

# Staff Council Minutes

## August 13, 2013

Members present: Kent McAnally, Dona Walker, Ernie Webb, Eileen Brouddus, Kim Fletcher, Gloria Ragsdale, Lou Olsen, Amber Traphagan, Anne Walbridge, Jenith Hoover, Joyce Hutchins

- I. Amber Traphagan called the meeting to order at 3:03 p.m.
- II. Guest Speaker - Floyd Davenport
  - a. E-mail and Calendar System
    - i. Floyd Davenport, CIO/Director of ITS, attended the meeting to give an update on the progress of the search for a new email/calendar system. Floyd reported that a recommendation was made by the Email Task Force to the Technology Steering Committee to recommend Office 365 replace our current email and calendar system. The Technology Steering Committee unanimously approved the recommendation and was going to bring it forth to the President and Executive Staff for approval. Additional information regarding email and calendar migration and training will be communicated once approval to proceed is obtained.
    - ii. Please send any additional ideas or issues that may impact you by changing the e-mail/calendar system to Floyd Davenport.
    - iii. Training will be offered when the new system is implemented on campus.
- III. Reports
  - a. From the President
    - i. Washburn University and Washburn Tech employees with satisfactory performance reviews will be receiving a 1.8 percent salary increase.
      1. Administrative and Classified staff will receive the salary increase starting in October and Faculty will receive increase starting in November.
    - ii. Health Insurance rates will be discussed at the September board meeting for the upcoming benefit year.
  - b. Benefits Committee
    - i. No report.
  - c. Safety Committee – Dona Walker reported
    - i. Building Construction
      1. The roof of the Henderson building is being replaced.
      2. The Morgan building received new windows.
      3. Phase II of replacing the air conditioning units in Memorial Union will begin in October.
    - ii. Building Emergency Coordinators
      1. An additional fire extinguisher class will be offered in August.
      2. BEC's completed the second level of the National Incident Management System courses in July.
    - iii. Facility workers at Washburn and Washburn Tech will be completing hazmat training.
    - iv. Campus Wide Safety
      1. Please report any unusual activity that you may have concerns about to the Washburn Police Department.
      2. Please review the Safety website and familiarize yourself with campus safety guidelines. <http://www.washburn.edu/parents-family/health-safety/safety-planning/index.html>

3. Slips, trips, and falls
    - a. When walking in grass during the summer, please be aware of the sprinkler heads.
  - v. Flip Charts
    1. Rick Anderson, VPAT, will be working on new flip charts for the buildings to cover all emergencies.
  - vi. Residence Halls
    1. Students who live in the residence halls should have renters insurance for personal property and should not give or let anyone else use their ID.
  - vii. The next safety committee meeting will be held on Aug. 26, 2013 at 3:00 p.m.
- IV. Discussion Items
- a. Buying and Selling Personal Time
    - i. Anne Walbridge discussed an article she found regarding buying and selling personal time.
    - ii. Lou Olsen stated much more research would need to be done if/before this option could be available for the campus. Many issues may exist with the option of buying and selling personal time.
  - b. Staff Council Elections
    - i. Please submit your self-nominations (areas up for re-election received the form by e-mail) to Amber Traphagan, Chair of Staff Council, by the end of August. Many areas up for re-election still need people to submit their nomination. The new term will begin Oct. 1.
- V. New Business
- VI. Announcements
- VII. Amber Traphagan adjourned the meeting at 3:55 p.m.

Minutes submitted by Amber Traphagan