

Staff Council Minutes

May 4, 2005

Present: Janet Degginger, Lori Rognlie, Val VanDerSluis, Martha McCoy, Melody Doyal, Linda Santiago, Marsha Madl, Jessie Smith, Brenda White, Kelli Clevenger, Shirley Jacobson, Susan Jarchow.

Susan Jarchow called the meeting to order.

Sue encouraged the new chair of Staff Council and others to list their meetings/events on the University calendar to help avoid conflicts with other important events for the campus.

Reports

From the President

Sue Jarchow

Conflict of Interest Policy - several town hall meetings were held and input from the campus was solicited. Some revisions to the policy were made because of these suggestions/input. The policy will be presented to the board next week.

Reinstatement of Benefits - has been approved, but not implemented yet. Pres. Farley has sent a letter to assist with getting the implementation phase started.

The new Art building will be open soon. Faculty will start moving in after the Spring '05 semester ends. Summer classes will be held in the new building starting July 5th.

Sue distributed copies of the WU Strategic Planning pamphlet to members and asked them to also distribute to others in their areas.

Corporate Volunteer

Martha McCoy

Clean Sweep was a success this year. Year long collection will take place for these items (toiletries) and can be brought to the CLASS offices throughout the year. The Salvation Army blanket drive will take place in the fall and an announcement will be made later for the details of the event. A donation of money or a new blanket will be accepted. Sunflower State Games is looking for volunteers on Monday and Tuesday evenings from 6:30-8:00pm at 820 S. Kansas Ave. Discussion of implementing/creating a channel in mywashburn to announce volunteer opportunities.

Benefits

Brenda White

The Wellness Committee reported to Benefits that they are working on a Wellness plan for the campus. They have completed a Mission statement, some goals and objectives in the plan. Some of the items in their plan were brought to the Benefits committee for review. One idea of providing a "Well Child Care" option (100% coverage of checkup costs for children up to age 7) will be looked into by the Benefits committee to see what effects this might have on employees, insurance rates, etc. The Wellness committee will continue to work on a plan and bring that back to the Benefits committee at a later time.

Shared Leave program is nearing a time when it will expire. Currently over 2,000 days have accumulated in the program and no employees have been able to use or qualify for using some of the pooled days. The Benefits committee will be requesting from Pres. Farley that the program be extended for a year and that the committee look at ways to modify the requirements, so the program might be more useful for employees. During this time, a freeze of accumulating more days into the pool will also be requested.

Mike Russell will be talking with the new Faculty Senate to request faculty members be appointed to the Benefits Committee.

Technology Team

Susan Jarchow

A new phone system for the campus is underway and will be in place by Aug. 1st, 2005. Two separate weekends will be used to make the transition for the campus. The main WU number 231-1010 will remain the same, A new dialing plan will be established and communicated to the campus by mid-May. The dialing plan provides for direct inward dial lines for each faculty/staff member on campus. Phone numbers and fax numbers will change. Departments advertised in the white pages will have a referral message for a period of time when the old number is dialed, informing callers of the new number. Other departments and individuals will need to pre-communicate the change to potential callers and faxers.

Listings in SW Bell phone book will be made for the changes also. The University may be offering departments new letterhead and business cards because of the changes. There will be training for employees in July, August and September.

A question was asked about how to obtain reports of employees' personal and sick leave balances for supervisors to review. Sue suggested submitting a Banner report request form located in MyWashburn. (Select the Employee tab and look for the Reporting channel.)

The new e-mail client will be available soon. June 10th there will be an outage for a mywashburn update. 85% of those respondents stated they preferred the new e-mail client that was tested.

360 degree subgroup - Linda Santiago

The subgroup met and concluded that implementing such an evaluation procedure for the campus would be too complicated, but suggested a simpler version of evaluation of supervisors that might be similar to the faculty evaluation. The subgroup (Supervisor Evaluation) will look further into what questions could be asked?, where the results would go?, whether it is optional or mandatory? and most importantly what is the purpose of the evaluation? These areas will be worked on and brought back to Staff Council.

The next meeting will be held on June 8th at 3pm. Those agenda items not covered in this meeting will be on the agenda for June 8th.