### April 14, 2015

### **Staff Council Minutes**

**April 14, 2015** 

**Members present:** Jackie Askren, Shane Bartley, Jen Blackburn, Ryan Calovich, Kim Fletcher, Marta Haut, Jenith Hoover, Heather Jones, Katrina Klein and Donna Lacey

**Members not present:** Tami Boten, Chaz Havens, Coletta Meyer, Bonnie Paine, Gayla Sarkesian, Kim Sturgeon, Colleen Thiessen and Mary Kay Thornburg

- I. Shane Bartley called the meeting to order at 3:02 p.m.
- II. Guests: Marc Fried, University Counsel and Secretary to the Board of Regents, Cynthia Waskowiak, University Compliance Officer and Dr. Pam Foster, Equal Opportunity Director and Title IX Coordinator came to introduce and get feedback on the Revision of the Non Discrimination Policy. They have met with Faculty Senate, WSGA and have held 4 open sessions. Cynthia highlighted some of the updates and changes to the policy and asks that we all review the Policy Draft and provide any questions/feedback to her at cynthia.waskowiak@washburn.edu. Marc asked that we complete our review and send in comments or notes by the end of April. This revised policy will be reviewed by The Office of Civil Rights (OCR) and then go to the WU Board of Regents for approval prior to being effective in the fall semester. As always, you may contact Dr. Pam Foster with questions or concerns in this area.

A summary of the changes, including some specific areas, are as follows:

- a. Section 2 More definitions, including Consent and Responsible Employee
- b. Section 3 A more comprehensive statement of the services that are available to assist persons who have been subject to discrimination, particularly sexual harassment and sexual violence
- c. Section 4 Explanation of how to file a complaint and basic principles of the complaint process
- d. Section 5 A revised complaint and investigation process
- e. Section 6 Sanctions
- f. Section 7 Restated standards for when an appeal may be filed and how the appeal process will work.

### III. Reports

- a. Shane Bartley, Chair Shane met with Dr. Farley and spoke about the Washburn University budget committee. The meeting will be held prior to the Board of Regents meeting scheduled for Friday, April 24<sup>th</sup>. Many things on the agenda, including the annual capital budget, rebid of the residence hall, tuition, housing rates, and salary comparison with recommendations for the upcoming year's salary program.
- b. Benefits Committee No meeting to report.
- c. Safety Committee –No meeting to report. Tech has been working on a comprehensive safety program in partnership with Westar Energy. Please report any safety concerns or questions to <a href="Marta Haut">Marta Haut</a> . She will bring them to the Safety Committee and report back.

### IV. Discussion Items

- a. Continuation of items to focus on for the new term
  - i. New bicycle sharing program successfully launched on 4-15-2015. Students, Faculty and Staff may all take advantage of this wonderful program all over the city of Topeka.
  - ii. Handicapped parking availability (lack thereof) in Lot K was brought forth to staff council. This concern was directed to the appropriate departments.

### April 14, 2015

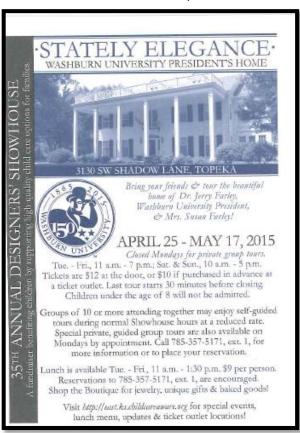
- iii. Outstanding Service/Employee Recognition was held on April 2, 2015. Excellent turnout from Faculty and Staff to recognize and congratulate the nominees and winners. Staff Council would like to congratulate the Outstanding Service Award Winners by category:
  - 1. Administrative/Technical/Paraprofessional: Farhan Makda and Jamie McEwen.
  - 2. Secretarial/Clerical (category to be renamed for next year): **Bonnie Paine and Nancy Province.**
  - 3. Service/Maintenance: Chris Ashley and Keith Jackson.
  - 4. Muriel D. Clarke Student Life Award: Kenny Cann, aka"PASTA KENNY".

### V. New Business:

- a. Jenith Hoover reminded us of Dr. Palmer's Retirement Party on 4/23 from 3-5 p.m. Memorial Union upper level.
- b. Katrina Klein highlighted the latest issue of Connect Washburn University to Washburn Tech, the publication produced by Washburn Tech. *Attached below*.

