

MINUTES  
K-State University Support Staff Senate  
Executive Council, Noon  
February 3, 2016, 12:30 p.m.  
Flinthills Room, K-State Student Union

**I. Call to Order**

**II. Roll Call**

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

**III. Guest Speaker: Bill Glover, President of KAPE**

Bill Glover spoke to senators about current issues that KAPE is presently working to address. KAPE is a union at K-State that represents service and maintenance employees at K-State. AFT (American Federation of Teachers) currently represents clerical staff.

**IV. Minutes: January 6, 2016**

Kerry Jennings moved to accept the minutes with minor edits. The motion was seconded by Rob Reves. Motion carried.

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

Susan Erichsen reported for the period January 1, 2016 – January 31, 2016. Foundation account C-21151 – CS has a balance of \$5762.04; Foundation account C-21155 – CS has a balance of \$385.72; Foundation account C-23750 – CS Awards Ceremony has a balance of \$0; State account NMAF205629 has a balance of \$1137.26; for a total of \$7285.02. Stephen Greinke motioned to accept the treasurer's report. The motion was seconded by Janice Taggart. Motion carried.

**VI. Executive Council Report**

The debut of PageUp, the new applicant tracking system, was discussed. As with any new system, there have been some issues users have experienced, which include: concerns about security issues (a student intern applying for a position was able to see the names/resumes of all the other applicants applying for that same position), student search committee members aren't able to be added the committee list, users feel like the training didn't fully prepare them to use the system (they're learning as they go), insufficient training of supervisors (approvers), there's also the issue that for custodians who are serving as search committee members, computers are often inassessible, which means that receiving hard copies of applications is preferable for them. It was also mentioned that everybody has access to PageUp, not only HR related staff within departments. Senators were encouraged to notify Janice Taggart, a member of the Advisory Committee to VP Johnson, of any issues/problems they were experiencing within PageUp.

**VII. USSS President's Report**

Below are summaries from various meetings attended by the USS President within the past month.

**a. Women of K-State**

Brittney Blum, the new intern was introduced and can be reached at [bblum@ksu.edu](mailto:bblum@ksu.edu). Discussion was held about ideas for summer WOKS activities. Upcoming WOKS events may be found at: <http://www.k-state.edu/women/events/>.

**VIII. Senate Standing Committees**

- a. University Affairs Committee – no report.
- b. Communication Committee – no report.
- c. Governmental Affairs Committee – USS Senator nominations for 2017-2019 are ongoing. Nominations will be received until February 22. SB2559/2560 are about minimum staffing levels at state agencies which currently, is only being directed at hospitals. Senator Tom Hawk has proposed a bill (SB348) to exempt all state universities from concealed carry. KPERS will be giving a report to the legislature this Friday.
- d. Recognition Ceremony Committee – nothing to report.  
USS Employee Opportunity Fund – one book reward given out.

**IX. Administration & Finance Liaison – Tara Pfaff**

The Board of Regents has extended their deadline to October for revised university weapons policies. The Office of Administration & Finance is currently trying to organize an open forum regarding the Weapons Policy. It will be held sometime in April.

**X. Old Business**

**a. Peer Review/Appeal Board Processes Proposal Letter**

This is a letter addressed to President Schulz, requesting for the current policy to be changed to a policy more like our former policy. Rob Reves moved to sign the letter as it was written. Janice Taggart seconded. Motion carried. Senators signed the letter and it will be sent to President Schulz.

**b. Letter to HCS VP Johnson**

Senate received a response HCS VP, Cheryl Johnson in response to the letter we sent to her about retaining an HCS Liaison on USS Senate. In short, VP Johnson's decision remains the same. She believes it's unnecessary to have a HCS liaison attend USS Senate meetings because it wouldn't be effective use of HCS' time. The last meeting attended by a HCS liaison was November 2015.

**XI. New Business**

**a. Response to HCS VP Johnson's Letter**

After discussion, Senate decided that it would still be beneficial to have an HCS Liaison attend senate meetings so that they stay abreast of HCS activities and because an HCS liaison would be available to answer any questions from USS senators and employees. Further reasoning for this belief, is that an HCS liaison attends Faculty Senate, so why shouldn't the same courtesy be afforded to USS Senate?

**XII. Campus Committee Reports**

- A. Climate Survey Committee – nothing to report.
- B. Parking Services Committee – nothing to report.
- C. Recycling Committee – nothing to report.
- D. Service & Maintenance Committee - Injury Prevention Program - possible exercise programs (getting warmed up to prevent injuries), Setting of Goals for 2016, Committee will review safety

programs of departments, OSHA Safety Program Development - encouraging departments to set them up.

E. Search Committees for Deans and above

Facilities Director – The search committee will be meeting soon to choose 5 candidates to interview.

F. Other – Environmental Health & Safety Committee - Discussion was held on the use of hoverboards in buildings and on KSU property. Concerns cited were safety of riders and individuals that may be hit by those riding hoverboards. In addition, there's the possibility of battery fires.

Report from KSU Fire Marshal Randy Slover, Public Safety does not have any major worries of battery fires. If the individuals use correct batteries, fires are extremely rare.

KSU does not have a policy as to skate boards in buildings, so it is the consensus of the Safety Committee to follow that same protocol. The use of educational material would be more beneficial than a policy.

Discussion was held on the draft of the Hazardous Materials Policy. The policy is intended to be more inclusive of all individuals on campus that may generate, transport or are exposed to Hazardous Material. Training is a mandatory requirement at the Federal level for Hazardous waste and this policy would recognize that requirement.

As for training, Director Aguilera discussed options for training delivery and tracking. The use of Qualtrics appears to be the most efficient and economical mode of accomplishing this need. More information is requested as to how to implement specific training into Qualtrics.

Director Aguilera has requested information on all department, college, and unit level safety committees that are on campus. Public Safety is trying to make a list of all safety committees on Campus to understand all needs on campus.

The Space Migration Work Group has selected the following proposals to continue into the final phase of the 2016 Space Migration process: Ahearn Gym – Kinesiology, Anderson Hall - Office of the Registrar, Teaching and Learning Center, Administration and Finance, Arts & Sciences, Eisenhower Hall - Graduate School, Office of PreAward Services, Arts & Sciences, Foundation Tower – Education, Center for Hazardous Substance Research, IT Services, Lafene/Mercy - Lafene Health Center, Environmental Health and Safety, Public Safety, Kinesiology, Athletic Training, Network and Telecommunications Services, Leisure Hall - Arts & Sciences, Kedzie Hall - Arts & Sciences, Waters Hall - Agriculture and KSRE, Arts & Sciences

Those who submitted these proposals have been asked to provide additional information in a final proposal due by March 4. The Space Migration Work Group will review the final proposals and make recommendations to President's Cabinet and President Schulz. President Schulz plans to announce the final decisions by the end of April.

### **XIII. Adjournment**

**Next meeting:** March 2, 12:30 p.m., Cottonwood Room, KSU Student Union

#### **Upcoming Events**

**March 29, 2016** – USS Open Forum with President Schulz, VP Cindy Bontrager and VP Cheryl Johnson  
2:00 – 3:00 p.m., KSU Student Union Forum Hall

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