

Staff Council Minutes

January 8, 2003

Present: LaJean Rinker, Sally Dyke, Mitch Higgs, Caroline Fox, Kristine Jenkins, Jamison Johnson, Troy Fay, Linda Spaulding, Jessica Davisson, Melissa Doebele, Nancy Zwiener, Judy Liesmann, Lori Rognlie, Donna Lacey, Mike Jauken, Shirley Jacobson; Guests: Deborah Moore, Lou Olsen

Committee Reports

Benefits

No report

Change Management

Mitch Higgs reported the My.Washburn training sessions will be January 9. The student My.Washburn is in place for the students as they return for the spring semester. Any problems with any of the new modules, etc., please contact Sue Jarchow. A memo will be sent to all employees with their next paycheck. Everyone should check the summary carefully for errors.

Corporate Volunteer

Nancy Zwiener circulated a photo of her packed van with the donations for Operation Clean Sweep in December. She received a thank you from the YWCA Battered Women Task Force for our donations. Let's Help said that the donations helped make their Christmas boxes more complete. Nancy distributed a flier asking for nominees for outstanding volunteers for the year. The deadline for nominations is January 10. The Volunteer Awards Luncheon on February 14 will be hosted this year at Washburn's Student Union.

Recycling

Mike Jauken asked if anyone was having any problems getting their recycling picked up. Several members offered their concerns. Mike will look into them.

Safety

Everyone should have received the e-mail this week about teenage workers and safety.

Evaluations

Deborah Moore said that the new evaluation forms were sent to Wanda Hill some time ago.

LaJean asked for a volunteer to serve on the Employee Recognition Committee from Staff Council. Caroline Fox volunteered.

Old Business

- LaJean Rinker reported that she had talked with Denise Ottinger concerning the long waits at the physician's office before the holiday break. Denise understands the problem and said that Dr. Gonzalez spends more time educating her patients than the previous doctors have done. They are now conducting interviews for a nurse practitioner who will be able to help see more patients. Dr. Gonzalez' works 35 hours a week which requires her attendance at all basketball and football games. The time required for attendance at sporting events cuts into her time in the office.
- Deborah Moore answered questions regarding changes in health insurance plans from the previous ones. Only deductibles were rolled forward from the old plans to Plan II and III.
- Deborah explained that all employees must carefully inspect their next payroll stub as it will be the first payroll on the new system. All employees will be responsible for making sure that they have enough personal and sick leave days before they take a day off. You cannot take leave except what is on the beginning balance from the last pay period. Any questions on this first payroll should be directed to Human Resources; later questions should be directed to Payroll.
- Supervisors need to get papers for new employees to Human Resources in a timely manner. Employees cannot be paid until the paperwork is completed. The I-9 form must be included. Employees cannot receive a WU ID until the papers are processed through Human Resources.
- Deborah Moore addressed concerns of employees who have been on Blue Select and had money going into their Flexben accounts. When Blue Select was eliminated and employees changed to another health plan, Flexben thought the employee no longer was employed. If employees had claims from July 1-October 31 that they wish to submit to Flexben, they should contact Lou Olsen who will make sure that Flexben is aware that these employees are still employed at Washburn and they should be reimbursed. Employees may have to resubmit their forms.

New Business

LaJean Rinker reported that she had visited with President Farley. He strongly emphasized that all employees should carefully inspect their payroll stubs. It is the employee's responsibility to keep track of their personal and sick leave days.

President Farley also said that Washburn is unable to make any concrete budget plans until they know what funding they will receive from the State of Kansas. He doesn't anticipate that contracts will be issued in July, probably later as it was this past year.

LaJean explained that Staff Council had submitted recommendations for a new classified employee evaluation to Human Resources quite sometime ago and that the new form has still not been implemented. Her understanding was that Human Resources had approved the new form and that it had been sent to the Vice President for Administration/Treasurer's office several months ago. LaJean indicated that Staff Council wanted space on the evaluations for comments. President Farley will check into it.

Sally Dyke expressed her concerns that there isn't any plan in place to train new employees while the old employee is still here. There are a number of department secretaries who will be retiring in the next few years. Linda Spaulding said that Continuing Education is working on setting up some sort of training for new employees. It was suggested that a mentoring pool be set up for classified employees. Also new employees should take advantage of the Banner Bods. There might also be a way to establish a pool of temporary workers to help out during the transition period.

The meeting adjourned at 4:25 p.m. The next meeting will be February 5 at 3 p.m.