### VI. Announcements:

a. Reminder that the 35<sup>th</sup> Annual Designers' Showcase is open 4/25-5/17. This is in support of a great cause and is a super chance to tour the President's house. See flyer below.



- VII. The next Staff Council meeting will be May 12th.
- VIII. Shane Bartley adjourned the meeting at 4:04 pm.

Minutes submitted by Marta Haut



**APRIL 2015** 

CONNECTING THE COMMUNITY WITH WASHBURN TECH & WASHBURN UNIVERSITY

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# TECHNICAL SIGNING DAY GOES NATIONWIDE

Second Signing Day in the books for Tech



Future Washburn Tech students take the first steps on their career paths at Signing Day.

undreds of incoming students committed to changing their lives at Washburn Tech's second annual National Technical Letter of Intent Signing Day on Feb. 19. Once signing activities conclude at the end of the spring semester, Washburn Tech expects to sign approximately 475 students to letters of intent for fall 2015.

"Think about the power of a student who feels he or she is needed and wanted at an institution," said Clark Coco, dean, Washburn Tech. "That's why we took this opportunity to sign students. It helps them realize the value of a technical education and how it prepares them for a strong career."

Technical Signing Day mirrors the NCAA's National Signing Day for athletes who commit to play sports in college. Incoming students sign a letter of intent and don a cap with the Washburn Tech logo in front of friends, family and industry leaders. It is designed to honor students who are

entering a technical field and to celebrate the dignity of work.

Among the guests addressing the standingroom only crowd were Lt. Governor Jeff Colyer, Topeka Mayor Larry Wolgast and Washburn University President Jerry Farley.

Former radio sportscaster Bruce Steinbrock served as master of ceremonies. The Ichabod mascot also made an appearance to celebrate with the recruits.

"It is so important that we recognize the commitment that Washburn Tech makes, the state makes and that these young people are making to Kansas," Colyer said. "Technical education gives them opportunities and a bright future."

Washburn Tech was the first technical college in the nation to host National Technical Letter of Intent Signing Day in 2014. This year, schools as far away as Arizona and Wisconsin simultaneously held signing events, which were webcast around the country.

# CALENDAR OF EVENTS

April 9, Thursday

Career Fair, Conference Center

April 14, Tuesday
Scholarship recognition, 10:30 11:15 a.m., Conference Center

April 23, Thursday
Signing day for practical
nursing/surgical tech, 5:30 p.m.
reception; 6 p.m. signing,
Conference Center

April 24, Friday In-service - No classes

April 28, Tuesday
National Technical Honor
Society induction, 7 p.m.,
Conference Center

May 7, Thursday
Recycled Rides Rideaway
9:30 a.m., State Capitol
south steps

May 8, Friday
Annual Car Show & Barbecue,
9 a.m. - 2:30 p.m., Tech
campus

May 14, Thursday
Tech graduation ceremony,
7 p.m., Lee Arena, Washburn
University campus

May 25, Monday
Memorial Day, Tech closed

June 1 - 4, Monday - Thursday First session Summer Camp, 9 a.m. - 4 p.m., Tech campus

June 5, Friday & June 12, Friday New student orientation Conference Center & campus

## A MESSAGE FROM PRESIDENT FARLEY

Welcome to the debut issue of Tech Connect, an informative publication which will be produced monthly by Washburn Institute of Technology. This new venture is designed to better acquaint the community with the outstanding programs



at Washburn Tech, but I invite you to think beyond the words on the printed page. Woven into the fabric of every success are more stories of students defining their goals and dreams in preparation for their future careers.

We are proud to play an important role in the success of our local and regional economy as Washburn Tech students graduate with the training and skills required to meet individual and labor market needs. Please take a few minutes and become acquainted with our many interesting stories.

Jerry B. Farley President, Washburn University

## Tech students can enhance career goals by making the transition to Washburn University

Washburn Tech students have a unique opportunity to complete an associate degree at Washburn University.

Students who have completed a technical certificate from Washburn Tech in the past six years may transfer up to 48 hours of earned technical certificate course credit to apply to one of eight associate degree programs at Washburn University. For instance, credits earned at Tech to attain auto collision, welding or heavy diesel construction technology certificates, would be counted toward the hours required to earn an associate of science degree in industrial technology at Washburn.

