

## Staff Council Minutes

February 11, 2014

**Members present:** Shane Bartley, Tami Boten, Kim Fletcher, Marta Haut, Jenith Hoover, Donna Lacey, Lucas Mullin, Cindy Rodman, Anne Walbridge and Dona Walker.

**Members not present:** Lou Olsen, Cory Payne, Gayla Sarkesian, Kathryn Stroebele, Kim Sturgeon and Mary Kay Thornburg.

- I. Lucas Mullin called the meeting to order at 3:04 p.m.
  
- II. Three guest speakers were introduced – Dr. Margaret Wood, Director of C-TEL (Center for Teaching Excellence and Learning), Dr. Michael Gleason and Lauren Edelman of Leadership Institute. As Dr. Wood began to share information about C-TEL, the fire alarm in Memorial Union sounded so we evacuated the building (SAFETY FIRST). Dr. Wood continued sharing the mission, goals and objectives outside as we made our way over to Carole Chapel to finish the meeting. Dr. Wood’s message is clear that C-TEL is not for Faculty only and acknowledges that Staff members play an active role in student learning on a daily basis. She is currently surveying and observing other institutions with similar centers. C-TEL hopes to find a temporary home in Mabee Library until the completion of the Morgan Project, where the center will eventually be located. Be on the lookout for the C-TEL website which will be coming soon. Dr. Michael Gleason and Lauren Edelman offered information about Leadership Institute. They discussed Leadership Core Curriculum and explained their integrative approach to the education, experience and empowerment of personal leadership development. Please consider volunteering for this year’s Leadership Challenge Event. Information about the event as well as volunteer registration can be found at: <http://www.washburn.edu/academics/leadership-institute/leadership-challenge-event/index.html>. This semester’s LE100 Campus Action Project Poster Showcase will be on Tuesday, April 29 from 1-2:15 pm. They will be sending out an email with location to the entire campus community. Please contact them with any questions or ideas.
  
- III. Reports
  - a. Lucas Mullin, Chair
    - i. Met with the President and they discussed the shrinking budget and the continued political efforts that are happening to fight for every cent of state assistance. The KBI building is a go, plans are for 3 floors in which Washburn will have a strong presence along with classroom space. The new Law building is another excitement builder for the future of Washburn. Lucas reported that they also touched on the procedures that are in place for deciding when/if to close the University (snow days). Sharing the responsibility of communication, remember the importance of attending Town Hall Meetings when they are scheduled.
  - b. Benefits Committee – Lucas Mullin reported
    - i. No meeting.
  - c. Safety Committee – Dona Walker reported
    - i. No meeting.
    - ii. Dona will e-mail Ron Rutherford regarding any concerns or questions that are brought to her. We discussed some concerns about the change in mail delivery on for SRWC, Art Building and

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Petro. Please refer to the email that went out February 3<sup>rd</sup> from University Relations regarding the changes in UMAPS.

- iii. The fire alarm at the Union was caused by dust being blown into the sensor. Non-emergency times are the best times to review safety procedures, be prepared. When an alarm sounds, you must get out of the building. Do not use elevators during an emergency. Building occupants must receive permission from the Topeka Fire Department or the Campus Police & Safety Department before re-entering the building. <http://www.washburn.edu/parents-family/health-safety/safety-planning/fire-and-life-safety-guidlines.html>

### IV. Discussion Items

- i. In the process of appointing replacements for 2 available Staff Council seats. Hopefully these will be in place for our next meeting.

### V. New Business

- a. No new business was discussed.

### VI. Announcements

- a. Lucas informed the council that the tentative location for the new housing would be on the east side of campus. The housing Committee is still on the timeline.
- b. Marta shared that Shane Bartley got a shout-out from Dr. Farley at last week's Board Of Regent's meeting for his instrumental part in the launch of Washburn Tech's newly designed website. Please take a minute to take a look: <http://washburntech.edu/>

### VII. Lucas Mullin adjourned the meeting at 4:12 p.m.

Minutes submitted by Marta Haut