

# Staff Council Minutes

## November 3, 1999

### Members Present

Bob Stoller, Heidi Crosland, Rich Robbins, Marj Murray, Dorothy Hedman, Betty Fischer, Mary Allen, Annita Huff, Sue Peek, LaJean Rinker, Janet Lassiter, Gayla Sarkesian, Doreen Kinnett, Jane Stewart, Connie DiPasquale, Sheri Perry, and Mary Beth Bero.

### Guests

Deborah Birney and Gary Pettijohn.

The meeting was called to order at 3:02 p.m. The minutes of the October 6, 1999 meeting were approved to be posted to the web.

### PARKING

Gary Pettijohn gave a report on parking on campus. A survey was done on open parking spaces and the results taken to then Vice President, John Moore, who opened the parking in lots K and E after 4 p.m. Several complaints from faculty in Henderson due to lack of parking for adjunct professors have been received but Gary informed us there is plenty of parking at Petro and in back of KTWU. If you are required to park far away and feel uncomfortable about returning to your automobile, just call security and they will accompany you. Complaints about cars speeding in the parking lots were registered. Security patrols for speeding and also the Topeka City Police will write tickets and Gary will again ask Security to patrol for speeding. Increased parking fees have helped. The fine is \$10 and if not paid within 5 days an additional fee of \$10 is charged. There is really no quick fix to the parking problem except open parking. Parking is excellent here and free. Visit with your groups and call Gary so he will know if this decision needs to be revisited with Wanda Hill. Bob thanked Gary for coming to the meeting and sharing this information.

### COMMUNICATION

Connie DiPasquale passed out to each member a list of current members in each group. This list will be updated monthly. Bob thanked Connie for preparing this very important list.

### STAFF DEVELOPMENT

Deborah Birney has funding to start this project. Continuing Ed. will help, and she can go outside of campus for help. Inquiries were made as to what topics were of interest. Some topics mentioned were: Stress Management, Supervisor Training, Violent Behavior, Medical Emergencies, Telephone Etiquette, Desktop Publishing, Time Management and Fred Pryor

Seminars. The main problem is getting supervisors to permit and encourage staff to attend. It was suggested that small offices be allowed to use student workers to float around to cover the office and that two sessions be held. A subcommittee of Staff Development was set up for to provide help to Deborah Birney consisting of Annita Huff, Mary Allen, Heide Crosland and Dorothy Hedman. Please consult with your groups and give feedback to this committee.

## **UPDATE FROM PERSONNEL**

### **--Physical Plant Director Search**

Had 23 candidates, cut to 7 and then cut to 5. The first interview of the five candidates will be Monday at 10-11 a.m. Deborah Birney will put out an e-mail with further information. A request was made that the candidates Vitae be scanned and put on line. Deborah said she would talk to Ken Hackler about privacy. Bob said to talk to John Haverty for help with scanning.

### **--Winter Closing**

Deborah Birney will be sending an e-mail and hard copy (1 to each department) regarding December 30 as date paychecks will be disbursed from the Human Resources Office, Morgan 135. December 30 must be taken as personal leave. Christmas Eve is a workday and if you do work overtime you receive time and a half pay as there are no holidays in this pay period.

## **BENEFITS COMMITTEE**

Rich Robbins reported that the committee met Monday, November 1, 1999. Sue Peek, Sheri Perry, Rich Robbins, Mary Beth Bero, Sarah Tucker, Nick Backus, David Feinmark, Barbara Stevenson, and Dean Allen Easley as Chair serve on the committee. Dr. Farley informed them they need to deal with benefits campus-wide. Deborah Birney has BC/BS coming in December to give some information on Health Care and Short Term Disability and a speaker in January to talk on Wellness. Mary Beth Bero provided a draft of a survey to be presented to our groups asking for their opinions so the Benefits Committee would know how the staff felt on issues. Suggestions and deletions were made to the form and it will be completed and circulated to each member to pass on to their groups. Sue Peek volunteered to have the forms returned to her by November 22, 1999. Annita Huff wanted to know if the wellness issue would be tied to Insurance rates. This question was asked at the Benefit Committee meeting but the health provider would have to decide that. Most are happy with the coverage but not the price of premiums. You will be updated on this as things progress. Shared leave was brought up as a benefit but it needs to go back to Staff Council as 9 month faculty do not have sick leave and that cannot be a campus-wide benefit.

Deborah Birney informed us if approved by the Board, Adjunct Faculty will have direct deposit. It is being looked into for student workers also in the future. On the Agenda of the Board for November 17, 1999 is a change that will allow workers to earn leave based on hours worked rather than having to meet a minimum number per pay period. Maximum allowable personal leave will not change. The Business and Financial Affairs Handbook will be updated soon. Bob thanked Deborah Birney for her time and information.

Bob Stoller suggested since it was late we postpone items 7 (Campus Mail Distribution) and 8 (Web Page Updates) on the Agenda. Heidi Crosland wanted to make a comment on the Distribution issue. It is not their decision. Payroll has a list and if they tell them who they want it distributed to they will do it but you need to fill out a form at the Service Area and Heidi held up the form.

Bob informed us Sue VanSickle is redoing the web pages. Both campus distribution and web page updates will be taken up next month.

LaJean Rinker inquired why information is e-mailed and then a paper copy is distributed to every employee. We need to encourage use of e-mail to our groups.

Sue Peek informed us that we have recycle bins across from KTWU for shredded paper. We will turn this over to the Recycle Committee which consists of Betty Fischer and Marj Murray.

## CONCERNS

Sue Peek said concern was expressed about the e-mail address such as zz\_\_\_\_\_. Bob Stoller informed us you can change your e-mail address at the \$ prompt by typing mail\_alias. At the prompt choose a different name. Your zz\_\_\_\_\_ e-mail will still come to you even if you choose to also use an alias.

A concern of cleanliness of restrooms at Morgan and Mabee was brought up. This needs to go to the supervisor of the janitorial staff in those particular buildings and then if no improvements, contact Art Johnson and Wanda Hill.

Staff Council needs to start thinking about the Employee Recognition Program that is approaching in April.

The issue of the evaluation system and what it should look like needs to be studied in light of the emphasis on merit based pay.

Sue Peek was concerned about all the posting on the walls at Morgan and wanted a designated area for posting notices. Student Affairs have to approve all postings but the Union and Mabee are restricted from postings.

Marj Murray expressed a concern about a youth group on campus in front of the Union video taping, giving free food away and asking questions about religious beliefs. She wanted to know how these groups are approved to be on campus or could anyone come on campus. Bob will check with Duke Devine on this and report at the next meeting.

The meeting was adjourned at 4:39.

Respectfully submitted,  
Mary Beth Bero,  
Secretary