Transitioning from Tech to the University isn't difficult, said Mitch Higgs, assistant to the dean in the School of Applied Studies, who is the main advisor to all Tech students interested in continuing their educational paths at Washburn.

Transition students follow the same procedures and rules as all University students, such as submitting an application and taking the ACT. Some University courses may have

prerequisites or require placement scores, but students can seek assistance from her to learn such specifics.

Alex Carlson, a 2010 graduate of the LPN program at Tech who is now a senior in the Washburn School of Nursing, said the transition was easy and he's glad he took the opportunity to continue his education.

"I left Washburn Tech better prepared for the BSN program," he said. "I'm farther ahead in my studies and have the ability to learn the deeper concepts of the basics."

Providing students the opportunity to transition from Tech to Washburn University is a priority, said Nicole Bollig, associate director of admissions at Washburn Tech.

"From the moment students walk onto Tech's campus, they receive information about transition options to Washburn," she said. The discussion does not stop at the campus visit. We host a WU visit day and bus our current students over to see the University campus. It is our hope that students who choose to go on to further their education, will choose the Washburn path."

## A MESSAGE FROM DEAN COCO

Connections make our community stronger.
That's why we have created a new, monthly publication named Tech Connect. It will feature the latest happenings at Washburn Tech including new programs and pathways, public/private partnerships, grant funding and student success stories. This publication will also focus on the alliance of Washburn University and



Washburn Tech, a rare affiliation between a four-year university and a technical college that other institutions around the country are starting to emulate.

If you have a long-held idea of what technical education is all

about, I invite you to read Tech Connect.
Careers that develop from hands-on learning are high-tech, can command high-pay and are in high-demand. Learn more about the opportunities that are available and how, together, we can make our city, county and state an even better place to live.

Clark Coco Dean, Washburn Tech



Tech Connect is produced by Washburn Institute of Technology, 5724 SW Huntoon St., Topeka, Kan., 66604 785.273.7140 washburntech.edu





Students in Welding and Auto Collision collaborate to build ramps for the Locomotive Diesel Technology pathway.

# Cooperative venture proves beneficial to students at Tech

Teamwork was the key to success when BNSF locomotive enginess came to Washburn Tech.

Welding students and instructors Larry Newell, Dan Stumpf and Nicolas Young fabricated two platforms that are now used in the Locomotive Diesel Technology pathway. The platforms were then painted by auto collision students, led by instructor Eric Showalter.

"The students learned more practical skills in building the ramps than just welding in the lab," Newell said. "They learned why to do a weld a particular way and how to work as a team with clear communication."

He also said the project was run as if the students were employees in a workplace. Students were required to demonstrate practical application of their math skills, which enhanced the learning experience.

Tech student Dylan Mailionis, of Topeka, said he appreciated being a part of a project of this scope.

"I wish every student could have this type of project. It was a very good real world scenario and gave us a chance to put our skills to use," he said.

### Summer camp and car show among coming events at Washburn Tech

### Exploring future careers

Learning about career opportunities is anything but work at Washburn Tech's Summer Camp.

Registration is now open for three sessions scheduled in June, which are designed to excite and inspire young minds as they explore their interests and even consider future career choices.

Campers choose a handful of career explorations in the areas of construction, health care, human services, technology and transportation.

One day, campers might use their hands to build a project or fix a car. The next day, they might take someone's blood pressure or work heavy equipment.

Camp sessions are June 1-4 and June 8-11 for seventh and eighth graders. The last session, June 15-18, is open to ninth and tenth graders.

Each session is 9 a.m. to 4 p.m. and costs \$75, which includes a light breakfast, morning and afternoon snacks and lunch.

Applications will be processed beginning Monday, April 6, and will be accepted no later than Wednesday, May 6.

Packets are available in the Washburn Tech main office or at WashburnTech.edu.

Campers may enroll in more than one session.

### Tech revs up for annual car show

A few bells and whistles will be added to the Washburn Tech annual Car Show from 9 a.m. until 2:30 p.m. on Friday, May 8, on the Washburn Tech campus at 5724 S.W. Huntoon St. The public is invited.

Auto enthusiasts will enjoy the five show entry classes: custom/low riders, antique cars and trucks, muscle cars, motorcycles and special interest.

New attractions include numerous food trucks and a live band. The event will continue its tradition of a carnival atmosphere including a climbing wall, a car bash, a heavy equipment rodeo and even 3-on-3 basketball.

