

Minutes  
K-State University Support Staff Senate  
Executive Council – Noon  
Senate Meeting 12:30  
**July 13, 2016**  
**Cottonwood Room**

- I. **Call to Order** – meeting was called to order at 12:30 pm.
  - a. Pam Warren was recognized for her service as past president and presented with a plaque.
  
- II. **Roll Call**

Present: Jackie Anders, Roxann Blasi, Becki Bohnenblust, Richard Brenner, Jane Cleveland, Susan Erichsen, Carrie Fink, Stephanie Fox, Tara Fronce, Brittany Green, Steve Greinke, Susan Hazelbaker, Kelly Ingalsbe, Kerry Jennings, Emily Johnson, Joy Knutson, Randall Lindstrom, Gina Lowe, Carol Marden, Brenda Nowakowski, Felisa Osburn, Susan Shuman, Michelle Vogel, Pam Warren, John Wolf, Kari Zook. **Excused** – Cyreathia Reyer. **Unexcused**- Jennifer McDonald, Brian Sheaves.
  
- III. **Speakers-Scott Jones, Associate Dean of Student Life ([sjones1@k-state.edu](mailto:sjones1@k-state.edu)), Dr. Wendy Barnes, Outreach Coordinator from Counseling Services ([wdb3838@k-state.edu](mailto:wdb3838@k-state.edu)), Anna Waugh, Graduate Student Program Coordinator ([ajwaugh@k-state.edu](mailto:ajwaugh@k-state.edu))**

The speakers spoke to us about programs for at-risk students on campus. There are three programs available; at-risk on campus, LGBTQ on campus and Veterans on campus. They provided information about an interactive, online program for faculty, staff and students to help identify stressors that regularly affect students and develop skills to help. You can sign up for free at; [www.kognitocampus.com/login](http://www.kognitocampus.com/login) Enrollment key:ksu61. We were able to watch one scenario example of the program. It was suggested that you make wrong answers as you go through to see how it steers you back to the right answer.
  
- IV. **Minutes** : June 1, 2016: Susan Erickson moved to accept the June meeting minutes. The motion was seconded by Becki Bohnenblust. Motion carried.
  
- V. **Treasurer’s Report**

Susan Erichsen reported for the period May 1, 2016 – June 30, 2016. Foundation Account (C-21151-CS) has a balance of \$7,904.56; Foundation Account (C-21155-CS) has a balance of \$279.30; Foundation Account (C-23750-CS Awards Ceremony) has a balance of \$0.00; State Account (NMAF205629) has a balance of \$3,000.00; for a total balance of \$11,183.86. Jane Cleveland moved to accept the treasurer’s report. The motion was seconded by Kerry Jennings. Motion carried.

  - a. **USS Employee Opportunity Fund Committee:** the committee now consists of the following members; Kari Zook, Roxann Blasi, Hanna Manning and Terri Wyrick with Kerry Jennings advising.
  
- VI. **HCS Liaison Report:** Gina Lowe

**Benefits** -KPERs Working After Retirement Rule Changes  
Basically any KPERs retiree that wants to be hired from K-State will be subject to an earnings limit and the department will be required to pay a % of the earnings to KPERs. Any questions can be directed to the Benefits Office.

**Movement Challenge**-This will be happening again this fall. There will be an update for you at the next meeting.

**Compensation & Organizational Development**-Work is continuing on the data for the employee letters going out on September 30.

**Labor Relations**-Meet and Confer with KAPE is continuing.

**Learning & Development**-Working on New Faculty and Unclassified Professional Orientation event and Coffman primarily, both of which are not for USS employees, but wanted to give an update on programs. WE continue to change how Introduction to Supervision is evaluated and strive to make continual improvements each time. One of the possibilities the unit is looking into is making MBTI an optional session for Introduction to Supervision now that Shanna Legleiter is certified to administer the instrument. Later this fall, they will be rolling out the Learning and Development Needs Assessment.

**Resource Center & Operations**-NO VACATION LEAVE ACCRUAL ON JULY 29TH PAYCHECK

University support staff accruing leave under the Board of Regents Enhanced Leave Plan will not accrue vacation leave for pay period ending July 16th, check dated July 29th. This is because the July 29th paycheck is the third in the month of July. Please remind applicable employees! This is the same for unclassified employees.

**Background:** In May, the Kansas Board of Regents voted to change the university support staff vacation leave accrual policy to match that of unclassified employees. What does this mean for USS employees? Effective June 5, 2016, eligible university support staff that work full-time and are paid for 80 hours will accrue 8 hours of vacation leave per pay period. **(Employees in the Service and Maintenance positions are currently not eligible for this new plan.)** Under the plan, accruals for eligible employees working less than 80 hours will be based on the chart in PPM Chapter 4860. This is a movement from vacation leave accrual based on years of service. Non-exempt employees will earn based on hours in pay status only; exempt employees will earn based on their appointment time or full-time equivalency. There will be a maximum of 176 hours of vacation leave accrual per fiscal year, so this means USS will now only accumulate 22 out of the 26 pay periods. Like unclassified, USS employees will not accrue when there is a third paycheck in a month - this happens twice a year—or the last two pay periods of the fiscal year. The overall allowable balance remains at a maximum of 304 hours at any time.

**Talent Acquisition** - Talent Acquisition is pleased to announce the hire of Kellie Wilson, Talent Acquisition Senior Strategic Partner. Roberta would like to attend the meeting next month to introduce Kellie.

