

Minutes
K-State University Support Staff Senate
Senate Meeting Begins 12:30
October 12, 2016
Flinthills Room

- I. **Call to Order:** meeting was called to order at 12:30 PM
- II. **Roll Call & Swearing in of Cathleen Stotts and Ruth Bundy**
Present: Roxann Blasi, Becki Bohnenblust, Ruth Bundy, Jane Cleveland, Susan Erichsen, Carrie Fink, Tara Fronce, Brittany Green, Steve Greinke, Susan Hazelbaker, Kelly Ingalsbe, Emily Johnson, Joy Kuntson, Randall Lindstrom, Gina Lowe, Carol Marden, Brenda Nowakowski, Felisa Osburn, Cyreathia Reyer, Susan Shuman, Cathleen Stotts, Michelle Vogel, Pam Warren, John Wolf, Kari Zook, Beth Mack proxy for Stephanie Fox, Doug Kraemer proxy for Kerry Jennings
- III. **Guest Speakers:** Derek Smith, Director of Compensation & Organizational Effectiveness & Jeff Morris, Vice President of Communications & Marketing & Acting Vice President of Human Capital Services.
Total Award Market Analysis & CBIZ study; each of the KBOR Schools are at different stages in this process. KU and Fort Hays State have completed this process while the rest of the schools are still working through the analysis. Currently there are very broad job descriptions available for employees to review in an attempt to locate their current position. Some jobs may not be listed at all. Some jobs will need to have comments to finalize the PDs. There is a feedback form available and should be used to provide feedback to HCS. There are still details missing and others things should be looked at ASAP.
Exempt and nonexempt statuses are changing due to revisions of FLSA. Exempt (or salaried) positions will not earn overtime pay. Exemption status rulings will be based upon salary and responsibility. When considering exemption status, bonuses are considered part of your base pay. Approximately 500 employees will be affected by this change and will be notified by November 20th deadline. The Total Rewards data will be used to determine the market pay level. The next step will be to make sure there is a “home” for everyone at K-State. Currently there is not enough ranges for the number of positions that we have nor for consideration of seniority and experience in the current grades. FLSA compliance is a priority and will consume staff time in order to meet compliance deadline of December 1. Deans or Vice Presidents will be responsible for all staff in their areas. The goal is to get the Market Analysis letters out by the end of the year, but definitely by March 2017.
It has been acknowledged that the evaluations for USS are not consistent. There are employees across campus who are called supervisors but they are not actually supervisors. All supervisors will need to complete training to meet a consistent standard of evaluations across all of campus.

- IV. **Minutes:** September 14, 2016, John Wolf moved to accept the September minutes. The motion was seconded by Brittany Green. The motion carried.
- V. **Treasurer's Report:** Susan Erichsen
Report for the period of September 1 – 30, 2016. Foundation Account (C-21151-CS) has a balance of \$7,152.98; Foundation Account (C21155 – CS) has a balance of 279.30; Foundation Account (C23750-CS) Awards Ceremony has a balance of \$0.00; State Account (NMAF205629) has a balance of 1,476.31; for a total balance of \$8,908.59. Becki Bohnenblust moved to accept the budget/treasurer's report. The motion was seconded by Jane Cleveland. Motion carried.
- a. USS Employee Opportunity Fund Report; Approved 0 people for the award
- VI. **HCS Liaison Report:** Gina Lowe
Talent Acquisition: Michelle Broky's last day is this Friday and they have already begun searching for a new recruiter. The following policies have revised PPM 4015 (Background checks) and PPM 4410 (Recruitment and Selection for USS). Roberta Maldonado-Franzen would like to review the edits with Senate Executive Council.
Learning & Development: CUPA-HR Conference will be November 9 & 10 in the Alumni Center. They are expecting about 160 participants and have about 90 registered now.
Shanna will be conducting a "Who Moved My Cheese" session for the Women of K-State in December. The course, "Introduction to Supervision" is offered this month.
Benefits: Open Enrollment is October 1-31. Benefits personnel held two additional sessions each for Facilities and Housing. The Benefits Fair featured the usual KPERS session. The Movement Challenge ended and the winner was announced today in K-State Today. There were a total of 900 participants. They are also working Affordable Care Act (ACA) compliance for 2017.
Employee Relations: Our unit has 5 sessions to conduct for "Introduction to Supervision" within the next three weeks. Previously we were responsible for only 3 sessions. We are conducting a session called "Cultivating a Positive Workplace" that replaces the "Respect in the Workplace" session; "Managing Difficult Conversations" which was a new session added this summer; "Evaluating USS Performance" which was previously conducted by Compensation and Organizational Development; "Corrective Action for USS Employees" and "Attendance Policy for USS Employees."
Labor Relations: The Meet & Confer session continues.
Office of Institutional Equity: Travis Gill has left K-State. Scott Jones will be the Acting Title IX Coordinator and Director of Institutional Equity. A search will be underway soon for a new Director.
- VII. **Admin & Finance Liaison Report:** Tara Fronce
Weapons policy: The Board of Regents Governance Committee will review K-State's weapons policy during their meeting next week (Oct. 19).
Space Migration: Another Space Migration phase will begin later this semester. This phase will include spaces in Anderson Hall, Holton Hall, Fairchild, the old Foundation building and some various offices across campus.

