the same as last year with raises coming in October. They had a rather lengthy discussion of employee evaluations and Dr. Farley agrees that there is a need for written comments to accompany a numerical rating. He will take the concerns of Staff Council to the next meeting of Executive Staff.

There being no further business, the meeting was adjourned at 4:30 pm. The next meeting will be March 3, 2004, in MO 204.