

Staff Council Minutes

November 22, 2010

Present: Melissa Lewis, Curtis Von Lintel, Marcia Lessenden, Teresa Vasquez, Dan Schmidt, Lou Olsen, Donna Clark, Dona K. Walker, Jackie Askren, Donna Lacey, Lynn Bailey, Cathy Latham, Vicki Baer, Marsha Carrasco Cooper, May Allen

Lynn called the meeting to order.

Lynn reviewed several policies from the Washburn Policies, Regulations and Procedures manual. (The manual can be found under MyWashburn, University Services tab, then select Human Resources from departments listed on left.) The inclement weather policy (Section 18) has been further defined with Section 18.3 added as a new section. Lynn stressed that the most reliable sources of knowing closing status are www.washburn.edu; calling 670-1010; or text message via the University emergency messaging system.

Lynn also reported that Dr. Farley will encourage liberal leave on December 24th if individuals want to take personal leave with the approval of their supervisor. Offices are to remain open with a skeleton crew however. December 30th will be a personal leave day this year for all employees. In order to offer health insurance (FY 10-11) at a less than 5% increase, the University paid \$400,000 in addition to the budgeted amount for health insurance benefit for employees. An additional \$100,000 may be required to complete FY 09-10 claims. Dr. Farley said the University was moving forward with the search for an architectural firm for the study of Morgan Hall renovations to determine initial needs and costs. Washburn University Foundation will help solicit funds to pay for this improvement.

As chair of Staff Council, Lynn will serve on the newly created Technology Task Force to study future IT needs as well as the budget advisory committee.

Benefits Committee met. One topic of discussion was who is eligible to be served by the Student Health Center. It was clarified that employees are eligible for Student Health services unless their health condition is a chronic, on-going issue. Then employees need to seek help from their (PCP) personal care physicians. If an employee has been injured at work they are to go directly to be treated at the St Francis Health Center emergency room.

Domestic partner benefits are being studied by University Counsel Lisa Jones. Lynn reported that University of Kansas has been evaluating the legal aspect of determining a policy that includes domestic partners. Lynn asked for a volunteer to serve on the Benefits Committee and Donna Lacey volunteered to fill the vacancy.

Lynn reported on his discussion with Washburn's Human Resources and the Washburn University Foundation, which funds the employee recognition awards for years of service. Currently, the years of service awards are based upon the most recent date of employment, disregarding any prior years of service. A proposed change is to adjust the employment date for employees who return to WU after a less than five year break in

employment for purposes of years of service awards. The question is whether or not the Foundation is willing to cover the costs the change would incur. There would be a one-time catch-up cost. The Foundation is willing to accept that change and cover that cost. The employee must request recognition of prior years of service. Donna Clark moved, Donna Lacey seconded, to accept the proposed modification to the years of service awards when there is a break in service. Motion carried. The approved change will be proposed for recommendation to President Farley.

Donna Clark reminded that it had been previously proposed to provide certificates of recognition for all nominees for Outstanding Service Awards. Lynn will discuss with University Relations which coordinates the employee recognition program.

Changes to Staff Council by-laws were considered, after being presented at the meeting last month. Additional changes were:

Article V, Section 2. A. "The Officers will be elected by the Council at the first meeting of the newly-elected Council. The meeting will be held within thirty days of elections."

Article V, Section 5. Second sentence shall read "The Secretary, in coordination with the Chairperson, will also distribute minutes to Council members."

Appendix A, 2nd sentence, the date shall be October 2010.

Dona Walker moved, Lou Olsen seconded, to adopt the amended bylaws with changes noted above. Motion carried.

There was no new business.

Lynn announced that the next meeting will be December 14, 2:30 p.m. in Morgan 204, and adjourned the meeting.

Submitted by Vicki Baer
Secretary