

Minutes
K-State University Support Staff Senate
August 9, 2017
Cottonwood Room – Student Union

I. Call to Order: meeting was called to order at 12:36 p.m.

II. Guest speaker on KSU Recycling: Director of Recycling, Bill Spiegel

III. Guest Introduction: Vice President of Human Capital Services, Jay Stephens. Carrie has met with Jay. Unfortunately Jay was unable to attend today's meeting.

IV. Roll Call:

Present: Roxann Blasi, Becki Bohnenblust, Ruth Bundy, Jane Cleveland, Carrie Fink, Stephanie Fox, Tara Fronce, Steve Greinke, Vickey Grochowski, Aimee Hawkes, Susan Hazelbaker, Annette Hernandez, Emily Johnson, Joy Knutson, Doug Kraemer, Randall Lindstrom, Gina Lowe, Carol Marden, Cyreathia Reyer, Dennis Ryan, Cathleen Stotts, Debra Wilcox.

Excused: Kelly Ingalsbe, John Wolf.

Unexcused: Paula Moseley, Brenda Nowakowski, Susan Shuman, Barbara Wells

IV. Swearing in of New Senators:

President, Carrie Fink swore in the following new Senator: Dennis Ryan, Hale Library.

V. HCS Liaison, Gina Lowe

Learning & Development:

We are gearing up for NFUPO on August 15th. In addition, L/D is facilitating Innovation sessions in September to discuss content for development as a result of the needs assessment. We have also wrapped up the GAP analysis with the Needs Assessment as well.

Compensation & Organizational Development:

Reclassification Process:

We are working with other teams in HCS to get the full process finalized and once we have approval from president's cabinet, we will release the new process. We have also tested this new process with several teams, and have made adjustments to streamline. None of the reclassifications sent through as part of the testing phase have been released to the departments, and they will not be finalized until the new process is released.

Updated Job Descriptions:

Now that the job descriptions have been in use for four months, we have re-reviewed and cleaned them up. The revised job descriptions will be available on our website next week. These were minor changes to clear up issues and questions we've received, grammatical errors, and changes to ensure consistency among descriptions.

An educational equivalency will be implemented with the updated job descriptions. This allows departments to use an educational equivalent (2 years of experience for each year of education) for any titles that allow the equivalency (as noted in the revised job descriptions).

Labor Relations:

Meet and confer has concluded and the proposed MOA has been approved by the university and the union. We are awaiting approval of the Board of Regents and the Secretary of Administration. (Expected late September or early October)

VI. Admin & Finance Liaison Report: Tara Fronce reported Conceal Carry regulations go into effect on July 1. Further information is available on the KSU Public Safety webpage.

VII. Minutes: August 9, 2017: Cyreathia Reyer moved to accept the July Meeting Minutes. The motion was seconded by Doug Kraemer. Motion Carried.

VIII. Budget/Treasurer's Report: President, Carrie Fink reported the ending balances as of 7/31/17 for the following: Foundation Account (C-21151-CS) ending balance is \$9,388.97. The Foundation Account (C-21155-CS) ending balance is \$242.35. The Foundations Account (C-23750-CS Awards Ceremony) ending balance is \$0.00. The State Account (NMAF205629) ending balance is \$2,947.27. Total Funds available as of 8/8/17 is \$12,578.59. Steve Greinke moved to accept the budget/treasurer's report. Becki Bohnenblust seconded the motion. Motion Carried.

IX. President's report: Carrie and Cathleen met.

1. **Compensation** – pay adjustments have been figured out. 2.5% COLA increase.

Impacts - The compression issue continues at some departments, which was unintended. The departments have made adjustments. The University does not have the funds available to take care of the compression issues. The legislature is aware of the poor wording in the announcement. Less than half of the Kansas employees got a raise. There is a committee organized to look into the matter.

Feedback – The leave time issue is being looked into and something will be coming in K-State Today.

2. **Reclassification Update** – Has been an off and on topic past few months. Letters received requesting Revamp position descriptions and titles. Some titles are degrading and the starting salary is lower, as an example look at the Custodial positions.

3. **Veteran's Preference** – Used to be offered but when we left Civil Service that went away. The President's Cabinet is discussing the matter.

4. **Efficiencies** – There has been discussion about using Time Clocks as a way to cut down on time spent entering data in Facilities, Vet Med, Housing & Dining. This is referred to as "badging in and badging out". There has not been any discussion of this at the Cabinet level. There would be a lot of kinks to work out along with many concerns. It would possibly be implemented in Facilities in the next year and then University wide.

5. **Meeting with Other KBOR Schools** – Cathleen, Carol, Annette, Vickie worked with other schools for 1 day. September is the presentation to the BOR. Look at enrollment, talk about layoffs and policy being revised.

X. Old Business:

The next meeting, September 13th will be taking the USS Senate picture. Please remember to wear your USS Senate polo shirt. If you do not have a polo shirt, please give your shirt size to Kelly. If you do not have a name badge, please let Jane know.

XI. New Business: None.

XII. Senate Standing Committees:

- A. **Communication Committee** – Meeting today.
- B. **Governmental Affairs Committee** – No report. Meeting at 12 p.m. on 9/13/17
- C. **Recognition Ceremony Committee** - No report. Carrie has idea for speakers at the event.
- D. **University Affairs Committee** - No report.

XIII. Campus Committee Reports:

- A. **Campus Recycling Advisory Committee** – Had presentation today. No report.
- B. **Campus Planning and Development Advisory Committee** – No report.
- C. **Campus Environmental Health and Safety Committee** – No report.
- D. **Commission on the Status of Women** – No report. Felisa Osburn, (former USS Senator) is the commission chair and she will send us information after their meeting.
- E. **Weapons Advisory Council** – Gearing up for the students. Encourage everyone to take the online training.
- F. **Search for Deans and Above** –
 - i. **CIO** – 4 candidates will have open forums the week of August 14th. President Myers will make the final decision.
 - ii. **Global Campus** – The position description is finished. The position is on the Website and they have received applications.
 - iii. **Dean of Veterinary Medicine** – is moving along. USS senators, Susan Hazelbaker and Roxann Blasi are on the search committee.
 - iv. **Vice President at Polytechnic** – is upcoming.
- G. **Parking Council** – No report.
- H. **Other** – Shirts for new Senators will be ordered, please provide shirt size to Kelly if one is needed.

XIV. Adjournment: Meeting was adjourned at 2:33 p.m.

Gina Lowe moved to adjourn the meeting. Annette Hernandez seconded the motion. Motion Carried.

Next meeting: September 13, 2017 – 12:30 p.m., Cottonwood Room – Student Union