The Car Show is an annual fundraiser to benefit the Care Closet, which provides short-term financial assistance to Washburn Tech students who need help to complete their education. Aid can take the form of gas money, bus fare or groceries.

To register for this year's show, contact Washburn Tech instructor Mike Evenson at 785.228.6313. You also can find registration forms at WashburnTech.edu or in Washburn Tech's main office.

For information on additional events coming up at Washburn Tech, check out the calendar on page one or go to WashburnTech.edu.



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## Tech welding students bring home recognition from Tulsa event

**Four Washburn Tech s**tudents attended a national welding competition on Feb. 21 in Tulsa, Okla., with two finishing in the top 10 percent.

Placing 15th was Brock Safarik, Topeka, with Cody Raine, Mayetta, earning 23rd. Both received electronic welding helmets and gloves from Lincoln Electric. Safarik also won a grinder.

Dan Stumpf, technical instructor, said they were among 244 high school seniors from across the country who traveled to compete. Washburn Tech students Lawrence Lauri, Topeka, and Austin Starkebaum, Hoyt, also made the trip.

Tech students attending the Tulsa conference were, left to right, Brock Safarik, Austin Starkebaum, Cody Raine and Lawrence Lauri.



## 3-D modeling changing focus of drafting

Technical drafting students at Washburn create plans to bring projects to life.

"Drafting as a profession is moving more and more into 3-D modeling for machine parts, building design and plan layout," said Gordon Wade, technical instructor.

This new focus is advantageous for students because the 3-D version is similar to holding the object, as opposed to looking at a piece of paper and trying to visualize the product."

A good example of 3-D modeling is in architectural design, he said. By using 3-D drafting, students can see how the parts go together, be able to identify if parts will fit and then apply drafting standards to the sizes and shapes of the items created.

Students in the program start out with basic drafting skills, such as hand drawing, which provides students with visual problem solving skills that enhance learning the CAD software used in the classroom. The next step is to learn basic skills to advance to AutoCAD, while taking a series of design courses, such as architectural, machine, civil and industrial.

In addition to learning CAD software, students completing the Technical Drafting program acquire good math skills, are more successful at problem solving and have the ability to read blueprints. These skills make them ready to work at a variety of job sites, such as manufacturing facilities and architectural and engineering firms.

Student drafters also learn the essential role their chosen career has in the economy, he said, adding that there are very few items produced in which a drafter wasn't involved.



For more information on the programs at Washburn Tech, call 785.273.7140 or go to washburntech.edu



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## Washburn University awarded grant to boost health care training

uture health care workers will be even better prepared to care for you and your loved ones thanks to a \$12 million grant awarded to Washburn University. The federal funding will be utilized at Washburn Tech and three other Kansas colleges to support job-driven training efforts in the fast-growing medical field.

Washburn University will oversee the project, known as KanTRAIN, which includes the University and Washburn Tech; Garden City Community College; Wichita Area Technical College and Flint Hills Technical College, Emporia. Washburn Tech along with Washburn's School of Nursing and School of Applied Studies will receive \$3.3 million of the grant. Those dollars will be used to deliver health care training as well as pay for renovations and state-of-the-art equipment at Tech to create a simulated hospital. The project's tentative launch date is Fall 2015.

"Our new simulation lab will provide students a safe and realistic environment to experience nursing scenarios," said Jerry Farley, president, Washburn University. "This opportunity will allow them to refine their clinical decision-making skills without adverse consequences, providing them with confidence and promoting patient safety."

The grant is part of the U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training program. This is the second time in four years that Washburn has received money from the program. Currently, a \$19.6 million grant funds Technical Retraining to Achieve Credentials (TRAC-7) with Tech providing advanced manufacturing training.



This rendering depicts the simulation lab planned for Washburn Tech. Once completed, Tech students will soon have the opportunity for enhanced learning experiences that will refine their clinical decision-making skills in a setting designed to replicate a hospital.

### Certified Production Technician grads have advantage in the workplace

igh-tech training is quickly moving high school seniors from the classroom to the production floor. Washburn Tech is trying to recruit more high school students for its Certified Production Technician (CPT) program. The action is a result of local manufacturers expressing a need for more CPTs in the workforce.

