

AGENDA  
K-State University Support Staff Senate  
Executive Council, Noon  
May 4, 2016, 12:30 p.m.  
Cottonwood 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, Roxann Blasi, Susan Erichsen, Carrie Fink, Stephanie Fox, Brittany Green, Steve Greinke, Susan Hazelbaker, Kerry Jennings, Emily Johnson, Randall Lindstrom, Gina Lowe, Carol Marden, Cheryl Martin, Felisa Osburn, Tara Pfaff, Rob Reves, Janice Taggart, Pam Warren, John Wolf, Kari Zook **Excused:** Richard Brenner, Amy Capoun, Brenda Nowakowski, Michael Seymour, Brian Sheaves, Lindsay Thompson
- III. **Gary Leitnaker, Director – Labor Relations/Special Projects: Furlough Policy & Guidelines**  
Gary told senators about the proposed changes to PPM 4085. Cheryl Martin asked how insurance contributions would work if we were on furlough. Gary said he didn't anticipate having a furlough last long enough for this to be a problem. However, if we were on furlough long enough for this to happen, the insurance contributions would still be paid by the employee. He also mentioned the possibility of changing tenths to address budget issues.
- IV. **Minutes:** April 6, 2016  
Janice Taggart moved to accept the April meeting minutes with minor edits. The motion was seconded by Rob Reves. Motion carried.
- V. **Budget/Treasurer's Report**  
Susan Erichsen reported for the period April 1, 2016 – April 30, 2016. Foundation account C-21151 - CS has a balance of \$7,308.53; Foundation account C-21155 - CS has a balance of \$364.02; Foundation account C-23750 - CS Awards Ceremony has a balance of \$2,650.00; State account NMAF205629 has a balance of \$953.17; for a total of \$11,275.72. Brittany Green moved to accept the budget/treasurer's report. The motion was seconded by Rob Reves. Motion carried.
- VI. **Administration & Finance Liaison, Tara Pfaff**  
The tuition cap for FY17 was lifted, but it has been left up to the governor to balance the state's budget. A base budget reduction of about 4% anticipated. New ATA bus routes are being tested out this week and the installation of a permanent bus shelter by the Union has been suggested. Confirmed changes include eliminated JO parking permits, meaning Jardine residents can only park at Jardine and not on campus. Increased prices for the parking garage. Preferred stalls - \$600, reserved stalls - \$900. The concealed carry open forum will be held this Friday and will be streamed.
- VII. **HCS Liaison, Gina Lowe**  
HCS just underwent an ImageNow upgrade. If any departments experience problems, they should contact their ImageNow administrator. Roberta Mugler, the new payroll manager will begin working tomorrow. She'll be replacing Cindy Sicard, who will be retiring in December. Talent Acquisition is working on PageUp changes/updates. Comp & Class is working on updating the HRIS interfacing, in preparation for the comp & class letters going out in September. OIE hosted their first consortium, about 16 colleges attended. The K-State climate response team, which was formed to address bias and hate on campus is up and running and are currently receiving reports and providing training. They have been successful in addressing these issues.
- VIII. **Executive Council Report**  
Pam Warren, senate president, mentioned that the executive council had recently met with the Board of Regents and while there, she felt one of the executive council members (Steve Greinke) failed to represent USS Senate and instead represented only the constituents in his area by giving his own opinion when engaged by the BOR. Pam stated that when the executive council meets with any administrative group, they represent Senate and the thoughts of Senate, not their individual selves or constituents.

After her statement, Steve Grienke, the executive council member mentioned previously, voiced his recollection of the incident. He said he believed he had a voice at the meeting and wasn't supposed to just attend the meeting. Pam stated that the points Steve brought up at the BOR meeting weren't even related to the vacation leave policy, it had to do with a staffing and cross-training issue. Carol Marden tried to express to Steve that while yes, it's important to address and discuss the needs/concerns of our constituents, however, once the Senate has met and voted on how to proceed regarding a particular issue, we no longer speak for our individual units when it comes to that issue,, but for the whole senate, which represents all USS employees. She pointed out that when the Executive Council meets with administrators, they no longer speak for just 'their people' but for the whole Senate. Issues within a unit take lesser precedence over the big picture, which in this case was the vacation leave issue. Carrie Fink also tried to express to Steve the importance of a strong, united voice. As an example from the past, Kerry Jennings mentioned an incident about longevity pay a couple years ago. Out of all the state employee senates, all but one senate agreed to leave this issue alone for the time being, however, one against the support of the other senates, this particular senate decided to mention longevity pay and as a result, we received a cut. In closing, Pam reminded all senators that once we as a senate have brought our constituents' concerns to the senate and the senate has conducted a vote or held a discussion regarding a plan of action, we need to honor that vote or discussion. We can't go rouge.

**IX. USSS President's Report**

City University Funds – Talked about starting the process for submissions earlier next year. ALICE training – Talked about making this training available to students. Title IX – Student Senate is working on pushing for off campus incidents to be investigated too and not only on campus incidents.

**X. Senate Standing Committees**

- A. University Affairs Committee – The follow up questions from the previous forum will be answered soon, but not within the 30 day time frame they mentioned earlier.
- B. Communication Committee
- C. Governmental Affairs Committee – The President/Provost senator vote will be going out Sunday or Monday and will close after two weeks. HB2724/HB2725 – Both bills are dead. New legislators are coming in, so there's a chance for them to come up again next year.
- D. Recognition Ceremony Committee – Pam Warren and Brittany Green thanked the committee and senators for their help with this year's recognition ceremony. Brittany mentioned that a couple suggestions for the ceremony and an issue regarding in EOY nominations in the section of President's/Provost's office.
- E. USS Employee Opportunity Fund – Three awards were given out.

**XI. Old Business**

None

**XII. New Business**

- A. Meritorious Service Award – Definition of Quorum  
Rob mentioned the policy and procedures regarding the definition of a quorum. Current policy states that it had to be an approving vote. Rob moved to strike the 100% and just have a quorum (3) of the members. Seconded by Kerry Jennings. Motion passed. Carol suggested taking a look at the policy for more possible changes/updates in the July senate meeting by the next University Affairs. Pam Warren agreed and decided that's what the Senate should do.
- B. Recognition Ceremony Follow-up Discussion – There was confusion about what department/agency HCS fell under. It was determined after reading USS Senate Bylaws that they fall under the Office of the President, therefore any EOY nominations should be forwarded to the selection committee for the Office of the President. Possible ideas for raffle set-up at next year's ceremony were also discussed. It was decided that the committee for next year's ceremony would discuss and consider the submitted suggestions.

- C. Carrie Fink mentioned receiving questions regarding the inclement weather policy. She said many people did not understand why the Salina campus closed yet, the Manhattan campus did not. It was noted that the current policy states that employees should be able to leave if they need to, however, there is a desire to keep offices open. Carrie said her constituents would like USS Senate to look at the policy and see if there could be more clarity in the policy. Pam said that this is something the Senate could look at addressing in the coming year.

**XIII. Campus Committee Reports**

- A. Parking Services Committee – No report.
- B. Recycling Committee – No report.
- C. Service & Maintenance Committee – Discussed hand radio and emergency communication.
- D. Search Committees for Deans and above – Kerry Jennings is the USS representatives on the Vice-Schulz search committee. It will be a closed search. (Meaning candidates will not be named until they are scheduled to interview).
- E. Other

**XIV. Adjournment**

**Next meeting:** June 1, 12:00 p.m., TBA