

**Staff Council Minutes**

**April 14, 2020**

Members present: Matt Busey, Erik Carlson, Collin Case, Cindy Cummings, Carrie Haverty, Matthew Hutchinson, Kathy Iwig, Jan Martin, Debi Meier, Beth Mathews, Nancy Province, Christa Smith, Kassy Swain

Members not present: Anthony Escalante, Marie Hall, Tiffany Swinney

Guests: Jim Fosdick, Patty Robert, Dave Edmonds, Homer Manila

- I. The meeting was called to order by Chairperson Matt Busey at 3:03 p.m.
- II. Roll call
  - a. Attendance was taken by Zoom chat.
- III. Approval of the Minutes
  - a. The March 10, 2020 minutes were presented for approval. Kassy Swain asked for clarification about the traffic study location. Beth Mathews clarified that Heather Dunlap, Director of Safety Planning and Emergency Management, has purchased signs for 17<sup>th</sup> Street but the traffic study location was not clarified. There was concern for MacVicar Avenue with students crossing the street from the sororities and fraternities. This will be revised in the previous meeting minutes. Approval of the amended minutes was moved by Beth Mathews and seconded by Erik Carlson. Motion carried unanimously.
- IV. Committee Reports
  - a. Chair Report – Matt has not been able to meet with Dr. Farley. Matt received a call from Rugena Hall, Assistant to the President, who relayed that Dr. Farley wants to be very transparent with Staff Council. Matt will check with Dr. Farley on meeting times. Matt also talked to Dr. Eric Grospitch, Dean of Student Life, regarding himself or Dr. JuliAnn Mazachek presenting to Staff Council regarding concerns related to COVID-19 at a regular meeting or a special meeting.
  - b. WU Board of Regents Meeting Update – The most recent WU Board of Regents meeting was April 9, 2020. Matt was unable to attend; however, he received a summary of the meeting. All that was proposed on the agenda was passed.
  - c. All Faculty/Staff Email and Posting Committee –Nothing to report.
  - d. Benefits Committee – Carrie Haverty and Matt Busey met with the Benefits Committee. The committee addressed the long-term care policy and shared leave policy, as well as the extended holiday break – Christmas Eve as a standard holiday and two floating holidays for Christmas Day and New Year’s Day. No additional meetings are planned at this time.
  - e. Food Advisory Committee – Debi Meier reported that Janel Rutherford, Director of Business and Auxiliary Services for the Memorial Union, reported they are doing their best to keep food on campus for essential workers. The Chick-fil-A renovation is postponed until Summer 2021. Kudos to Washburn Dining Services who donated over 3,000 meals to the Topeka Rescue Mission.
  - f. Parking Ticket Committee – Nothing to report.
  - g. Safety Committee – Work continued on the Washburn Safety website. Severe weather training was

conducted last month. With the COVID-19 pandemic, Heather Dunlap is constantly monitoring health and safety websites, rumor task force, continuity of operations, etc. Teresa Lee, Director of Human Resources, shared that HR had been looking at policy and procedures for telecommuting. Eric Just, Director of Facilities Services, reported that Facilities staff are focused on deep cleaning and maintenance that they are not able to do when students are on campus.

V. Old Business

- a. WSGA Smoking Locations on Campus Policy Update – No updates from WSGA. This will be removed from Old Business unless WSGA contacts Staff Council with an update.
- b. Shared Leave Policy Update – General thoughts were that the changes to the Shared Leave Policy was positive. There were comments that they would've liked to see the donation amount lessened; however, they made the policy very generic so that we don't have to go to the WU BOR every time we need to make a change. There was a request to share leave with who you want to share it with, and not to a pool. Matt to follow-up on this. It was also stated that in the WUPRPM, 10.3.7 is a regulation that you can't donate sick/personal leave, and there are limits on the maximum leave you can donate (12 days). They would like to see more flexibility with the donation of days upon leaving the university.

VI. New Business

- a. Constituent concerns regarding changes due to COVID-19 – Health and safety was the only concern.

VII. Information Items

- a. Erik Carlson asked members to be on the lookout for a message from Executive staff on a telework policy for when we get back to campus post-COVID-19. Staff Council needs to make sure that we weigh in.
- b. Carrie Haverty reminded members about the Bods Feeding Bods food pantry in Kuehne Hall, Room 101. There are donation bins, and staffed by students from 3-5pm Monday-Friday. She asked that we spread the word that if a WU student, staff or faculty member needs to use it, only a WU ID is needed, and if we want donate, place it in the donation bin.
- c. Next Meeting: May 12, 2020 – Zoom Video Conference - 3:00 - 4:00 pm

VIII. Meeting Adjourned

- a. It was moved by Erik Carlson and seconded by Kassy Swain to adjourn the meeting at 3:33 p.m. Motion carried unanimously.

Minutes submitted by Staff Council Secretary Christa Smith.