

Minutes  
K-State University Support Staff Senate  
Senate Meeting Begins 12:30  
**November 9, 2016**  
**Cottonwood Room**

I. **Call to Order:** meeting was called to order at 12:30 pm.

II. **Roll Call**

**Present:** Roxann Blasi, Ruth Bundy, Jane Cleveland, Susan Erichsen, Carrie Fink, Stephanie Fox, Tara Fronce, Brittany Green, Steve Greinke, Kerry Jennings, Emily Johnson, Joy Knutson, Randall Lindstrom, Carol Marden, Brenda Nowakowski, Felisa Osburn, Cyreathia Reyer, Susan Shuman, Cathleen Stotts, Michelle Vogel, Pam Warren, Kari Zook, Charlotte Self proxy for Gina Lowe, Lois Schreiner proxy for John Wolf. **Excused:** Becki Bohnenblust, Susan Hazelbaker, Kelly Ingalsbe.

III. **Guest speaker:** Cindy Bontrager, VP of Administration and Finance

Thank you for the Open Forum. It is important to hear everyone's voices. They are valuable to the University. The news about the budget is not good. Enrollment is down for all students. International student enrollment is down 50% and there is a decline in transfer students. The University is projecting a 4.5 million shortfall in the Spring. A discussion has been started with the Deans about where cuts can be made in their Colleges. Ultimately we are waiting on the State to find out what the cut will be. The State asked about a 5% cut which would affect every area on campus. Thursday the Division of Budget will give its recommendations expecting a 5% cut. Around January 11 or 12 the Governor will announce the actual cuts. A 5% cut would be about half of the general allotment. The recent election may have changed the tone of the legislature. We will all have to work together to get through the difficult times. HCS is still working on FLSA changes and Total Awards. We are interested in investing in our resources. With a 4-6% gap in funding we are looking for tools such as a hiring freeze university wide or continue to be departmentalized. We need to come up with solutions to get through the tight areas. With cuts services will continue to decline so work will need to be prioritized. Start planning for cuts. The efficiency committee has discussed shared services to centralize some duties. Being decentralized causes inequalities in the system. We need to assist employees who have a heavy workload. How can we save on utilities? Can the University be closed during the breaks? It is a land grant university so it has to be available to the community as much as possible. Communication needs to go out to the University so that all areas know about the fiscal struggles. Some buildings such as Hale Library will get more support than others because of the recruiting. That has to be balanced with resources that are available. Can an administrative leave be issued for the Holiday Break so that more buildings can be closed? Cindy will research in Administration to see if that is possible. With the increase of vacation hours through the Board of Regents it is hard to manage the work and give employees their leave. Can employees borrow from their leave balances before they earn it? That will have to be researched also. The Discretionary day has changed as it can't be taken until the first of the New Year. Administration wants to show that the employees are valued without having a fiscal impact. USS Senate can help with making sure everyone is respected. Administration does not want to resort to lay-offs. When we get to the point of being able to afford merit raises there is a need to have professionalized management across the university. There will be mandated training for all supervisors. They will have all of the tools they need to be good supervisors.

IV. **Minutes from Previous Meeting:** October 12, 2016, Cyreathia Reyer moved to accept the October minutes with minor corrections. The motion was seconded by Jane Cleveland. Motion carried.

