

Staff Council Minutes

October 11, 2005

Present: Lori Rognlie, Kristin Kelly, Val VanDerSluis, Becky Shaffer, Melody Doyal, Bill Bunten, Lori Spurgeon, Mike Jauken, Wendy Stafford, Dale Rusche, Shirley Jacobson, Janet Degginger, Jessie Smith, Lynn Bailey, Mitch Higgs, Judy Liesmann, Wanda Hinton, Vicki Baer, Sue Jarchow

Staff Council meeting was called to order at 3:00 p.m. by Chair, Sue Jarchow. New members/alternates and out-going members were present for the meeting. Dr. Farley visited the meeting to welcome the new members as well as answer any questions.

Committee Reports

Nominations and Elections:

The new representatives and the alternates were announced to the group. There is still a need for a staff council representative for the Hourly A group.

Corporate Volunteer:

Martha McCoy was the member that would report, but she is no longer with the University. Lori Rognlie has volunteered for this role and she will be attending the next meeting.

Benefits:

No meeting since last Staff Council meeting. No Report. It was announced that there is a meeting on 10/12/05 at noon that everyone is invited to.

Four members of Staff Council sit on the Benefits Committee and all current members are no longer eligible. Lynn Bailey, Shirley Jacobson, Val VanDerSluis, and Bill Bunten will serve on the Benefits Committee.

Election of Officers

Officers for the current year were elected as follows:

- Chair -- Lynn Bailey
- Vice-Chair -- Janet Degginger
- Secretary -- Jessie Smith

Sue Jarchow dismissed the out-going members and turned the Chair over to Lynn Bailey. Since there was existing agenda, Lynn Bailey asked for Sue Jarchow to stay and assist him.

Old Business

Sue Jarchow wanted to clarify how to request reports from Banner. There was a concern about how to go about getting reports that the AS400 used to provide and how to go about getting a Banner report with the same information. Institutional Research has a request form that needs to be completed in order to get the process started. The request form is available in the MyWashburn, under the Employees tab, in the middle column at the bottom of the page is the Banner and Reporting information.

There was discussion of forming a self-funded group that would help out our fellow employees during times of financial strain due to a crisis/emergency. It was recommended that since Staff Council is not a committee that is structured with a budget, that is be referred to the Administrative Assistants group. Lori Rognlie will take it to the next WUAA meeting and will report back.

New Business

It was discussed to set up an account to help fund departments to pay both the retiree and the replacement of the retiree, until the replacement has been trained. If the department has an operations/procedural manual, that is very beneficial but it doesn't always cover every aspect. It was decided to forward it to the Benefits Committee.

An inquiry was made about the 3rd Holiday Day at the Holiday closing. This year is one of the three years that the University doesn't shut down for the 3rd Holiday Day during the winter holiday closing schedule. Executive Staff created the schedule and therefore no action was taken at this time and further discussion will follow.

Announcements

- Homecoming is Saturday
- Top Hats are in the Memorial Union and all proceeds go to United Way
- Volunteers are needed for Quest (used to be known as High Q)
- Bookstore is having a sale

Next Staff Council meeting will be at 3:00 pm on Wednesday, November 2, in Morgan 204.