

# Staff Council Minutes

## March 1, 2000

Members Present: Bob Stoller, Sue Peek, Connie DiPasquale, Mary Allen, Gayla Sarkesian, Sheri Perry, Annita Huff, Heidi Crosland, Marj Murray, Dorothy Hedman, Betty Fischer, LaJean Rinker (alternate), Janet Lassiter, Sally Dyke, Susan Zuber-Chall, Rich Robbins, Jane Stewart, Doreen Kinnett, and Mary Beth Bero.

Guests: David Monical, Exec. Dir. of Gov. & University Relations and Deborah Birney.

The meeting was called to order at 3:03 p.m.

Bob made a correction to the minutes to say "Marj Murray reported that someone in her group was concerned that parking at Morgan. . . ." The minutes were approved as corrected to be posted to the web.

David Monical, who is in charge of lobbying and marketing for Washburn University, would like to know what is needed in regards to the General Overview of the University. He requested that everyone state their name and in which department they worked. Since we represent colleagues on campus he inquired the best way to educate and distribute information to our groups. Is this by T.V., brochures, internet, e-mail, etc.?

Annita Huff read from the survey what was included in General Overview of Specific Areas at Washburn: Medical Emergencies, Enrollment Procedure, Business Office, Financial Aid, Admissions, Specific Departments/Schools, CLASS, and Understanding Budgeting Procedures. David Monical has a copy of this survey for his reference.

Both Betty Fischer and Mary Allen brought up a need to know about other departments, job opportunities, degrees, and companies that are hiring our graduates. Connie DiPasquale agreed and reported there are other departments related to the medical field other than nursing but everyone thinks of nursing as the only medical department. Sheri Perry reported the Media Center offers many different kinds of services the campus is not aware of.

LaJean Rinker would like to know the cost comparison between KU, KSU, and Washburn. Also, what extra fees are charged by these institutions compared to Washburn's fees.

Deborah Birney said the University is not reliant on property tax now but many people are still unaware of that. Annita Huff felt a fact sheet for fees and how the University is funded would be beneficial as well as a brochure with each department highlighted and stating in one or two paragraphs what it offers, the job opportunities available in that field and any other valuable information for recruitment.

Deborah Birney suggested that highlights and general information about the University could be sent out with Contracts and the highlights updated yearly. Betty Fischer suggested this could be put on-line and updated as changes are made.

David Monical inquired if basic information was required, for example, number of students enrolled, from how many different states, offering 180 different programs, how tuition is divided with sales tax and aid for the state, etc. The fact sheet should not be in paragraph form but in bullet form and Annita Huff could include this information with the materials that are sent to new students. David asked if a fact sheet were sent around to the departments would it be read or thrown away. It was the consensus that half would read it and half would throw it away. David asked if using the web was a more effective way to communicate. Betty Fischer suggested the information be put on the list-serv first and then go to the web.

Deborah Birney thought a pocket-size card like the basketball schedule but with facts about the University printed on it would be easy to carry around.

Connie DiPasquale said new employees don't have time to get to know about the University. Annita Huff wants new employees to be informed about budgeting along with how you get your mail.

LaJean Rinker suggested mentors for new employees. David Monical thought Staff Council could take the lead here. A one on one is good for new employees. Annita Huff thought both a mentor program and formal orientation should be given to new employees.

David Monical recommends a mandatory orientation for new employees in the Fall and again in April. Susan Zuber-Chall also suggested tours of the campus for new employees.

Betty Fischer suggested in the Southwestern Bell Telephone Directory that the departments be listed differently. The Law School is right under General Information and it receives many calls for other departments.

The Washburn Campus Directory should be made easier to find departments. It is not designed for the convenience of the user and should have subheadings. Security is hard to find as it is listed under Police. The Registrar is under University Registrar. Computer Information Services is not ACC. It was questioned if there is a need for two directories as all are on-line but it was the consensus that the Campus Directory has e-mail addresses and was very useful.

Sue Peek inquired how many prospective students utilize the web pages. A tracking system of what web pages are being viewed will start in 30 days. Annita Huff reported in February they had 997 hits on the Financial Aid web page.

David Monical concluded from what he hears from the group is to focus internally a need to know what the department down the hall does, what programs the department offers, and concern about how we relate to our competition, similarities or differences, and how we are rated nationally. Also to show the Organization Structure, such as what is VP of Academic Affairs and what is its purpose. David suggested he wanted to implement this Overview systematically and

have it responsive so updates can be made easily. He inquired if Staff Council meets through the summer and Bob Stoller informed him Staff Council meets at least 10 times a year. David will try to implement the overview for the fall and can be e-mailed with any suggestions.

Bob thanked David Monical for coming to the Staff Council Meeting.

## **EMPLOYEE RECOGNITION**

A week ago a mailing was sent to employees notifying them that the Recognition Ceremony will be held April 27 at 12:15 p.m. with a light lunch. Bob has already received nine nominations.

