

Washburn University Staff Council Meeting Minutes

October 10, 2023

Members Present – Eileen Brouddus, Deb Bruner, Matt Busey, Gayle Davis, Raelyn Dutra, Kaydee Emperley, Matt Flink, Althea Henderson, Kaylyn Hobelman, Cynthia Holthaus, Teresa Lee, Linda Mathews, Kirsti Mzhickteno, Christina Pirtle, Tisha Prather, JD Reynolds, Gayla Sarkesian, Carissa Schmidlein, Anne Walbridge

Members Not Present –Luther Lee, James Thayer

Guests – Joshua Huston, Molly Pierson, Nathan Vander Linden

- I. The meeting was called to order by Chairperson Eileen Brouddus at 3:02 pm.
- II. Roll Call
 - a. Attendance was taken by Zoom chat & for those who joined in-person at Lincoln Room.
 - b. Introduction of Returning and New Representatives (membership responsibilities attached).
- III. Approval of September 12th meeting minutes (Motion)
 - a. Voting
 - i. Motion – Gayle Davis
 - ii. Second – Kaydee Emperley
- IV. Guest Speaker: **Cynthia Holthaus**, *Chief of Staff, President's Office* – Strategic Planning Update
 - a. First Community Input Forum was on September 12th. The information shared in the first Forum was guided by our consultant group. The goal is for Washburn's Board of Regents to approve the Strategic Plan in December 2023. The plan is for the Strategic Plan to be one page and include University Mission, Vision, and overall goals. Departments can set their own priorities based on individual goals within the Strategic Plan.
 - i. WSGA student leaders are providing feedback directly to Dr. Mazachek, which hopefully will influence and be reflected in the upcoming October draft.
 - ii. Current and updated information about the Strategic Planning process can be found online: <https://www.washburn.edu/about/leadership/strategic-planning/index.html>.
 - b. Washburn is also getting a website refresh. One main question that the Strategic Plan Committee is considering: *How does it all fit together (strategic plan and website)?* Washburn wants the website to fit within a Strategic Plan that differentiates us from partner institutions.
 - c. Dr. Mazachek wants to thank everyone who is serving on Staff Council, in knowing it is time and energy beyond each person's work capacities.
 - d. The upcoming Presidential Inauguration is on Friday, October 27, 2023, as part of the 2023 Homecoming festivities. Departments have the choice to close offices if they choose. There will be a Meet and Greet to see Dr. Mazachek after the Inauguration in Lee Arena.
- V. Committee Reports:
 - Chair Reports – Eileen Brouddus
 - No meeting with Dr. Mazachek since the September Staff Council meeting.
 - Board of Regents Meeting Update – Eileen Brouddus

- September 14's WUBOR Meeting – Much of the meeting's content included approving fiscal initiatives.
- Washburn is getting a website refresh through EAB and will take approximately two years.
- Parental Leave Benefit was approved and is viewable through the WUPPRM. Eligible for full benefit after one year, eligible for half the benefit.
- WUBOR renewed health insurance benefits for University Employees for 2024.
- Stoffer Science Hall will be renovating one classroom that was not included in the prior renovations.
- Henderson will be renovating classrooms in hybrid technology spaces, working with Cytek to make renovations.
- TouchNet and Adobe licenses were renewed.
- Next WUBOR meeting is October 19, 2023.
- All Faculty/Staff Email/Posting Committee – Eileen Brouddus, Vacant
 - No updates.
- Benefits Committee – Eileen Brouddus, Kaydee Emperley, Vacant
 - For the 7th year, Washburn has no changes for employee benefits. Some categories of benefit rates may be lessening in cost. There are only three tiers instead of six tiers of benefits.
- Food Advisory Committee – Vacant
 - Next Fun Friday is this Friday, October 13th from 11am-1pm. \$5 plus tax, Ichabod Shop pop-up and a special dessert in the private dining room. New Faculty and Staff will be invited to attend. Going forward, each consecutive month new employees will be invited to meet new folks across campus.
- Parking Ticket Committee – Vacant
 - No updates.
- Safety Committee – Chris Pirtle
 - No updates.

VI. New Business:

- a. Appointment of officers for 2023 – 2024 term (officer responsibilities attached).
 - i. **Immediate Past Chair: Eileen Brouddus**
 - ii. **Chairperson: Kaydee Emperley**
 1. Motion – Eileen Brouddus
 2. Second – Gayle Davis
 - iii. **Vice Chair: Tisha Prather**
 1. Motion – Carissa Schmidtlein
 2. Second – Raelyn Dutra
 - iv. **Secretary: Carissa Schmidtlein**
 1. Motion – Kaydee Emperley
 2. Second – Eileen Brouddus
- b. Appointment of vacant committee positions
 - i. Benefits Committee – Eileen Brouddus, Kaydee Emperley, **Tisha Prather**
 - ii. Food Advisory Committee – **Gayle Davis**
 - iii. Parking Ticket Committee – **Debra Bruner**

VII. Old Business:

- Parental Leave Benefit Policy Details - Attached

VIII. Informational Items:

- a. Argos Report: Constituent List
- b. Watch for new meeting schedule to be sent from chair.staffcouncil@washburn.edu starting with November meeting.
- c. Website updated with current bylaws and representative listing.
- d. Next Meeting: November 14, 2023, 3:00 – 4:00 pm via Zoom Video Conference and in the Lincoln Room, Memorial Union

IX. Adjournment (Motion)

- a. Motion – Linda Mathews
- b. Second – Kaydee Emperley

Minutes submitted by Staff Council Secretary Carissa Schmidlein.