

# Washburn University Staff Council Meeting Minutes

**October 12, 2021**

Members Present – Christa Smith, Meagan Smejdir, Drew Liggett, Carissa Schmidlein, James Scotti, Blaine Smith, Jessica Beam, Nancy Province, Matt Busey, Jackie Askren, Jan Martin, Leah Brown, Gayla Sarkesian

Members Not Present – Jennifer Bixel, Emily Schneider

Guests – None

- I. The meeting was called to order by Chairperson Christa Smith at 3:04pm.
- II. Roll Call
  - a. Attendance was taken by Zoom chat & in person.
- III. Introductions of Returning and New Representatives (membership responsibilities attached)
  - a. No Staff Council Representation – Non-Exempt B
    - i. If you know someone from this group, please reach out to them to ask if they are interested in serving on Staff Council – it is important that everyone on campus is represented!
  - b. Reviewed membership responsibilities with the group
- IV. Approval of September 14, 2021 Minutes (Motion)
  - a. Voting
    - i. Motion – Matt Busey
    - ii. Second – Leah Brown
    - iii. Votes
      1. Yay – 13
      2. Nay – 0
      3. Abstain – 0
- V. Committee Reports:
  - a. Chair Report – Christa Smith
    - i. Meeting with Dr. Farley
      1. No meeting in September 2021
    - ii. The new Chair for Staff Council is expected to be part All Faculty/Staff Email/Posting Committee & the Benefits Committee
    - iii. The new Chair for Staff Council is expected to attend all Washburn Board of Regents meetings and report back to Staff Council
    - iv. The Staff Council Chair is involved in the Faculty/Staff Appreciation celebrations across campus

- b. Board of Regents Meeting Update – Christa Smith
  - i. WU BOR Meeting – September 16, 2021
    - 1. Benefits are not changing (major medical)
    - 2. Clarified some things in personal and sick leave policies, such as accrual of
    - 3. Jury Duty – pay for jury duty is applied to all employees
- c. All Faculty/Staff Email/Posting Committee – Jackie Askren, Christa Smith
  - i. The committee will meet on October 14, 2021
    - 1. Mark Fried asked members to collect information from constituents regarding the following options:
      - a. List Serve that ITS will maintain
      - b. Workplace Light – less features than the original workplace
      - c. It seems like the list serve option is more popular with many constituents
- d. Benefits Committee – Jennifer Bixel, Emily Schneider, Christa Smith
  - i. No meeting in September 2021
  - ii. Reminder that Open Enrollment for 2022 begins on October 26<sup>th</sup> and ends on November 4<sup>th</sup> – if you have questions, please contact HR
- e. Food Advisory Committee – Jan Martin
  - i. The Union Café has rotation for what they are serving in the evenings:
    - 1. Monday – Ichabod’s Choice
    - 2. Tuesday – Tu Taco
    - 3. Wednesday – 21<sup>st</sup> Street Subs
    - 4. Thursday – Pasta
    - 5. Grill and pizza will be available each evening
  - ii. Washburn Catering – Unfortunately Chartwells has experienced turnover in the catering department again. The staff is stepping up and covering events. Please plan ahead and submit catering orders with as much notice as possible. Contact Steven Daab at (785)670-1864 if you have questions or concerns.
- f. Parking Ticket Committee – Leah Brown and Blaine Smith
  - i. No meeting in September 2021
- g. Safety Committee – Jackie Askren
  - i. No meeting in September 2021

VI. Old Business:

- a. None

VII. New Business:

- a. Appointment of officers for 2021-2022 (officer responsibilities attached)
  - i. Chair
    - 1. Nominations
      - a. Matt Busey
    - 2. Votes
      - a. Yay – 13
      - b. Nay – 0
      - c. Abstain – 0
  - ii. Vice Chair

1. Nominations
    - a. Christa Smith
  2. Votes
    - a. Yay – 13
    - b. Nay – 0
    - c. Abstain – 0
- iii. Secretary
1. Nominations
    - a. Meagan Smejdir
  2. Votes
    - a. Yay – 13
    - b. Nay – 0
    - c. Abstain – 0
- b. New Staff Council members – please contact your constituents as soon as possible to introduce yourself

VIII. Informational Items:

- a. Argos Reports
  - i. Christa sent instructions via email, and you can find the instructions in the S-Drive as well
  - ii. Please download the list of your constituents
- b. S-Drive Staff Council
  - i. You will need to re-start your computer to access this drive – it will have all of the resources you need to serve on Staff Council
- c. WSGA Voting Initiative
  - i. WSGA wants to know if Staff Council is interested in signing a petition about voting rights on campus, and potentially establishing a new polling place on campus
  - ii. Christa & Matt will follow up with WSGA and keep Staff Council informed
- d. Next Meeting: November 9, 2021, 3:00pm-4:00pm via Zoom Video Conference and in the Lincoln Room, Memorial Union
- e. Homecoming is the last week of October – visit [washburn.edu/homecoming](http://washburn.edu/homecoming) for additional information and list of events

IX. Adjournment (Motion)

- a. Motion – Blaine Smith
- b. Second – Matt Busey
- c. Vote
  - i. Yay – 13
  - ii. Nay – 0
  - iii. Abstain – 0

# **ARTICLE III - Membership**

## **Section 2: Responsibilities**

- A.** Represent the interests of that group of Washburn University employees which has selected him/her for the position, rather than representing his/her own personal interests.
- B.** Provide a method of two-way communication between himself/herself and those in the group represented. It is important that such a method is used regularly to share the actions of the Council with those represented. Conversely, it is important to use that method to solicit the opinions and reactions of those represented and to share those with the Council.
- C.** Make time to attend meetings of the Staff Council in a regular and timely fashion.
- D.** Be willing to serve on a Staff Council subcommittee if requested.
- E.** Will always ask alternate to attend any meetings that conflict with member's schedule.

# **ARTICLE V - Officers**

## **Section 1:**

The officers of the Staff Council will be a Chairperson, Vice-Chairperson, and Secretary.

## **Section 2: Term of Office**

- A.** The Officers will be elected by the Council at the first meeting of the newly-elected Council to be held within thirty days of elections.
- B.** The Officers will hold a one-year term, and will hold office until their successors are elected.

## **Section 3: Chairperson**

The Chairperson will schedule rooms for each meeting, preside at all meetings of the Staff Council, manage the business of the Staff Council and carry into effect all resolutions of the Council by providing a copy of the resolution to the president and other concerned parties. The Chairperson will serve as liaison to the University President meeting occasionally as situations warrant.

## **Section 4: Vice-Chairperson**

The Vice-Chairperson will, in the Chairperson's absence, perform the duties of the Chairperson.

## **Section 5: Secretary**

The Secretary will attend all meetings of the Staff Council and act as clerk thereof, and record all votes and minutes of all proceedings. The Secretary will also distribute minutes to Council members.

*Minutes submitted by Staff Council Secretary Meagan Smejdir.*