Deborah Birney said everyone who is nominated will get a letter congratulating them for their nomination, whether they are eligible or not. The subcommittee asked Deborah if she would send the letters of congratulations out after the 17th on Staff Council Letterhead. Rich Robbins said he would contact last year's winners to help in selecting the winners for this year.

It was questioned as to who should present the awards. It was decided that someone from Staff Council, such as Bob as Chair of Staff Council, should do the honors. It should be noted that the winners will not receive their bond as Deborah Birney needs to get the bonds in their names and Social Security Number. It was suggested the drawings be spread out throughout the ceremony to keep the program moving and interest high. Bob will put out an e-mail the week before the Recognition Ceremony reminding Administrative and Classified employees to bring their purple slip for the drawing.

Deborah Birney reported the highest year award in the catalogue was 35 but this year there is a 40-year award for Dave Green.

## **BENEFITS COMMITTEE**

Sue Peek reported that BMA and AFLAC came and presented presentations on Short-term Disability. The Committee hopes to discuss Short-term Disability, Domestic Partner and Shared Leave by May.

## **STAFF DEVELOPMENT**

Bob reported a Stress Management Seminar was going on in the next room. Deborah Birney has placed Continuing Ed. on a contract to provide future training on Conflict Resolution, Customer Service, Software Applications, and Stress/Time Management.

## **REPORT ON CHAIR'S MEETING WITH PRESIDENT**

Bob Stoller met with President Farley and received his approval for the awarding of one prize in each category and drawings for 15 savings bonds at the Recognition Ceremony. There may be some offices that cannot close but it is hoped all areas will be encouraged to close. If it is not

possible to close, then ask for volunteers to cover the office or rotate covering the office year by year.

The President informed Bob there currently is a representative at the College Hill Neighborhood meetings.

Parking. He was sympathetic and will receive suggestions but students should remain a high priority in regards to parking. It was brought to our attention that the recycle bins are going to be removed to add 75 parking spaces. Susan Zuber-Chall suggested we look into a parking garage behind KTWU but Dorothy Hedman reported that garages are very expensive. Bob reported he heard that to install parking cost around a \$1,000 per parking spot. Bob will be glad to revisit parking with the President if Staff Council wishes. Sue Peek advised that the University Council also talked about parking.

## **REPORT ON CORPORATE VOLUNTEER COUNCIL**

Bob Stoller and Tom Ellis attended the first meeting and heard a presentation from Federal Home Bank which builds Homes for Habitat as a community service. Bob knows of LINC on campus but is unaware of any other volunteer groups. If you know of any volunteer groups on campus, please let Bob know about them. The Golden Rule Award is from J. C. Penney and Bob volunteered to help judge this award. Bob passed around a paper stating some possible goals for Washburn University in regard to knowing more about what we do regards volunteering as: 1) establish a community affairs committee of Staff Council or by President with a manageable budget, 2) develop a process for reviewing volunteer opportunities, 3) develop a process for recognizing and/or nominating employees, 4) record and report volunteer activity.

## **INFORMATION**

Marj Murray had a concern from one in her group about the availability of a Comprehensive Emergency Procedures Manual for the university in regards to bomb threats, terrorist acts, and hostage situations. Deborah Birney reported there is a University plan for weather and bomb threats. It was suggested that Marj refer this person and question to Gary Pettijohn. Most departments have emergency plans in force. Susan Zuber-Chall said they had Ken Pierce and Security come to talk to them and then developed a plan. CLASS also has a plan in place.

Rich Robbins had concerns from several people in his group as to why the faculty is getting a 6% raise on a 9-month contract and staff receives only a 2.5% on a 12-month contract. Actually the faculty will get 6% with 2% off the top for extra merit. Deborah Birney thinks this needs to be explained better in e-mails. She suggested this would be something to bring up at the "Next Friday with Farley" which is on March 10.

Betty Fischer suggested that at the end of the year a report be put out that these are the things brought to you by Staff Council and what would you like to be considered for next year.

Susan Zuber-Chall inquired about hiring students for no longer than 40 hours in any work week as stated on the Student Payroll Time Report and the Payroll Time Report for Federal Work-

Study Program. Work Study students can work 20 hours a week. Annita Huff said Dottie Fisher could put something out as guidelines and procedures for student workers. Additionally, all this is in the Business and Financial Affairs Handbook.

Connie DiPasquale passed out an updated list to each member entitled "Staff Council Representative Area Responsibility." She asked if you would check it and inform her of any additions or deletions needed for your group.

Connie DiPasquale inquired if Bob had heard anything on summer hours or possibly a four-day work week for summer. Bob said he hadn't heard anything. Connie said they used to change hours for summer. The department offices and the library are open but are dead on Fridays in the summer. Deborah Birney said the public expects the campus to be open. There is no flex time policy but the University is open eight to five and any change would have to be taken to the Board or President. Sue Peek said we could recommend this to the President.

Bob Stoller will not be at the next meeting and asked Betty Fischer to fill in for him.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,  
Mary Beth Bero  
Secretary