"Our industry partners are in need of 18 to 24 year olds. The CPT program provides an avenue for our high school students, especially seniors, to go through an accelerated program and come out with skills that put them to work," said Lindsey Scherschligt, recruiter, Washburn Tech. "It also helps them network with potential employers and is a great first-step for the student who would like to earn a good living directly out of high school."

CPTs use different technologies to set-up, test and adjust advanced manufacturing machinery and equipment. Washburn Tech's hands-on, interactive program was developed under the guidance of area manufacturers and prepares students to work for companies such as Mars Chocolate North America, Big Heart Pet Brands and Frito-Lay. Starting wages for CPTs range from \$12 to \$18 an hour plus benefits.

High school students can complete the program in one semester by attending morning and afternoon sessions, Monday through Friday. Upon completion, a student can earn a 12 credit hour technical certificate and be eligible to take the MSSC certification tests.

### A bus for us from Topeka Metro

Topeka Metro rolled out a sizeable donation to Washburn Tech on March 24, with the delivery of a retired bus to the Diesel Technology program to provide additional training opportunities for students.

"Washburn Tech is such a great community partner and we were happy to be able to provide this bus as a teaching tool for their students," said Susan Duffy, general manager, Topeka Metro. "This bus served the community well for 17 years, I love that it will have a second life at Washburn."

The bus comes to Washburn Tech after 500,000 miles traveled and an estimated 1.5 million passengers during its time in service. Topeka Metro purchased the bus in 1998 and while its assessed value has substantially diminished, Clark Coco, Washburn Tech's dean said the bus is valuable for training.

"This is a tremendous training opportunity for our students. To get their hands on this type of large, diesel engine adds one more skill to their resumes and helps our economy by providing well-trained technicians who are ready to join and boost the area workforce." he said.



Students line up to check out the bus from Topeka Metro.



MARTY
PFANNENSTIEL
Washburn Football
2007-11
Washburn University, '13

Washburn Law, J.D. Candidate '16



## FROM ONE FIELD TO ANOTHER...

Marty chose the field of law and Washburn Law for his legal education.

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## Washburn Tech students nominated to honor society

orty-one students have been approved for induction into the National Technical Honor Society by the Washburn Tech NTHS selection committee. An induction ceremony will be at 7 p.m., Tuesday, April 28 in the Conference Center.

NTHS is an honor society for outstanding career and technical students of workforce vocational education institutions in the United States. To be inducted, students must exhibit rewarding excellence in workforce education and promote strong values, such as teamwork, responsibility, initiative, leadership and scholar-

Students nominated, hometowns and programs are:

Jacinta Akin, Silver Lake, Early Childhood Professional Jason Bigelow, Topeka, Automotive Technology

Brianna Boyett, Holton, Office Careers Technology Colin Brock, Meriden, Practical Nursing Darcy Bukowski, Scranton, Practical Nursing Tracy Byrd, Topeka, Practical Nursing Alexis Clark, Lecompton, Machine Tool Zackery Douglas, Topeka, Technical Drafting Erica Faulkinbury, Topeka, Graphics Technology Jackie Freise, Topeka, Surgical Technology Debra Garcia-Newman, Topeka, Culinary Arts Krista Gomez, Topeka, Practical Nursing Tisha Haffener, Alta Vista, Practical Nursing Samara Harper, Lansing, Graphics Technology Howi Heideman, Seneca, Building Techology Chad Hight, Topeka, Automotive Technology Elizabeth Hochuli, Topeka, Early Childhood Professional John Horvath, Topeka, Building Technology Elysia Kyzer, Topeka, Graphics Technology Katina Lonergan, Topeka, Practical Nursing Brian Lopez, Topeka, Computer Repair and Networking Jordan Madorin, Perry, Practical Nursing Riley Mahner, Topeka, Graphics Technology

Brandon May, Topeka, Automotive Technology Timothy McConnell, Scranton, Technical Drafting Tyler Mick, Holton, Graphics Technology Madysen Mooradian, Topeka, Culinary Arts Zhenhai Niu, Fort Riley, Practical Nursing Cory Petit, Berryton, Collision Repair Ricky Phillips, Topeka, Commercial & Heavy Construction

Nicole Pickens, Oskaloosa, Practical Nursing Brennan Ridpath, Topeka, Early Childhood Professional

Norman Ross, Topeka, Practical Nursing Johnathan Sharpe, Mayetta, Commercial & Heavy Construction