**VII. Admin & Finance Liaison Report: Tara Fronce**

**Concealed Carry** - The Weapons Advisory Work Group has developed a draft weapons policy. President's Cabinet is currently reviewing the draft policy. Once Cabinet has reviewed it, the work group will start distributing it to campus.

**Construction/Relocations**- Business is scheduled to move into the new Business Building at the end of July/beginning of August.

\* Mid-Campus Drive north of Anderson Hall to Lovers Lane is closed until mid-October. Vattier street is now open.

\* Financial Services will start moving some of their staff to the old Foundation building in August. The entire division should be relocated sometime in September.

**Committees**- We are finalizing appointments for committees that report to the Vice President for Administration and Finance. Cindy appreciates all of the USS employees whose terms expired this year and the new employees that have agreed to serve on various committees.

## VIII. **President's Report**

The President met with Vice Pres for Human Capital Cheryl Johnson to discuss who will serve on the PRC and the Appeals Board. A request had gone out for diverse employees to serve on these committees. HRC suggested that the same people serve on both, but there were enough names received that the two committees can be filled by different people. HRC has requested that the PRC begin meeting at the same time as the other University Committees.

Vice Pres for Human Capital Johnson was contacted about a March 21<sup>st</sup> letter from President Schulz where he states that he has asked Vice Pres Johnson and Governmental Relations Director Sue Peterson to facilitate a process to obtain input from a group of University employees, including USS Senate during the Summer of 2016 in reference to PRC and the Appeal Board Processes. Johnson and Peterson will chair this group and it should be up and going in a couple of weeks.

When asked about the USS Handbook it was noted that it still needs to be seen by two more directors then it should be ready to be posted in a couple of weeks. It will include the changes in Leave Accruals.

Speaking of Leave Accruals, some part-time people lost some of their leave time with the new changes. HRC is working on a fix for the current employees, so they will not be losing any time. New part-time employees will earn leave at the new rate.

There are some new FLSA rules affecting exempt employees.

The retirement buy-out discussion is not completely off the table. There should be some news in August or September.

## IX. **Old Business**

There are seven new senators that started their term at the last meeting. Mentors have been assigned to each of them to help them with their transition to the Senate. Roxann Blasi will be mentored by Jackie Anders, Jane Cleveland will be mentored by Felisa Osburn, Kelly Ingalsbe will be mentored by Susan Erichsen, Joy Knutson will be mentored by Carol Marden, Jennifer McDonald will be mentored by Carrie Fink, Susan Shuman will be mentored by Carrie Fink and Michelle Vogel will be mentored by Carol Marden.

Some the topics to be covered by the mentors are: the Senate structure such as by-laws, the responsibilities of the Standing Committees, process of getting someone to sit in for you during an absence and how to contact your constitutes. The terms of service start in June and end after the May meeting. The annual Senate sponsored events are two Open Forums, one in the Fall and one in the Spring, the Benefits Fair in October and the Recognition Ceremony in April.

Senators signed up for Standing Committees. They are as follows;

### **Communications**

Emily Johnson – Chair  
Carol Marden  
Carrie Fink  
Felisa Osburn  
Jackie Anders  
Susan Erichsen  
Susan Shuman

### **Government Affairs**

Becki Bohnerblust- Co. Chair  
Kerry Jennings – Co. Chair  
Carol Marden  
Carrie Fink  
Cyreathia Reyer  
John Wolf  
Kelly Ingalsbe  
Randall Lindstrom

### **Recognition Ceremony**

Brenda Nowakowski – Co. Chair  
Kari Zook – Co. Chair  
Emily Johnson  
Jackie Anders  
Joy Knutson  
Michelle Vogel  
Roxann Blasi  
Susan Hazelbaker  
Pam Warren – Mentor

### **University Affairs**

Jackie Anders – Co. Chair  
Stephanie Fox – Co. Chair  
Carol Marden  
Jane Cleveland  
John Wolf  
Kelly Ingalsbe  
Steve Greinke  
Susan Erichsen

#### **X. New Business**

In meeting with Vice Pres Johnson she was assured that we would be respectful of the liaison's time at the meetings. To this end the Executive Council will meet from 12:00 PM – 12:20 PM. The Standing Committees will meet from 12:20 PM until 12:30 PM then the full Senate will meet at 12:30 PM. These times will start with the August 10 meeting.

#### **XI. Senate Standing Committees**

- a. Communications Committee- No report
- b. Governmental Affairs Committee- No report
- c. Recognition Ceremony Committee- No report
- d. University Affairs Committee- No report

#### **XII. Campus Committee Reports:**

- a. Campus Recycling Advisory Committee-No report.
- b. Campus Planning and Development Advisory Committee-No report
- c. Campus Environmental Health and Safety Committee-They met with the College of Ag and discussed a new program which included student training and documentation.
- d. Commission on the Status of Women-No report
- e. Council on Parking Operations-No report
- f. Weapons Advisory Council-The council is moving forward with a draft of the concealed carry policy. Carrie Fink will be going before the Kansas Board of Regents to present the policy. The council will be meeting with other universities with similar policies in the Fall to learn how they have addressed the issue.
- g. Search Committees for Deans and Above-The President job posting is out there and applications are being received.
- h. Other

#### **XIII. Adjournment – The meeting was adjourned at 2:00.**

- Next Meeting: **Aug. 10, 2016, 312 Umberger Hall.**
- **Senate photographs will be taken on September 14 in the Cottonwood Room.**