

MINUTES

K-State University Support Staff Senate

Executive Council, Noon

April 6, 2016, 12:30 p.m.

Flinthills Room, K-State Student Union

I. **Call to Order**

Meeting was called to order at 12:30 p.m.

II. **Roll Call**

Present: Jackie Anders, Yvonne Bachura, Richard Brenner, Ruth Bundy, Susan Erichsen, Carrie Fink, Stephanie Fox, Brittany Green, Steve Greinke, Susan Hazelbaker, Kerry Jennings, Emily Johnson, Randall Lindstrom, Gina Lowe, Carol Marden, Cheryl Martin, Brenda Nowakowski, Felisa Osburn, Rob Reves, Michael Seymour, Janice Taggart, Pam Warren, Kari Zook **Excused:** Brian Sheaves, Lindsay Thompson, John Wolf

III. **Minutes:** March 2, 2016

Brittany Green moved to accept the March meeting minutes with a minor edit to the roll call roster. The motion was seconded by Cheryl Martin. Motion carried.

IV. **Budget/Treasurer's Report**

Susan Erichsen reported for the period March 1, 2016 – March 31, 2016. Foundation account C-21151 - CS has a balance of \$7,012.39; Foundation account C-21155 - CS has a balance of \$385.72; Foundation account C-23750 - CS Awards Ceremony has a balance of \$2,650.00; State account NMAF205629 has a balance of \$1,137.26; for a total of \$11,185.37. Kerry Jennings moved to accept the budget/treasurer's report. The motion was seconded by Rob Reves. Motion carried.

V. **Administration & Finance Liaison, Tara Pfaff**

The space migration workgroup has finished reviewing all the final proposals. The final outcome should be announced at end of April or early May. An open forum regarding the weapons policy will be held in April or May to discuss the committees' concealed carry recommendations. Park and Ride recommendations will be presented in April at an open forum. USS vacation leave should be on the BOR's governance committee's April agenda meeting. If approved it will be on the full BOR agenda in May.

VI. **HCS Liaison, Gina Lowe**

Associate Director of Employee Relations (Bill Johnson) will start April 11. HCS is working on a customer service survey and they hope to have it available towards the end of April. Comp & Class is currently active presenting presentations on Total Rewards to the university. They are working on getting the compensation letters out by September 30. There may also be KPERS workshops this summer. Melissa Klein will be joining the Benefits Team. They will not be refilling her position. Roberta and others will be handling liaison duties for USS recruitment. 2,066 applications have been submitted through the tracking system. They are currently working on an interface for PageUp and

HRIS. Gary Leitnaker is coming in May to discuss the furlough policy before the senate. Office of Institutional Equity has two new staff members, Aaron and Cleopatra. Since November, they've added online training for Diversity and Title IX. They've also formed a KSU climate response team, which is completely unrelated to the Climate Survey. Carrie Fink asked about an update on the USS Handbook. Gina said it should be posted to the USS website soon. Jackie Anders asked if there would be a release of the full CBIZ report. Gina said they won't post anything detailing specific details regarding each K-State employee's position. She said that when USS employees receive their letters, they will have more information regarding job families and min and max salary ranges. It is expected that the reclassification freeze will be lifted after the September 30th information release.

VII. Executive Council Report

There was issue with the voting out of the President's and Provost's office. Not all of the USS employees in this department received a ballot. Kerry Jennings proposed holding a special election from April 15 – April 30 to correct this mistake.

VIII. USSS President's Report

No report.

IX. Senate Standing Committees

- A. University Affairs Committee – We received a lot of questions after the forum. Both Cindy and Cheryl would like to follow-up on these questions within the next 30 days or so.
- B. Communication Committee – No report.
- C. Governmental Affairs Committee – Discussed the upcoming special election in President/Provost's office. Election of USS Senators being full-time, permanent USS employees. Decided to leave as is at this point.
- D. Recognition Ceremony Committee – Will be sending out a sign-up sheet to senators via email.
- E. USS Employee Opportunity Fund – Four awards were given out this month.

X. Old Business

Kerry Jennings made a comment about Wichita State's CBIZ report in comparison to K-State's CBIZ report.

Steve Greinke mentioned the PRC process and what was promised to USS employees at our previous forums before the USS vote. Pam stated a committee will be meeting this summer to review the PRC process. Sue Peterson will head this committee. In the meantime, she stated we should continue to do our research regarding what other universities are doing.

XI. New Business

Kerry Jennings moved to hold a special election for the appointment of senators from the President's and Provost's office. Rob Reves seconded. Motion carried. Elections were held for 2016-17 officers: Vice-President (Carrie Fink), Secretary (Felisa Osburn), Treasurer (Susan Erichsen), At-Large Representative (Jackie Anders) and Parliamentarian (Steve Greinke).

XII. Campus Committee Reports

- A. Parking Services Committee – Parking Services open forum on April 21 at 3:30 p.m.
- B. Recycling Committee – No report.
- C. Service & Maintenance Committee – No report.
- D. Search Committees for Deans and above – Peter Dorhout is the new VP of Research. Kevin Gwinner is the new dean of the College of Business.

XIII. Adjournment

Next meeting: May 4, 12:30 p.m., Cottonwood Room, KSU Student Union

Upcoming Events

April 27, 2016 – USS Recognition Ceremony
2:00 p.m., KSU Student Union