

Staff Council Minutes

November 12, 2019

Members present: Matthew Hutchinson, Matt Busey, Collin Case, Christa Smith, Kassy Swain, Marie Hall, Nancy Province, Erik Carlson, Debi Meier, Tiffany Swinney, Beth Mathews, Carrie Haverty, Janice Martin, Cindy Cummings

Members not present: Anthony Escalante, Kathy Iwig

Guests: Donna Cuevas, Compensation and Benefits Manager, and Lou Olson, Benefits Specialist, Washburn University Human Resources

- I. The meeting was called to order by Chairperson Matt Busey at 3:02 p.m.
- II. Roll call
 - a. Introductions were given and attendance was taken by sign in sheet.
- III. Shared Leave Policy

The shared leave policy has been in effect since 2002 with revisions in 2006 and 2012. Shared leave requires a donation of 16 hours sick leave and 8 hours personal leave. The employee may take up to 30 days of sick leave from the pool. In the third year of employment, donation of leave is optional. Shared leave is not meant for pregnancy or long-term disability, and can be used for immediate family members. HR manually adds the shared leave to the employee's current sick leave balance and notes it in the comments. 94 employees are currently participating; 9 have used the shared leave pool since 2002. There are no records of who applied to use, but didn't receive it. Employees can use shared leave only once. If an employee is terminated, they must start over. Employees can donate with no restrictions. Because one has to earn personal leave to be able to participate in the shared leave program, no faculty are participants, only staff. Proposed changes need to be brought to the Benefits Committee. Staff Council should reach out as needed to the Benefits Committee for agenda items.
- IV. Approval of the Minutes
 - a. The October 8, 2019 minutes were presented for approval. It was moved by Collin Case, and seconded by Carrie Haverty to approve the minutes. Motion carried unanimously.
- V. Committee Reports
 - a. Chair Report - Matt has not been able to meet with President Farley yet. Matt will try to get on his calendar by the end of the year.
 - b. WU Board of Regents Meeting Update – The board met on October 24, 2019. The board approved the draft audit report; this usually doesn't go in until December. A retirement plan investment consultant, Infinitas, was the vendor that was selected. The vendor will look into expanding our TIAA portfolio, review our net returns.
 - c. All Faculty/Staff Email Committee – nothing to report

- d. Benefits Committee – has not been scheduled yet
- e. Food Advisory Committee – Debi reached out to Janel Rutherford. Chartwells is planning to remodel the Union Market at Stauffer Commons in Summer 2020. Chick-fil-A will be added to the offerings. Menus are available online. The Thanksgiving Buffet is November 21, 2019. The next Food Advisory Committee Meeting is Tuesday, November 19, 2019.
- f. Parking Ticket Committee – nothing to report
- g. Safety Committee – Beth talked to Chris Enos. There has not been much activity on the Safety Committee. Heather Dunlap is the new Director of Safety Planning and Emergency Management. Beth has scheduled a meeting on November 13, 2019 with her. Items to discuss include adding more than one crossing across 17th Street that has a flashing light; adding a crosswalk to crossing at 19th and Washburn; addition of a speed limit sign on Plass near the School of Law building.

VI. Old Business

- a. Unfinished Business prior to the transition of new representatives
 - Staff Council's participation in the Employee Recognition Ceremony – Matt to contact Debra Hupp regarding participation.
 - WSGA wanted to lower the number of smoking spaces on campus in order to reduce smoking on campus. WSGA students were to organize an ad hoc committee with three Staff Council representatives to attend. Staff Council send a survey to assess the current sentiment among staff.
 - Benefits Committee – there was a desire to have a separate bereavement leave policy category that couldn't be denied.
- b. Renaming of the Email Committee to Posting Committee – Matt will follow up with committee members Marc Fried, Eileen Brouddus, and Matthew Hutchinson.

VII. New Business

- a. Holiday Break extension – will approach again next year; look at Thursday, December 24, 2020.

VIII. Information Items

- a. All council members have been able to access the Argos constituency report, with the exception of one, which is being worked out.
- b. The next Staff Council meeting will be December 10, 2019, Lincoln Room, Memorial Union.

IX. Meeting Adjourned

It was moved by Kassy Swain and seconded by Erik Carlson to adjourn the meeting at 3:54 p.m. Motion carried unanimously.

Minutes submitted by Staff Council Secretary Christa Smith.