

**Staff Council Meeting Minutes**  
**Wednesday, February 10, 2016**  
**267 University Hall**  
**2:00 - 4:00 pm**

**In Attendance:** Dr. Steven Berberich, Misty Cox, Jerry Hensley, Jamie Henne, Elizabeth Styers, Dawn Banker, Suzanne Semones, Cindy Riley, and Amanda Watkins  
**via phone:** Linda Helentjaris, Amanda Pitcock

1. **Old Business – Dr. Berberich**

- a. Taxes for WSU employee graduate students – Can they be taken out at a different time?

Taxes are taken out one time per semester, Human Resources provides clarification of this process for those who apply to graduate school.

A concern with the process is a large amount of tax taken out at the end of the year when there are other expenses.

- b. Winter break 2016

The administration is supportive in continuing the winter break. Details of the winter break are expected to be finalized once the Total Compensation Study is complete. Sibson will meet with the Council of Deans March 1.

A concern with Payroll posting the timesheet calendar.

- c. Grievance panel: Tabled

- d. Debate – truncation extension for those with heavier workloads leading up to the Debate?

There is no known policy at this time; however, should any issues arise please contact Dr. Berberich and he will address each individual issue.

- e. Bylaws and charter – Changes need approved by both councils

2. **New Business – Dr. Berberich**

- a. Space for Councils

Staff Council requested shared space for storage of archival information, fundraising supplies, etc. for both CSAC and USAC.

- b. Staff Development Day – Possibly move to its own committee outside of Staff Council?

Staff Development committee will remain under Staff Council at this time.

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c. USAC/CSAC financial accounts

Michael Lowery is the point of contact for these accounts; Shannon Norton provides support to the CSAC.

d. Hover boards/skateboards in the tunnels

Administration is working on a policy to ban the hover boards on campus. There is currently a ban on the use of skateboards in the tunnels. However, it appears the signs posting the ban have been removed.

e. Chrome River (Travel & Procard Changes)

The new Chrome River travel and procard system is expected to rollout in July 2016. There are concerns that individuals who have hands on experience in processing travel and procard expenses have not been consulted in the decision making and planning process.

**3. Additional issues/topics/events – Staff Council only**

a. Committee member to review Dean of Nursing and Health

Julia Acosta has agreed to serve as a Staff Council representative for 5-Year CONH Review Board.

b. Spring Open Forum – 2:30 pm – 4:30 pm on March 30<sup>th</sup>, Endeavor Room (156 SU)

- theater-style seating for 75, podium with mic, table for panel of 4 in front of room (4 mics) and a wireless handheld for JJ
- Video stream/record
- Need email address to send to LSAC so they can submit questions
- Cost split between USAC and CSAC (labor, video)

c. Faculty/Staff Appreciation event update

The Faculty and Staff Appreciation Event will be held February 20. We are currently seeking volunteers to assist with the activities. Email Cindy Riley if you are interested in participating.

d. Hot topics

*Next Staff Council Meeting:*

**Wednesday, March 9<sup>th</sup> from 2:00 p.m. – 4:00 p.m. – 267 University Hall**