

Minutes
K-State University Support Staff Senate
Executive Council Meeting 11:45 am
Senate Meeting Begins 12:30 pm
December 14, 2016
Cottonwood Room

Executive Council met to see a presentation by Neil Erdwien, Director of Web Services, Janelle Corkill, Team Lead Web Specialist, Ashley Martin, Director of Marketing and Ellen DeBord, Client Manager on K-State's new homepage.

- I. Call to Order: meeting was called to order at 12:30 pm.
- II. Roll Call:
Present: Roxann Blasi, Becki Bohnenblust, Ruth Bundy, Susan Erichsen, Carrie Fink, Stephanie Fox, Tara Fronce, Brittany Green, Steve Greinke, Vickey Grochowski, Susan Hazelbaker, Kelly Ingalsbe, Kerry Jennings, Emily Johnson, Joy Knutson, Randall Lindstrom, Gina Lowe, Carol Marden, Brenda Nowakowski, Felisa Osburn, Cyreathia Reyer, Cathleen Stotts, Michelle Vogel, Pam Warren, John Wolf, Kari Zook. **Excused:** Jane Cleveland. **Unexcused:** Susan Shuman.
- III. Minutes from Previous Meeting: November 9, 2016, Cyreathia Reyer moved to accept the November minutes as amended. The motion was seconded by Susan Erichsen. The motion carried.
- IV. Treasurer's Report: Susan Erichsen
Report for the period of November 1 - 30, 2016. Foundation Account (C-21151-CS) has a balance of \$8,267.98; Foundation Account (C21155-CS) has a balance of \$242.35; Foundation Account (C23750-CS) Awards Ceremony has a balance of \$0.00; State Account (NMAF205629) has a balance of \$1,275.51: for a total balance of \$9,785.84. Cyreathia Reyer moved to accept the budget/treasurer's report. The motion was seconded by Brittany Green. Motion carried.
 - a. USS Employee Opportunity Fund Report- None awarded
- V. HCS Liaison Report: Gina Lowe
Talent Acquisition: Lindsey Fouquette a Certified Safety Profession has been hired and will be the liaison to Administration and Finance and Student Life.
Learning & Development: They are wrapping up end of year reports and looking to schedule Introduction to Supervision training for February. They are also preliminarily working on the needs assessment information and will have more information on this in 2017.
Benefits: Benefits staff will be attending a meeting in the first quarter of 2017 to talk about the KPERs financial situation.
Compensation & Organizational Effectiveness: FLSA has nothing new to report. The Department of Labor appealed the injunction so everything will remain the same for now. If an employee has been told they non-exempt, they will stay that way.
In reference to Total Rewards, the staff has gone through all of the input received and is now looking at skilled labor which they have benchmarked with KU. Regarding career ladders, some departments have them and some don't so they are working through this now. The next step is to put out the revised pay grades once they get Cabinet approval. This should happen in January.
Jeff Morris has been working on a study showing employment turnover and its causes. The report is being finalized.
- VI. Admin & Finance Liaison Report: Tara Fronce
Weapons policy: The Board of Regents Governance Committee approved K-State's weapons policy with minor revisions as recommended by KBOR General Counsel during their meeting November meeting.

The revised policy will be reviewed, and hopefully approved, by the full Board of Regents during their meeting today.

Holiday break: The University will be closed Monday, December 26-Monday, January 2 and will reopen for normal operation on Tuesday, January 3. Reminder: Your 2016 discretionary day must be used by Dec. 31. The 2017 discretionary day will be available January 1.

VII. President's Report: Carol Marden

FLSA discussions are ongoing since a federal court has put a nationwide injunction in a suit brought against the Department of Labor (DOL) finding that the DOL was without Congressional authority to implement this new rule. The university is deciding to not take any additional action at this time until a ruling has been handed down. No reversals will be implemented.

K-State has completed its legislative mandated IT & Security Audit. There were several items in the audit that will have university wide impact. Staff needs to be made aware of the items as it will impact all staff. See the list below:

- Mandatory annual security awareness training. I have put out this reminder, it was in the K-State Today, and you will be receiving email reminders if you have not completed this training. It is mandatory! Only 48% of staff has taken the training.
- Inadequate password complexity remains an issue. Starting in Spring of 2017 if the complexity of your password is not adequate you will be locked out of systems.
- Inconsistent anti-virus usage. If you connect to the university to check email etc. and do not have antivirus on your computer at home, you will be blocked from access. I do not have a time-frame on this. Trend Micro is the recommended software and it is free to current staff.
- Inadequate patch management for systems on desktops. This is already set automatically on all computers.
- Out of date and unsupported operating systems and software.

