

# Washburn University Staff Council Meeting Minutes

**May 10, 2022**

Members Present – Matt Busey, Meagan Smejdir, Blaine Smith, Leah Brown, Gayla Sarkesian, Christa Smith, Kelli Wietharn, Carissa Schmittlein, Barbara Evans

Members Not Present – Jackie Askren, Nancy Province

Guests – Lacey Roberts

- I. The meeting was called to order by Chairperson Matt Busey at 3:04pm.
- II. Roll Call
  - a. Attendance was taken by Zoom chat.
- III. Guest Speaker, Lacey Roberts (Associate Director, Human Resources)
  - a. Recent conversation about availability of professional development resources for staff members – Lacey is here to share resources and help us explore professional development opportunities!
    - i. Washburn Website
      1. Human Resources website, go to the Talent & Organizational Development page – this is a new resource that was created during the height of the COVID-19 pandemic and working from home
        - a. Link: <https://www.washburn.edu/faculty-staff/human-resources/talent-organization-development.html>
        - b. Professional Development Resources – this is an index of a wide variety of topics, with links to many different resources (articles, videos, trainings, etc...)
        - c. If there are some topics or trainings that you think would be beneficial for others to learn from, please send that information to Lacey – we want to constantly be updating our professional development resources!
      - ii. Supervisor Essentials
        1. Workshop series (structured around the academic calendar) – designed to acclimate new leaders at Washburn, whether they are new to the position or new to Washburn
        2. These trainings are open to anyone, as long as you have permission from your supervisor
      - iii. Washburn Leadership Experience
        1. Participation in this program is by invite only; attendees decided by Deans, Department Chairs, and/or other Washburn leaders
        2. Unsure of the timeline for the next session of Washburn Leadership Experience

- iv. Clifton Strengths
  - 1. We do not currently have a certified Strengths Coach, but we can always help facilitate the assessment and an outside presenter/facilitator for a workshop – if you are interested in this for your team, please contact Lacey
- b. New Employee Orientation
  - i. Offered on the fourth Wednesday of each month, designed for new employees
- c. Additional Opportunities
  - i. Academic Impressions – this program is going away in June 2022 because we have not had much usage
  - ii. EAB – trainings in the format of blogs, webinars, etc...
  - iii. CTEL
  - iv. ITS Training
- d. Helpful Links
  - i. Safe College – offers training on a variety of topics
  - ii. New Directions – Employee Assistance Program, and many different resources for workplace training
  - iii. LinkedIn Learning – can be accessed for free if you have a Topeka Shawnee County Public Library card
- e. Upcoming Trainings
  - i. Respectful Work Environment Trainings are scheduled to be offered in person during summer 2022
  - ii. Effective Hiring Practices Training is now available fully online
- f. If you have questions or ideas, please contact Lacey – she is happy to help and can build a customized training for specific teams, help find resources, etc...

#### IV. Approval of April 12, 2022 Minutes (Motion)

- a. Voting
  - i. Motion – Barbara Evans
  - ii. Second – Christa Smith
  - iii. Votes
    - 1. Yay – 9
    - 2. Nay – 0
    - 3. Abstain – 0

#### V. Committee Reports:

- a. Chair Report – Matt Busey
  - i. Meeting with Dr. Farley soon to discuss initiatives for the current session, and University personnel transitions
- b. Board of Regents Meeting Update – Matt Busey
  - i. Met on May 5<sup>th</sup>
    - 1. Everything that was proposed got approved, EAB/Navigate renewal approved
    - 2. Faculty Senate reps spoke briefly about presidential transition; they recommended an interim president; they want the President in place before hiring a new VPAA
- c. All Faculty/Staff Email/Posting Committee – Jackie Askren, Christa Smith

- i. No recent meeting
  - ii. Unsure about the ability for folks to opt-in/opt-out of the Listserve – Christa can reach out again for additional clarification
- d. Benefits Committee – Jennifer Bixel, Emily Schneider, Matt Busey
  - i. Met on 4/19<sup>th</sup>
    - 1. No major changes or plans proposed/announced
    - 2. Watco Group presented the claims history and additional information; we compare well to other institutions that this company represents
      - a. Employee Wellness program has had good benefits for employee health
- e. Food Advisory Committee – Nancy Province
  - i. Corner Market summer hours 8am-3:30pm in union, except on NSO from 7:45am-500pm
  - ii. Union Café close for summer at May 13
  - iii. Lincoln Dining open intermittently for camps and other events throughout the summer
  - iv. Graduation buffets at Lincoln Dining
- f. Parking Ticket Committee – Leah Brown and Blaine Smith
  - i. No Updates
- g. Safety Committee – Jackie Askren
  - i. No major updates (Jackie is currently out of the office)

VI. Old Business:

- a. Major initiatives for current session
  - i. Planning to discuss these with the Staff Council volunteers, and then Dr. Farley
- b. Continuity Planning
  - i. Officer terms:
    - 1. Bylaws state that “Officers will hold a one-year term and will hold office until their successors are elected.”
    - 2. Consider extending term length for continuity or creating new Immediate Past Chair Officer role

VII. New Business:

- a. None

VIII. Informational Items:

- a. Thank you to those of you who helped with the Employee Recognition Ceremony!
- b. Commencement ceremonies are occurring this week
- c. Next Meeting: June 14, 2022, 3:00pm-4:00pm via Zoom Video Conference and in the Lincoln Room, Memorial Union

IX. Adjournment (Motion)

- a. Motion – Blaine Smith
- b. Second – Kelli Wietharn
- c. Vote
  - i. Yay – 9

- ii. Nay - 0
- iii. Abstain – 0

*Minutes submitted by Staff Council Secretary Meagan Smejdir.*