- V. **Treasurer's Report:** Susan Erichsen  
Report for the period of October 1– 31, 2016. Foundation Account (C-21151-CS) has a balance of \$7,351.98; 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 \$8,869.84. Brittany Green moved to accept the budget/treasurer's report. The motion was seconded by Cyreathia Reyer. Motion carried.
- a. USS Employee Opportunity Fund Report: There were no awards given.
- VI. **HCS Liaison Report:** Charlotte Self standing in for Gina Lowe  
Benefits- November 15 is the deadline for your 2017 health care credits. January 1 is when you can start accruing credit for 2018. FLSA letters have gone out to affected employees. There will be training for both the employees and supervisors.
- VII. **Admin & Finance Liaison Report:** Tara Fronce- waived in lieu of V.P. Bontrager's talk.
- VIII. **President's Report:** Carol Marden  
In October Carol Marden and Carrie Fink traveled to Fort Hays to support the other USSC who presented to the Council of Presidents (COPS). Requests presented included options to provide relief from parking fees as well as shared tuition among all regent institutions. A presentation is being prepared for COPS to demonstrate what no raises have done to net pay for USS.
- Joint Leadership (which consists of Faculty, Student, and USS Senates) met to discuss how to spend City and University funds on projects that would have joint benefits. As each of the governance bodies presented their ideas it quickly became evident that each group wanted to further develop walkways. Each presentation included a safety theme. There was another recommendation to address the traffic congestion near Wefald Hall and the newly remodeled engineering building. This year it was decided to change the way the proposals will be presented to Administration. Instead of each governance body submitting a list to pick and choose from it will be a joint proposal.
- Governmental Relations hosted a brown bag luncheon with Representative Tom Phillips and Senator Tom Hawks. They discussed the many challenges that face the state of Kansas. One common theme presented from staff was to not take university funds to balance the budget.
- The USS Open Forum was a success. Thanks to the team for all their hard work. There were many questions forwarded to leadership after the forum. Both Cindy Bontrager and Jeff Morris have been answering them. We are going to forward a few of the questions that were not addressed at the Forum to Cindy, Jeff, and President Myers for responses that will then be published each month in the ROAR.
- Total Rewards and FLSA changes are moving forward. Department heads received information last week as did the HCS liaisons. Staff members who are being affected will be notified this week.
- The Executive Council met with Roberta Maldonado-Franzen regarding changes to two policies in the Policy and Procedures Manual. PPM 4015 addresses background checks and the change recommended is that the HCS liaison will no longer initiate the background checks. All background checks will now be reviewed by the Background Check Team consisting of the directors of Institutional Equity and Labor Relations.
- PPM 4410 involves the recruitment and selection of USS. Some of the changes include the following; internal listings will no longer require 7 applicants; before submitting a job requisition the department must submit a current position description; recommendation to interview at least 3 applicants; the guidelines for hiring above minimum rate at recruitment has been deleted; position description is required for temporary positions. In the past university departments have been very inconsistent about calling HCS before making an offer to a candidate. Departments are to make that phone call to HCS prior to offering a job.

IX. **Old Business**

There was no old business.

X. **New Business**

When Faculty members and Unclassified Professional Staff take on temporary added responsibilities they receive add pay or their salaries are enhanced with an end date to compensate them during a very specific time frame. When non-exempt University Support Staff receive added temporary responsibilities and workload they are compensated with compensatory time off or overtime pay. When exempt University Support Staff take on temporary added responsibilities they receive nothing. This shows a lack of policy consistency across campus and the Senate needs to examine this aspect of our employment.

Should University Support Staff and Unclassified Professional Staff combine into 1 senate? There have been numerous requests regarding this topic. This has had a negative outcome when done at other regent institutions. This will be discussed at a future meeting and will need to be voted on soon.

Updating the Meritorious Awards policy and procedure will be referred to committee.

XI. **Senate Standing Committees**

a. **Communications Committee**

The Roar newsletter went out just before the Open Forum. Please take a few minutes to read it. There was enough interest and support for a December issue.

b. **Governmental Affairs Committee**

Randall Lindstrom was nominated to fill the At-Large Representative Position. Kerry Jennings moved that nominations cease. Susan Erichsen seconded the motion. Motion carried. A vote was taken and Randall Lindstrom was elected. He accepted the position and was sworn in by President Marden.

c. **Recognition Ceremony Committee**

They are moving along on their time line. The Days off with pay certificates have been secured along with the usual monetary donation. Provost Mason will be the speaker.

d. **University Affairs Committee**

They are working on the Meritorious Award. Carrie Fink has volunteered to be Co-Chair of the University Affairs Committee.

XII. **Campus Committee Reports:**

a. **Campus Recycling Advisory Committee**

There was no report.

b. **Campus Planning and Development Advisory Committee**

There was no report.

c. **Campus Environmental Health and Safety Committee**

There was no report.

d. **Commission on the Status of Women**

We reviewed the purpose of the Commission and past projects to determine what issues we would like to work on this year. We determined that a report should be submitted to General Myers while he is still here so he is aware of our concerns. We worked on the initial draft of the report and hope to have it to him by Thanksgiving. We also will be working on updating some of the older lactation stations and health/safety posters.

**e. Weapons Advisory Council**

The Weapons Policy has gone to the Kansas Board of Regents. They are waiting for the other institutions to present their policies. They want to have a consistent policy across all of the institutions.

**f. Search Committees for Deans and Above**

The President's search is moving along very quickly now. They started with 81 applicants which were narrowed down to 15. Watch for an announcement by December 1.

**g. Parking Council**

The council met and introductions were made. Officers were nominated and John Wolf was appointed as the chair of the committee.

**h. Other**

XIII. **Adjournment:** The meeting was adjourned at 2:30 pm.

- Next Meeting: **December 14, 2016, Cottonwood Room, Student Union**