

# Washburn University Staff Council Meeting Minutes

**February 8, 2022**

Members Present – Leah Brown, Carissa Schmidlein, Meagan Smejdir, Christa Smith, Matt Busey, Nancy Province, Jackie Askren, Gayla Sarkesian, Jennifer Bixel, Kelli Wietharn, Emily Schneider, Barbara Evans

Members Not Present – Drew Liggett, James Scotti

Guests – Jim Fosdick, Stephanie Lanning, Marsha Stromgren, JD Smith, Kaylyn Hobelman

- I. The meeting was called to order by Chairperson Matt Busey at 3:02pm.
- II. Roll Call
  - a. Attendance was taken by Zoom chat.
- III. Announcement – Kelli Wietharn has stepped in for Jan Martin
- IV. Approval of January 11, 2022 Minutes (Motion)
  - a. Voting
    - i. Motion – Christa Smith
    - ii. Second – Jackie Askren
    - iii. Votes
      1. Yay – 12
      2. Nay – 0
      3. Abstain – 0
- V. Committee Reports:
  - a. Chair Report – Matt Busey
    - i. Has not met with Dr. Farley since December 13, 2021, because there have been no updates to discuss.
    - ii. Once we narrow down our current session initiatives, Matt will meet with him to discuss.
  - b. Board of Regents Meeting Update – Matt Busey
    - i. Meeting on February 3, 2022
      1. Two retiring staff members bestowed with the status of Eminentes Universitatis – Jo Hunt (from the Law School) and Eugene Williams (from KTWU)
        - a. Congratulations to these deserving staff members for their outstanding service to Washburn!
  - c. All Faculty/Staff Email/Posting Committee – Jackie Askren, Christa Smith
    - i. Meeting on January 24, 2022

1. We will officially move away from Share Point and adopt a listserv to replace Work Place platform
  - a. In the listserv, there is a digest mode where you would receive one daily email with everything listed, or you can get on the website to view the information or archives
  - b. You can opt in or opt out of any/all listservs, you can also set parameters of how often or what topics you want to receive from the listserv.
  - c. The listserv will not be part of the All Faculty/Staff emails, so if you opt out, you will still get campus wide notifications
  - d. We are thinking about naming the listserv: Employee Forum, this would be the sender you should see in your inbox if you opt to receive any listservs.
- d. Benefits Committee – Jennifer Bixel, Emily Schneider, Matt Busey
  - i. No report, no meeting yet; anticipate that the committee will be meeting in the future
- e. Food Advisory Committee – Nancy Province
  - i. Chartwells has a lot of great information on their website, so if you have not looked at it before, check it out
    1. <https://dineoncampus.com/washburn>
  - ii. Valentine’s Day Gourmet Buffet lunch on February 14, 2022 from 11:00am-1:30pm in the Memorial Union, Washburn A/B
    1. Tickets are required for the lunch
      - a. Advance tickets are \$10.95 & can be purchased at any dining location on campus
      - b. Tickets at the door are \$12.95
    2. Chartwells Catering Director resigned mid-January. The position is open and being advertised.
- f. Parking Ticket Committee – Leah Brown and Blaine Smith
  - i. No Report, no meeting yet
- g. Safety Committee – Jackie Askren
  - i. Meeting on January 25, 2022
    1. Heather and Chief Enos have been updating emergency procedure booklets; all have been updated and are in classrooms! If you want one for your office, you can contact Heather or Chief Enos to request one.
    2. Law School construction is the biggest project right now
    3. Several weekend-long Track meets, all has gone smoothly with these events
    4. Looking at fixing cracked streets on campus during the summer 2022
      - a. Ideas for areas to add for improvements:
        - i. Cracked sidewalks around campus
        - ii. Mabee Library front steps
        - iii. Morgan Hall, right under the overhang
      - b. Jackie will bring these up to the Safety Committee
    5. Handicap signage should be at least 8 feet tall, but it is not currently meeting that standard, so Chief Enos and Eric Just are looking in to this

6. Missing some speed limit signs on campus; if there is no sign, then the speed limit default to 35 mph; Chief Enos is looking in to this

VI. Old Business:

- a. Voting resolution support letter
  - i. Christa drafted the letter, we are now waiting to find out who we need to address the letter to; once the letter is finalized, Matt will share the completed document with Staff Council
- b. Major initiatives for current session
  - i. Waiting to hear back from Teresa Lee (HR Director) to set up a meeting to discuss feasibility of new initiatives that are on deck for the current session
  - ii. Matt will be in touch with committee volunteers who want to be part of these discussions; if you want to be included, just let Matt know

VII. New Business:

- a. None

VIII. Informational Items:

- a. Next Meeting: March 8, 2022, 3:00pm-4:00pm via Zoom Video Conference and in the Lincoln Room, Memorial Union

IX. Adjournment (Motion)

- a. Motion – Nancy Province
- b. Second – Kelli Wietharn
- c. Vote
  - i. Yay – 12
  - ii. Nay - 0
  - iii. Abstain – 0

*Minutes submitted by Staff Council Secretary Meagan Smejdir.*