In March 2017 a pilot program is being implemented to test a two factor authentication process to log onto your computer; May 2017 most "staff" will migrate to this process; August 2017 the remaining students of campus will implement the new authentication process; December 2017 all staff, student, faculty and affiliates will have completed their choices and will implement. HRIS will also be moved over to this process. It is currently not included in the single login process.

The Smoking Ban topic has been raised at the cabinet level again.

Other items that are moving forward: Changes to the conceal carry policy. The Board of Regents would like for the conceal carry policy to be somewhat more uniform across regent schools. One weapon that will be allowed is stun guns but not Tasers. Other changes to the policy will be posted in the K-State Today. An efficiencies study is in the process of being organized and the Space Migration Committee will begin meeting again in January.

We met one time this past month in regard to PRC/Appeals process. Administrators had met with general counsel and changes were discussed. I believe a resolution between USS Senate leadership and Administration has been reached and it very much aligned with what was presented in past meetings. We will have one more meeting to review a draft policy and then have it finalized and implemented. One item that was drafted and proposed from past presentations is the function of the chair of the Appeals Board. When there is an appeal forwarded to the Appeals Board about a case that has already been heard by the PRC in which there has been found to be a procedure not followed or new evidence, the chair of the appeals board will review the case to see if it would warrant a full board hearing. The chair may have access to the

written document from the outcome and recommendations of both the PRC and the ER Director. This is a proposal and not final at this time.

VIII. Old Business

The Meritorious Service Award requirements have been updated and will be presented to the Senate in January.

The discussion about whether to join with the Unclassified/ Professionals into one Senate was continued. After a discussion Cyreathia Reyer moved to vote on our decision to combine senates or stay separate. Brittany Green seconded the motion. Randall Lindstrom moved that the USS Senate remain as a separate unit for University Support Staff only and not combine with Unclassified/Professionals. Becky Bohnenblust seconded the motion. The motion carried.

IX. New Business

The new University President would like to look again at a total smoking ban for the university. The University of Kansas has imposed a complete smoking ban for their campus. Questions arose such as; how would the ban be enforced, would it ban all tobacco including chewing tobacco, where would smokers go if there was a ban on campus, why are they proposing another policy when the old one is not being enforced? Between now and the January 2017 meeting the senators are tasked with looking up the current policy. This business was tabled until the January meeting where it would be discussed again and then voted on.

X. Senate Standing Committees

a. Communications Committee

The chair was looking for more articles to fill out the December newsletter. It was decided to not have a December issue, but wait until January.

b. Governmental Affairs Committee

A list of senators' terms was sent around to verify accuracy before Spring elections.

c. Recognition Ceremony Committee

There was an article in K-State Today asking for nominations.

d. University Affairs Committee

The date has been set for the next Open Forum. It will be on April 4 from 10:00 – 11:00.

XI. Campus Committee Reports:

a. Campus Recycling Advisory Committee

No report.

b. Campus Planning and Development Advisory Committee

Met November 16 where they were shown a demo video about the North Campus Corridor.

c. Campus Environmental Health and Safety Committee

They met and discussed policies for laboratories.

d. Commission on the Status of Women

Committee met and discussed Mid-Semester Report to the President. The report was submitted to the President on November 22. It discussed goals for this semester and concerns we have for the women at K-State.

e. Weapons Advisory Council

No report.

f. Search Committees for Deans and Above

The University President has been hired.

A committee has been named to begin the search for the VP of Human Capital Services. A national hiring firm will be used in this search.

g. Parking Council

They met and discussed changes to the Global Campus complex. Also a group on campus would like to have solar charging stations available.

h. Other

The Regents USS Council participated in a teleconference. It was mentioned that KU Student Government voted to give staff members a 2 ½ % increase by evaluation results. Any staff member who earned under \$30,000 got a \$500.00 bonus. Wichita State University gave a 1% raise for employees who made under \$90,000.

Bethany College is now offering free tuition to residents of McPherson and Saline Counties in Kansas.

The union (KAPE) is protesting at Edwards Hall tomorrow from 12:30 – 1:30. They are looking for a salary increase for their bargaining unit.

XII. Adjournment: The meeting was adjourned at 1:40 pm

- Next Meeting: **January 11, 2017 Cottonwood Room, Student Union**