

Staff Council Minutes

February 2, 2000

Members Present: Bob Stoller, Connie DiPasquale, Gayla Sarkesian, Sue Peek, Jane Stewart, Sheri Perry, Annita Huff, Heidi Crosland, Marj Murray, Dorothy Hedman, Rich Robbins, LaJean Rinker, Jannett Wiens, Susan Zuber-Chall, and Mary Beth Bero.

Guest: Deborah Birney

The meeting was called to order at 3:06 p.m. The minutes of the January 12, 2000, meeting were approved to be posted to the web.

EMPLOYEE RECOGNITION CEREMONY

Rich Robbins circulated a letter to be signed by Bob Stoller with an attached Nomination Form. The letter was prepared with a choice of one page or two pages including a bigger font but everyone agreed the one page letter was the best. The letter explains the qualifications, awards, and procedure to nominate an employee with a nomination deadline of March 17, 2000, at 5 p.m. Thanks was given to last year's subcommittee, Marj Murray, Mary Allen, Jannett Wiens, and Rich Robbins, who worked on last year's letters and forms. There were only a few modifications suggested to the letter and forms. One sentence in the third paragraph of the letter was modified from "In addition," to "New this year," and emphasizing this paragraph. In the sixth paragraph change "previous winners and members of Staff Council" to "1999 winners and three members of Staff Council." It was suggested to put on the bottom of the Nomination Form "Return to Bob Stoller by 5 p.m. on March 17, 2000." This year to nominate an employee you must fill in the Nomination Form. Open letters of nominations will not be considered. Connie DiPasquale was given thanks for making the letterhead for this project.

There was discussion about some offices unable to close for the ceremony. Dr. Farley declares the University is closed for this time frame. Bob would like to know of any area that cannot close and he'll contact Dr. Farley and get his opinion.

Deborah Birney will take over this matter now and do the mailing. Bob Stoller will contact her about the time of the Recognition Ceremony and the mailing.

BENEFITS COMMITTEE

The members had no report as the next meeting will not be until Monday, February 7. Bob Stoller informed us Allen Easley had an e-mail discussion with President Farley about EBC taking up the issue of shared sick leave and compensation for unused sick leave at retirement. Compensation for unused sick leave is a fairly complex issue for several reasons, one of which is it raises the question of whether faculty should have formal sick leave. Before the question of compensation for unused sick leave at retirement is addressed, the question of faculty sick leave

should be addressed. Allen Easley proposed to President Farley and copied Bob Stoller that EBC take up these two issues next year in the order noted.

STAFF DEVELOPMENT

Annita has not heard from Deborah Birney. Bob reported the software survey did not provide much help. If Continuing Education classes could be used for Staff Development it could help in providing the software education requested.

Rich Robbins said CLASS is working on a Stress Reduction Program and more information will be provided as the programs are finalized.

Bob Stoller will contact Deborah Birney about what is planned for Staff Development.

INFORMATIONAL ITEMS

Bob Stoller reported that David Monical will attend the March Staff Council meeting.

COMPLAINTS ABOUT LOSS OF PARKING SPACES IN LOT E.

Lot E is no longer a reserved lot because of construction of the Living/Learning Center. Rich Robbins has received two complaints on this subject. Complaints have been received from faculty also but they need to direct their complaints to their representative on the University Council. Jannett Wiens brought up the subject of volunteer Docents at the BTC and Mulvane, which are usually beyond middle age, and they become less enthusiastic in volunteering if parking is not available. As our volunteers provide a tremendous service to Washburn; parking should be easy and available.

Employees and students are also parking on the streets in the College Hill neighborhood. It was suggested to have a person attend the College Hill Neighborhood meeting for some personal relation work and assurance that we all want what is best for the neighborhood and University.

Susan Zuber-Chall reported that a handicapped employee at the library sometimes cannot find a handicap parking space and is required to park at KTWU or in back of Henderson, then go through Henderson to catch the elevator to the second floor in order to get over to the library. No handicapped employee should be burdened like this and it was suggested she visit with Carol Vogel to seek a solution to this problem. Bob Stoller provided information that no handicap parking can be behind a gate and wheelchairs and cars cannot share the same concrete.

There is little parking planned for the new Living/Learning Center so parking will become more of a problem. Susan Zuber-Chall reported she heard every lot on campus will have open parking.

Marj Murray reported that someone in her group was concerned that parking at Morgan in the evening is limited and suggested since parking is available at Henderson that more classes be held there in the evening.

Complaints were also received about speeding. Security needs to enforce this. Connie DiPasquale, who is serving on the Safety Committee, suggested e-mailing Gary Pettijohn with a carbon copy to Mr. Thomas Yang about our concerns in regards to parking and speeding.

Deborah Birney arrived at the meeting late and reported on the following topics that were mentioned above:

- She thought a lite lunch would be served at the Recognition Ceremony but would check on this and the time of the Ceremony.
- In regards to Staff Development CLASS will be offering five sessions in February on Stress Management and during the spring semester will present Conflict Resolution Training. Deborah is still working on Customer Service and obtaining some videos.
- Deborah Birney will check with Continuing Ed. on giving classes requested on the software survey and keeping the money in-house.
- Deborah Birney reported that the Noon Workout is part of the Wellness Program. Until this Program is in effect the Noon Workout will be handled through the Human Resources Office. An Agency Account will be set up and the Noon Workout publicized to the campus. Sharon Miller and Deborah will meet on Friday to discuss this matter. Sue Peek volunteered her services, if needed. Deans should allow employees to attend this program as Dr. Farley supports exercise.

Bob Stoller noted he had not received an updated list of employees from Deborah Birney since November. Deborah will check on an updated list of employees.

MEDICATION BY MAIL

While Sue Peek was home she read a brochure from Blue Cross/Blue Shield on ordering drugs through the mail. Mary Beth Bero reported she had called the 800 number in the brochure and was informed that you can order a 90 day supply of medication, if it is on their list and their list includes many more medications than the list at the pharmacies. The criteria for the mail order pharmacy in obtaining a 90 day supply requires a prescription from your doctor with a limit of three refills in a year. This can save employees money while purchasing medication and possibly save Blue Cross/Blue Shield. Our insurance premiums will go up in November, partly due to prescription usage. Mary Beth Bero was also informed that all new employees are informed of this option. We urge any new benefits to either be put out on e-mail, posting notices on Bulletin Boards, or by having meetings similar to TIAA/CREF to keep all employees current with changes that occur in the Washburn University health insurance.

SNOW REMOVAL

Snow removal is an issue. When we had our last snow, Mr. Yang asked for volunteers and received five volunteers to help with the snow removal. If more people were needed he could call in outside crews. Dorothy Hedman reported Mr. Yang called and asked if any complaints had been received on the snow removal.

Deborah Birney informed Staff Council that TIAA/CREF will be here in March.

CORPORATE VOLUNTEER COUNCIL

Tom Ellis and Bob Stoller will meet monthly on this council. The purpose of this Council is:

1. Serve as a clearinghouse to inform and educate members on volunteer opportunities in the Topeka community. This valuable information can be taken back to our companies to solicit volunteers.
2. Look for a maximum of two projects that benefit different charities to work on as a council throughout the year.

No further business, the meeting was adjourned at 4:17 p.m.