Budget: Administration is planning on the same percentage cut as last year at minimum. The reasons for the cuts include an enrollment short fall and state cuts which will probably not be announced until after the elections.

VIII. **President's Report:** Carol Marden

Thanks to University Affairs for the great job they did at the Benefits Fair. Their next event is the Open Forum in November. The Executive Council has been meeting about the changes to the PRC and Appeals board. HCS is currently writing the policy and procedures for the changes. The Executive Council has identified a missing component to the appeals process and that is having a mediator prior to the need for an appeals process. Carol attended 2 of the 3 smaller group forums mostly with facilities. The outcome had the same theme; overworked, underpaid, can't recruit. The President's Cabinet met and were trained on the new guideline for lobbyists; anyone who does some sort of lobbying are required to go through this training. The University is considering creating a position and hiring a compliance officer to make sure all of the State and Federal regulations are met by the university. At this time there have been more than 50 applicants for the President position. The USS Handbook is now in hand. There are lots of new items in the handbook and Carol will try to get it out to the Senate before the next meeting. Budget cuts are expected soon since the state is under revenue estimates. Enrollment is down by over 300 students this fall. This adds up to almost 1000 for the combined past 2 year. The Administration plans to let department VPs and Deans know about any anticipated cuts in December. Carol has contacted Benefits to ask if someone from KPERS can come and speak to our group about the effects legislative action has had on our retirement funds. The new furlough policy has been reviewed and the changes we recommended are not included in the published policy. Requests have been submitted that these policies be looked at again. The layoff committee is being formed to review this policy as well. A letter was sent to President Myer regarding the Total Rewards letters that were to be distributed in September. Carol was pleased with the quick response and the outline of where HCS is in this process was shared with the Senate.

IX. **Old Business:**

There is no old business.

X. **New Business:**

There is no new business.

XI. **Senate Standing Committees:**

a. Communications Committee

The Roar newsletter went out via email in the middle of last week. Please email any suggestions you have for articles to Emily Johnson.

b. Governmental Affairs Committee

Just a reminder that October 18 is the last day to register to vote.

There is still a vacancy for the At-Large Senate spot. Nominations will be taken at the November meeting for that spot and a vote will be taken at that time. Please consider your nominations between now and the next meeting.

c. Recognition Ceremony Committee

There is no report.

d. University Affairs Committee

Their next event is the Open Forum on November 3. Be thinking of questions to ask of General Myers, Cindy Bontrager and Jeff Morris. Carol Marden and Carrie Fink will also be on the panel. Send any questions to Carol Marden.

XII. Campus Committee Reports:

a. Campus Recycling Advisory Committee

There is no report.

b. Campus Planning and Development Advisory Committee

There is no report.

c. Campus Environmental Health and Safety Committee

There is no report.

d. Commission on the Status of Women

They will have their first meeting on October 18.

e. Weapons Advisory Council

The policy is at the Board of Regents Governance Committee and it will be reviewed during their meeting next week.

f. Search Committees for Deans and Above

There were more than 50 applicants for the University President position and they are now being reviewed.

There is a committee being formed to begin the search for a new Vice President of Human Capital Services.

g. Parking Council

Their first meeting is October 21.

h. Other

XIII. Adjournment: The meeting was adjourned at 2:09 pm.

Next Meeting: November 9, 2016, Cottonwood Room, Student Union Speaker will be Cindy Bontrager, VP of Admin and Finance