

Staff Council Minutes

November 11, 2014

Members present: Jackie Askren, Jen Blackburn, Tami Boten, Ryan Calovich, Kim Fletcher, Marta Haut, Chaz Havens, Jenith Hoover, Heather Jones, Katrina Klein, Donna Lacey, Coletta Meyer, Gayla Sarkesian, Kim Sturgeon, and Colleen Thiessen

Members not present: Shane Bartley, Bonnie Paine, Mary Kay Thornburg

- I. Ryan Calovich called the meeting to order at 3:01 p.m.
- II. Reports
 - a. Ryan Calovich, Vice Chair – Ryan reported from Shane’s meeting with the President Farley: Congratulations to Staff Council for getting January 2nd off for everyone, the Board of Regents approved the additional Winter Holiday at the October 30th meeting. Another topic that was discussed was a request from Dr. Farley to get feedback and more specifics from our constituents and the rest of staff council about campus signage. The President also wanted Staff Council to remind everyone of the upcoming town hall budget meetings.
 - b. Benefits Committee – No meeting to report.
 - c. Safety Committee –The next Safety Meeting is scheduled for December 15th. Please direct any safety concerns or questions to Marta Haut.
- III. Discussion Items
 - a. Campus Signage
 - i. Shane spoke with Dr. Farley, who asked for more details. Donna Lacey and Jenith Hoover agreed to form a signage committee to research options. The council made suggestions such as evaluating best practices from similar institutions, creating uniformity, and placing signage near the entrances to drives and on buildings.
 - b. iCard
 - i. iCard vending is currently our most popular vending machines. The council would like to see a money loading machine and readers at Washburn Tech. The planned meeting with Janel Rutherford and Gayla Sarkesian about iCard was postponed and will be reported on in the future.
 - ii. iCard future for Washburn Tech cafeteria. They currently use punch cards. Staff Council is aware that this is a cost issue and would like to see this change happen with future resource availability.
 - c. US Bank ATMs
 - i. It was confirmed that Core First will not have the fee waived for the US Bank ATM.
- IV. The next Staff Council meeting will be December 9th.
- V. New Business
 - a. A question was relayed from a constituent in regards to a Christmas bonus. This has been honored in the form of the January 2nd being granted as a paid day off, and we are grateful.
 - b. Town hall meetings took place on November 18th and 19th at 3pm to discuss budget items, this was a Q&A.
 - c. A suggestion was made that the 2014- 2015 administration of Staff Council buy a commemorative brick for Morgan Hall.

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VI. Announcements

- a. For those interested in educational assistance, the form can be found [here](#) and is due back to Human Resources by **December 1st**. Classes such as tai chi, weight management, art, theater, and stress management are all options.
- b. The Washburn Law Clinic held the Veterans Legal Assistance Clinic on November 15th from noon to 3pm to assist veterans with wills, living wills, and power of attorney.

VII. Washburn University and Washburn Tech Mission Statement and Core Values

- a. Discussion took place on how we can bring this to the forefront
 - i. Mission statement can now be found on the Employees tab of MyWashburn.
 - ii. At Washburn Tech, the mission statement is displayed on the walls. How can we bring this idea to Washburn University?
 1. Can we put them on campus screens or Bod Visions?
 2. Can we collaborate with the Social Media Taskforce or WU Review?

VIII. Ryan Calovich adjourned the meeting at 3:54pm.

Minutes submitted by Jen Blackburn