Zackery Sipple, Topeka, Technical Drafting Lucas Springer, Berryton, Building Techology Skylar Swaney, Carbondale, Building Techology Kaela Valdivia, Topeka, Practical Nursing Skielyr VanCleave, Topeka, Technical Drafting Jonathan Walton, Eskridge, Automotive Technology Kerri Watts, Topeka, Practical Nursing



### Washburn University School of Applied Studies

### DEPARTMENTS

Allied Health Department

Clinical Laboratory Science (BHS) Computed Tomography (C)

Diagnostic Medical Sonography (C)

Health Care Education (MHS)

Health Information Coding (C)

Health Information Technology (AS)

Health Services Administration (BHS) Magnetic Resonance (C)

Medical Imaging (BHS)

Occupational Therapy Assistant (AS)

Physical Therapist Assistant (AS)

Radiation Therapy (C)

Radiologic Technology (AS) Respiratory Therapy (AS)

Technology Administration (BAS)

Criminal Justice & Legal ADD Studies Department

Corrections (BSCI) Criminal Justice (AA, BSCJ, MCJ)

Law Enforcement (BSC) Legal Studies (C, AA, BLS)

Military & Strategic Studies (Minor) Security Administration (BSCJ)

**Human Services Department** 

Addiction Counseling (C, BAS) Human Services (AA, BAS, MA)

Morita Therapy (C)

Non-Profit Management (C) Victim/Survivor Services (C)

Social Work Department

Social Work (BSW, MSW) Social Work with School of Law (MSW-JD)

School Social Work (MSW, C)

Associate Programs with

Washburn Institute of Technology

Culinary Arts (AA) Design Technology (AS, AA)

Industrial Technology (AS)

Legal Studies (AA)

Office Administration (AA) Surgical Technology (AS)

Benton Hall 306

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### Advantage Center: The place students can find assistance

pportunities for students will be enhanced with the opening of a new Advantage Center in Building A.

According to Lea Ann Curtis, director of the Center, all Tech students and prospective students are welcome to participate in dropin tutoring services in addition to having the convenience of using the computers, printer and scanner. The Center will also be the site to receive GED supplemental instruction, prepare for WorkKeys tests and get assistance with resume writing and interview skills.

The Center will house the AO-K (Accelerating Opportunities -Kansas) initiative implemented by the Kansas Board of Regents in partnership with the Kansas Department of Commerce. At the core of AO-K is a career pathway program through which basic skills and career/technical education instructors team teach classes, with supplemental instruction designed to assist students in passing the GED while working on a technical certificate. Students complete short-term certificate programs aligned with labor market needs, which give them an edge in the competitive marketplace.

Washburn Tech and Let's Help Adult Learning Center partner to provide the AO-K Program.

Curtis said AO-K students who have not yet completed their high school diplomas or GEDs aren't eligible for financial aid, but will qualify for tuition support if they are seeking certification in an AO-K defined occupation area, which includes health care; certified production technician; welder or machinist while attending GED classes through Let's Help.

The Center will be a valuable asset to any student at Tech needing assistance. Curtis said special academic concerns can be addressed and an instructor will be on the Center staff to assist with one-on-one tutoring.

Assistance in cultivating necessary life skills will also be available through several special courses that will be offered, such as financial literacy, parenting topics, organizational skills, workplace skills and job seeking skills.

"My goal is for the Advantage Center to be a safe, friendly place where students and prospective students want to come and get the help they want and need," Curtis said.



2 p.m. (M/W)

2 p.m. (M/W)

3 p.m. (M/W)

12 p.m. (M)

### April 7 Rockhurst (DH) **2** p.m. April 10 Nebraska Kearney (DH) 2 p.m. **April 11 Fort Hays State (DH)** 1 p.m.

**April 10 Central Missouri** 2 p.m. **April 11 Central Missouri (DH)** 1 p.m. **April 12 Central Missouri** 2 p.m. **April 14 Emporia State** 6 p.m. **April 24 Nebraska Kearney** 5 p.m. April 25 Nebraska Kearney (DH) 1 p.m. April 26 Nebraska Kearney 12 p.m.

wusports.com

Tennis Matches are played at Washburn Tennis Complex; Softball played at the Washburn Softball Complex; Baseball played at Faley Field Schedules are subject to change; Folow wusports.com or twitter for the most updated informaton.