

Staff Council Minutes

July 14, 2020

Members present: Matt Busey, Erik Carlson, Marie Hall, Carrie Haverty, Matthew Hutchinson, Jan Martin, Debi Meier, Beth Mathews, Nancy Province, Christa Smith, Kassy Swain

Members not present: Exempt C representative, Tiffany Swinney, Cindy Cummings, Anthony Escalante, Kathy Iwig

Guests: Laura Lawrence, Jim Fosdick, Chris Enos

- I. Call to Order
 - a. The meeting was called to order by Chairperson Matt Busey at 3:02 p.m.

- II. Roll call
 - a. Attendance was taken by Zoom chat.

- III. Approval of the June 9, 2020 Minutes
 - a. The June 9, 2020 minutes were presented for approval. Approval of the minutes was moved by Erik Carlson and seconded by Beth Mathews. Motion carried unanimously.

- IV. Committee Reports
 - a. Chair Report – Matt has a meeting with Dr. Farley scheduled for July 20th at 2:30. He will meet with him in the President’s Office using social distancing. Matt asked the council to provide him with topics to address during the meeting.

 - b. Board of Regents Meeting Update – The WU BOR Budget and Finance Committee Meeting was on June 25, 2020. The budget was approved. There are cuts across the university due to projected enrollment declines. However, with the aid that Washburn has received from the CARES Act, we are financially in good shape. No furloughs or reductions to be reported.

 - c. All Faculty/Staff Email/Posting Committee – Nothing to report.

 - d. Benefits Committee – Nothing to report.

 - e. Food Advisory Committee – Debi spoke to Janel Rutherford, Director of Business and Auxiliary Services for the Memorial Union. Janel asked that staff look at the Washburn Dining Services website and Facebook page for updates. Dining Services will have a new app called Boost that you can use to preorder food on campus.

 - f. Parking Ticket Committee – Nothing to report.

 - g. Safety Committee – Beth reported the committee met on June 23, 2020. Jan Crawford reported that her and Heather Dunlap had done a walkthrough of campus and it had gone well. The committee had discussed some lighting work in parking lot 7. Chris Enos, Washburn University Police Chief, addressed the area of concern was in Lot 7, the parking lot by The Village and KTWU. They’re doing work to see if the base of the lights will support a bigger light. The next Safety Committee meeting is scheduled for Tuesday, July 28th.

- V. Old Business
 - a. Survey results distribution - Washburn Staff Return to Work Post-COVID-19 Survey – Human Resources and Public Relations received copies of the report. Joy Bailes and Patrick Early, University Public Relations are working on email blasts to let staff know where we are at.

- VI. New Business
 - a. Update on Campus Health and Safety Committee (Subcommittee of Campus Reopening Steering Committee) – Matt is on this sub-committee. No new updates. Every time they meet, the sub-committee reviews questionable areas, for example, how to socially distance in the Morgan Hall second floor break room.
 - b. Staff Council elections – Elections are coming up. Call for nominations was in August last year. Officer terms in the bylaws are not clear. At our next meeting we will want to start the call for nominations. Matt will send out an email before the next meeting regarding elections.
 - c. Office furniture for staff working from home – This was a question from the Employee Wellness Coordinator regarding office furniture for those staff who are primarily working from home. Purchasing is working on getting furniture discounts through Washburn iCards with local businesses.
 - d. Replacement of Exempt C Representative (formerly Collin Case) – This group did not have an alternate for their representative. It was recommended that it should be left vacant until elections.

- VII. Information Items
 - a. Next Meeting: August 11, 2020 – Zoom Video Conference - 3:00 - 4:00 pm. Zoom meetings will be planned for the near future.

- VIII. Adjournment
 - a. It was moved by Carrie Haverty and seconded by Erik Carlson to adjourn the meeting at 3:25 p.m. Motion carried unanimously.

Minutes submitted by Staff Council Secretary Christa Smith.