

Washburn University Staff Council Meeting Minutes

December 13, 2022

Members Present – Eileen Brouddus, Holly Broxterman, Matt Busey, Gayle Davis, Kaydee Emperley, Debi Feyh, Cory Payne, Nancy Province, Gayla Sarkesian, Carissa Schmidlein, Christa Smith, Indigo Wilson-Schmidt

Members Not Present – Haley Mason, Christina Pirtle

Guests – Alan Bearman, Shelley Bearman, Andrew Gallegos, Joshua Huston, Teresa Lee, Courtenay Wills

- I. The meeting was called to order by Chairperson Eileen Brouddus at 3:03 pm.
- II. Roll Call
 - a. Attendance was taken by Zoom chat & for those who joined in-person at Lincoln Room.
- III. Guest Speaker
 - a. *Alan Bearman, Interim Executive Director of Enrollment Management and Dean of Center for Student Success & Retention – Enrollment Update*
 - i. Sharing the current changes to EM & CSSR organizational chart with Dr. Bearman as Interim Executive Director of Enrollment Management and Dean of Center for Student Success and Retention.
 - ii. **Slides shared:** Total Fall Enrollment, undergraduate enrollment, graduate and law enrollment, total Washburn fall Full-time equivalent (FTE) from 2013 to 2022 – everyone plays a role on-campus to help raise enrollment; Admissions Office has a massive role to play but it is all our role as a campus to work together in our respective areas. A big goal is to get back to 5,000 students; conversations will start in the spring 2023 of how to increase enrollment.
 - iii. **Enrollment Opportunities:** Shawnee County, Competition for declining number of college ready students, value proposition, impacts of COVID experience, programming
 - b. *Teresa Lee, Director of Human Resources – Holiday break scheduling rationale*
 - i. **Historical context:** Many staff used to take time off between Christmas and New Year's. Upon reviewing holiday schedule, many staff used to time off between two December holidays. Additionally, new staff weren't able to take time off in first six months.
 - ii. Currently, there are a few departments on-campus such as Payroll or Registrar's Office that come to campus in the week between Christmas and New Years and do not take time off, due to the necessity of working on that day. KBOR institutions have a similar leave schedule with the Governor deciding which day to claim as personal leave.

IV. Approval of November 8, 2022 Minutes (Motion)

- a. Voting
 - i. Motion – Matt Busey
 - ii. Second – Debi Feyh
 - iii. Votes
 - 1. Yay – 18
 - 2. Nay – 0
 - 3. Abstain – 0

V. Committee Reports:

- a. Chair Report – Eileen Brouddus
 - i. Eileen has not been able to meet with President yet.
- b. Board of Regents Meeting Update – Eileen Brouddus
 - i. Eileen reported from December 8th meeting: Biggest portion of the WUBOR Meeting included a report from John Haverty from ITS regarding the Gramm-Leach-Bliley Act. Going forward, ITS will provide WUBOR a report twice per year.
 - 1. This past year, our single sign-on (SSO) was breached based on software shortfall, no data was compromised. Virtual desktop system used someone else’s credentials, no data was exposed. Situations were problem solved within a few hours.
 - 2. Every few months, WU ITS does a few phishing tests/simulations per year. There is follow-up mandatory security awareness training.
 - ii. Upcoming WUBOR meeting is Thursday, February 2, 2023
- c. All Faculty/Staff Email/Posting Committee – Eileen Brouddus, Christa Smith
 - i. No new meeting since last Staff Council Meeting. Waiting to hear back from Marc Fried, probably meet in January 2023.
- d. Benefits Committee – Eileen Brouddus, Matt Busey, Kaydee Emperley
 - i. No new meeting.
- e. Food Advisory Committee – Nancy Province
 - i. Janel sent an email reminding about Chartwells. You cannot combine donated food and Chartwells food. Friday, December 16 – Thursday, January 12 – Food options closed for Winter Break.
- f. Parking Ticket Committee – Indigo Wilson-Schmidt, Debi Feyh
 - i. No new meeting.
- g. Safety Committee – Haley Mason
 - i. Haley not present.

VI. Old Business:

- a. None

New Business:

- b. None

VII. Informational Items:

- a. Next Meeting: January 10, 2023, 3:00 – 4:00 pm via Zoom Video Conference and in the Lincoln Room, Memorial Union

- VIII. Adjournment (Motion)
 - a. Motion – Nancy Province
 - b. Second – Cory Payne
 - c. Vote
 - i. Yay – 18
 - ii. Nay - 0
 - iii. Abstain – 0

Minutes submitted by Staff Council Secretary Carissa Schmidlein.