

MINUTES

K-State University Support Staff Senate

Executive Council, Noon

March 2, 2016, 12:30 p.m.

Flinthills Room, K-State Student Union

I. **Call to Order**

The 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, Carol Marden, Cheryl Martin, Brenda Nowakowski, Felisa Osburn, Rob Reves, Michael Seymour, Janice Taggart, Lindsay Thompson, Pam Warren, John Wolf, Kari Zook **Excused:** Brian Sheaves

III. **Minutes:** February 3, 2016

Rob Reves moved to accept the special meeting minutes with minor edits. The motion was seconded by Lindsay Thompson. Motion carried. Emily Johnson moved to accept the February Senate meeting minutes. The motion was seconded by Janice Taggart. Motion carried.

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

Susan Erichsen reported for the period February 1, 2016 – February 29, 2016. Foundation account C-21151 - CS has a balance of \$6,012.61; 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 \$1,137.26; for a total of \$7,535.59. 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**

Tara mention the special K-State Today announcement that went out yesterday regarding a 3% call back for state general funds. She said it would be up to University Administration to determine how we'd handle these cuts. For K-State, this will be an additional 1.5% reduction in addition to the 2% that went out in February. Cindy Bontrager hoped to have a memo out by the end of the week addressing this issue.

VI. **HCS Talent Acquisition, Roberta Maldonado-Frazen and Connie Pfaff-Eickoff**

Roberta spoke about HCS' training initiative for PageUp. So far, they've trained about 217 people in person and over 500 people have completed the online Search Committee training. They will also be offering Interview Designer training soon. K-State currently has about 155 open positions.

Rob Reves asked about a couple administrative assistant positions that were being advertised in his department which require a B.S. Degree. There was no verbiage in the announcements which stated experience could be substituted for education. Roberta said he'd have to talk to comp and class (Derek Smith) about why this since he's the one who reviews positions.

Janice Taggart mentioned that the HCS website didn't seem very user friendly and that it's hard to find things at times. Roberta said it had been reviewed and tested by Marketing and Communications and by various users and deemed to be user friendly. She said if anyone wanted to submit feedback regarding the HCS website, they could use the feedback link on the HCS webpage.

Carrie Fink asked about a step-by-step instruction guide checklist for PageUp that could be used to make sure departmental HCS liaisons don't miss any steps in a search. Roberta said she'd see what she could do regarding this idea. Carrie Fink also asked about a general communication for all employees regarding general HCS changes/updates.

VII. Executive Council Report

There was discussion regarding the CBIZ meeting postponement until March 23. Carol mentioned that it was on the President's Cabinet meeting agenda to discuss the CBIZ findings; however, she said almost everyone was dismissed before this was discussed. She and Pam received an invitation to meet with HCS to discuss the findings. She said the findings would be released to the campus on March 28 via a campus forum.

The updated furlough policy is supposed to be coming out soon. It's still being reviewed. We can expect some language changes regarding "essential" and "non-essential." Cindy Bontrager said they hope to have the policy out by end of May 2016.

VIII. USSS President's Report – No report.

IX. Senate Standing Committees

- A. University Affairs Committee – The next meeting will be Friday March 11. One of the things they've been focusing on in their monthly meetings with Cindy is the answers to the questions asked at the Spring 2015 open forum. These will be sent to the senators. Carrie asked that they be posted in K-State Today.
- B. Communication Committee – No report.
- C. Governmental Affairs Committee – Elections are ongoing and should be complete soon. A reminder email will go out next week requesting for votes to be cast.
- D. Recognition Ceremony Committee – Four colleges have yet to submit names. An announcement regarding the ceremony will be going out in March or April Roar.
- E. USS Employee Opportunity Fund – There was one award given.

X. Old Business

a. Changing of USS Senate meeting date

The change would take effect July 2016 so we can start reserving rooms in the Union. Janice Taggart moved to change Senate meeting date to the second Wednesday of the month, starting July 2016. The first meeting date would be July 13, 2016. Steve Greinke seconded. Motion carried.

XI. New Business

It was mentioned during new business that Gina Lowe was listed as a member of executive council on the USSS webpage. If the executive council is invited to meet with the Regents, Gina could be there. Carol suggested creating a liaison category on our webpage to include Tara and Gina. Carol moved that a liaison section be created on our website instead of listing them under the executive council section. Janice Taggart seconded. Motion carried.

XII. Campus Committee Reports

- B. Parking Services Committee – no report.
- C. Recycling Committee – The committee conducted a tour of the recycling center. They will be researching other universities to see what they do for recycling and sustainability.
- D. Service & Maintenance Committee – There is interest now in the KS Department of Labor of a health and safety program for K-State employees. We should receive more information

soon regarding the development of such a program. Severe Weather Week is coming up March 14-18.

E. Search Committees for Deans and above - **VP of Research** (40 candidates applied for the position, 4 will be interviewed). The first interview will be tomorrow, March 3rd. The names/times of interviews have been published on K-State Today. **Interim VP for Information Services** – The position has been posted and advertised. The top three candidates will be selected to interview. Open forums will also be held.

F. Other – Carol Marden mentioned that at last week's joint leadership meeting, first impressions of the university were mentioned. A faculty senate senator mentioned that because of the importance of this issue, the shortage of custodial staff on campus would become a focus of faculty senate. (Parking Committee) – Felisa Osburn mentioned the closing of Mid-Campus Dr. She said that the parking lot behind Justin Hall would become parking for faculty/staff only. The lot north of Waters would be students only. The committee is also looking at possible locations for bicycle racks.

The subgroups of the Weapons Advisory Committee have been assembled and they have about 100 participants. There will be an open forum held in April to receive input from the campus community. They will then draft a proposal to submit to the President. Then there will be another open forum to advertise the proposal to campus.

The President's Advisory Committee on Universal Design and Accessibility met on Friday, Feb 26, 2016. This committee makes recommendations to ensure compliance with accessibility rules and promote Universal Design and Technology. At the meeting, the chair of a task force was a guest and explained that the task force was created to identify and analyze technological barriers which concern Kansas State University. K-State needs to become compliant with technology to ensure that people with disabilities can access it. For example, displaying closed caption on any audio/video created by faculty for courses. Closed Caption is where the words are displayed on the screen. Providing closed captions makes the video available for everyone, including those that are deaf. They read instead of hear what is being said. Numerous Universities across the country have been fined for not having accessible technology which is why this is an important topic.

XIII. Adjournment

Next meeting: April 6, 12:30 p.m., Room 2002 Throckmorton Hall

Upcoming Events

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