

MINUTES

K-State University Support Staff Senate

August 5, 2015, 12:30 p.m. – 2:30 p.m.

Cottonwood Room, K-State Student Union

I. Call to Order

Meeting was called to order at 12:31 p.m.

II. Roll Call

Present: Jackie Anders, Yvonne Bachura, Richard Brenner, Susan Erichsen, Carrie Fink, Stephanie Fox, Brittany Green, Steve Greinke, Susan Hazelbaker, Kerry Jennings, Emily Johnson, Randall Lindstrom, Gina Lowe, Carol Marden, Cheryl Martin, Brenda Nowakowski, Rob Reves, Janice Taggart, Becki Bohnenblust (for Lindsay Thompson), Susan Shuman (for Pam Warren), John Wolf, Kari Zook
Excused: Ruth Bundy, Amy Capoun, Lindsay Thompson, Pam Warren, Michael Seymour, Felisa Osburn, Maria Thurmond

III. Guest Speaker: Amanda McDiffett, Director of Benefits, Human Capital Services

Amanda told senators about the new wellness initiative that Human Capital Services (HCS) has been promoting this year. In the first half of 2015 they focused primarily on financial wellness and what that looks like for employees at K-State. There will be more financial wellness workshops later this fall. HCS is also planning on beginning a new physical wellness promotion this fall. It will run from September 13, 2015 until October 10, 2015. Employees will be encouraged to walk 10,000 steps per day. At the end of the promotion, the department with the most steps will be named the 'Most Active Department.' The Qualtric Survey system will be used to collect weekly movement data from departments. Pedometers will be available, and HCS is currently working on securing employee discounts for Fit Bits and other fitness wearables. Promotions for the physical wellness initiative will begin September 1. Information will be posted on the HCS website, in K-State Today and employees may see posters in their departments regarding the initiative.

Cheryl Martin asked about the process an employee would go through when they are considering retirement. Amanda stated that the first step would be to contact the Benefits Office to schedule a face-to-face retirement planning appointment. The retirement process for USS employees is outlined on the HCS website at: <http://www.k-state.edu/hcs/benefits/retirement/retirement-planning.html>. Employees should click on the 'KPERS Participants' hyperlink.

The Benefits office is staffed by four employees. **Amanda McDiffett** (Director), **Stacey Divine** – Accident Reporting, KPERS Retirement and Worker's Compensation, **RJ Steelsmith** – FSA, Health Insurance, HSA and KPERS/TEA Life Insurance, and **Catherine Newsham** – Long Term Disability, Learning Quest, Phased Retirement, Shared Leave Program, and Tuition Assistance.

Amanda also mentioned the TEA Board is looking at making improvements to the TEA group. More information will be available at a later date.

IV. Minutes: July 1, 2015

A correction was submitted by Gina Lowe to change the name Gloria Young to Victoria Young. John Wolf moved to accept the minutes with the correction. The motion was seconded by Rob Reves. Motion carried.

V. Budget/Treasurer's Report – Susan Erichsen

Susan Erichsen reported for the period of June 3, 2015 – July 31, 2015. Foundation account C-21151-CS has a balance of \$73.85; Foundation account C-21155 – CS has a balance of \$427.01; Foundation account C-23750 – CS Awards Ceremony has a balance of \$0; State account NMAF205629 has a balance of \$2,683.18; for a total of \$3,184.04. Cheryl Martin moved to accept the budget/treasurer's report. The motion was seconded by Rob Reves. Motion carried.

VI. Human Capital Liaison – Gina Lowe

Deb Eakes is the new Administrative Officer in the Office of Institutional Equity. On September 18 there will be a Dorothy Thompson lecture. More information regarding the topic/speaker of the lecture will follow at a later date. August 12, 1:30 pm, K-State Union Room 227, Human Capital Services will be hosting a feedback session regarding the new HCS website. This feedback session will give the K-State community an opportunity to provide feedback on the new HCS website.

Carol Marden mentioned that she was asked by a USS constituent if there was a policy on bullying at K-State. Gina stated that currently there isn't an official policy, but it could be considered a Principle of Community violation as well as failure to maintain a harmonious work relationship. The disciplinary action process outline in PPM Chapter 4020 could be used to correct this issue. Gina did mention that recently there have been discussions in HCS regarding this issue. She hopes to have more definitive information available for senators at the next meeting.

John Wolf asked about the job survey completion rates among USS supervisors. He also asked what would happen if a supervisor did not complete the survey and if an employee could view their supervisor's response. Gina did not have this information, but said that she'd look into it and follow-up with senators at the next meeting.

Janice Taggart requested an update on early retirement. Gina said that there was no information available at this time regarding early retirement.

VII. Executive Council Report – None

VIII. USSS President's Report – None

IX. Senate Standing Committees

A. University Affairs Committee – Carol Marden

On November 4, 2015 there will be an USS Open Forum held in Forum Hall from 2:00 – 3:00 pm. A March date was proposed for the Spring Forum, however, we will need to find another date due to schedule conflicts. The date for the Spring Forum will be announced at the next senate meeting. We are planning to have both forums livestreamed. The Benefits

Expo will be held on October 1. The sign-up sheet for manning Senate's table will be made available at the next senate meeting. Carol reminded senators about the pictures that will be taken at the next meeting. The bios for the new senators will be posted after their pictures have been taken.

B. Communication Committee – no report

C. Governmental Affairs Committee – no report

D. Recognition Ceremony Committee – Brittany Green

A speaker for the 2016 USS Recognition Ceremony has been identified. Confirmation will be given to the senators at the next meeting after the speaker has given their confirmation.

E. USS Employee Opportunity Fund - Susan Erichsen

One book reimbursement was awarded.

X. Old Business – None

XI. New Business

Cheryl Martin asked about the Kansas law stating that it's up to a supervisor's discretion whether or not their employees could take two 15 minute breaks during their work day. She asked if there was a way to make breaks a mandatory privilege for K-State employees. Gina said there was not, however, this could be something that Amanda McDiffett addressed with the upcoming physical wellness initiative. She said Derek Smith is currently working on redrafting PPM Chapter 4220 and this may be able to be covered in the PPM. Gina said she'd mention this to him.

The new recruitment process went into effect August 1. The streamlined process will be implemented by all departments by August 15. There's also a new hiring toolkit available on the HCS website.

88% of USS employees and 78% of unclassified employees completed the job analysis survey. The next step will be to conduct a market analysis, which will also include a living wage analysis. The findings will be reported at a January 2016 cabinet meeting. If there are job families/positions that are deemed 'not market competitive,' there will be a discussion regarding potential funding strategies to pursue to make the positions market competitive.

XII. Campus Committee Reports

A. Climate Survey Committee – No report

B. Parking Services Committee – Their next meeting will be in September.

C. Recycling Committee – No report

D. Service & Maintenance Committee – They've been discussing the campus asbestos policy. They are currently working on securing documentation from administration of asbestos 'hotspots' on campus so that K-State Facilities employees can be aware of any potentially dangerous worksites during their work day.

E. Search Committees for Deans and above – John Wolf reported that a hire recommendation had been made for the VP of Environmental Safety position.

F. Other – No reports

XIII. Adjournment

Susan Hazelbaker moved to adjourn the meeting. Rob Reves seconded the motion. Motion carried.
Meeting adjourned at 2:07 p.m.

Next meeting: September 2, 2015 12:30 p.m., Cottonwood Room, K-State Student Union. **Pictures will be taken at 12:00. Please arrive early!**