

Kansas State University Support Staff Senate Minutes
December 5, 2014 12:00-2:30 pm

I. President, Kerry Jennings called the meeting to order at 12:00pm

II. Roll Call

Present: Amy Capoun, Susan Erichsen, Carrie Fink, Janet Finney, Doris Galvan, Brittany Green, Steve Greinke, Kerry Jennings, Connie Kisse, Gina Lowe, Carol Marden, Lesa Reves, Terri Savage, Janice Taggart, Pam Warren, Julie Wilburn, John Wolf, Kari Zook

Absent: Janel Harder, Cheryl Martin, Michael Seymour, Michael Seymour II

Excused Absence: Michael Ashcraft, Emily Johnson, Sharon Maike, Rob Reves, Lindsay Thompson, Heather Tourney

III. Guest Speaker, SGA Vice-president Cody Kennedy (attending on behalf of Reagan Kays)

Cody Kennedy, VP of student Body was in attendance to discuss Lifeline 911. Reagan and Cody are this year's President and Vice-President for SGA. They ran for office under the following three platforms: Education, Passion and Life

- a. Education- Tutoring has been a point of focus for this platform. Ten locations on campus were currently available for tutoring assistance but no collaboration between the centers made for complications and lack of consistency. A goal was to create a way to have the tutoring centers more accessible; September 15, 2014 launched the first tutoring website allowing all students to learn about the variety of tutoring opportunities. Also SGA is working on making funding more institutional for these tutoring centers.
- b. Passion- This platform included focusing on student organizations and how SGA can serve them. Previously there was a list of organizations but there was no consistency on what information would be listed, if a webpage would be available, or how up to date the information being displayed was. OrgSync came to campus to work with our 475 organizations to find a 'home' here at K-State. Every organization is currently using OrgSync thanks to an Orgsync week where people could learn how to use the software.
- c. Life- Introduce a medical amnesty program was the highlight from this platform. Documentation was presented today to Senators in the hopes of getting support from USS Senate. The ultimate goal is to have Lifeline 911 put into the PPM's to make it a policy here at K-state.

The purpose of lifeline 911 is to protect students from institutional discipline brought upon them because they reported a medical emergency. For example, two students visiting a house party were both entities have been drinking even though they are underage. Once in the residence halls, one student observes the other in distress. Both students would be protected if one student called for medical attention for the other student. Coverage for both students would be at the university level, such as protection of being dismissed from the residence hall. This does not impact any legal issues the student may be liable for; only

protection from sanctions based upon the student conduct policy would be included in this amnesty; it does not protect the student from other violations to the law.

Discussion followed regarding the verbiage being used in Line 71 and the three strike policy. The first strike mandatory conversation with student life currently already happens; second strike will involve project ABS plus the meetings with student life and student life also has option to contact parent back home; third time, the conversation with a parent/guardian is left up to student life based on conversation with student.

Cody explained that we know underage drinking happens and this is not advocating for underage drinking, simply to give protections so students will call for assistance when needed. SGA has been in conversation with Student Life on creating this policy, Greek Affairs, student attorney Sarah Barr, the President's Office and Provost Office. In addition RCPD and EMS have had active conversations regarding LifeLine 911 along with local prosecutors. This is also being sent to general counsel for review.

Janice Taggart asked how a student not drinking is handled currently and Cody explained this policy would not apply since the student did not break any laws. Only would apply to a student drinking.

Janet Finney asked if they ask where the alcohol was came from. Cody did know, however this is about protecting the student from disciplinary action by the University.

Steve Greinke wondered if amnesty extended to other laws that were broken while drunk since usually drinking brings other problems too. Cody explained this only covers the act of drinking not the actions while drunk. The goal is to protect the friend that is reporting the situation. Cody was going to follow up with Heather Reed possible for greater clarification.

Carol Marden asked for clarification on the current policies. Currently there is a first conversation with student life and then a second conversation that includes contacting parents/guardian. FERPA says we can contact the emergency contact after first contact. The biggest difference between current policy and new policy would be the additional ABC portion as Cody is unsure if that is currently in practice now. Janet Finney wanted to know if students currently are dismissed; and currently it is a situation by situation basis and many students that complete the ABC program are not dismissed.

Brittany Greene questioned who is contacted for the student as some student may not have a guardian or may have other situations where contact with a parent may not be advisable. These conversations are left to the discretion of student life and this is part of the initial conversation had with student life so they can be sensitive to unique situations.

Steven Greinke asked if student visas are impacted. This could be possible, but the Lifeline 911 program is about University sanctions, and if other laws are broken they can have impacts. A lot of this comes into the student life conversation.

Carrie Fink asked how students will be contacted and timeline of guidelines to ensure the student responds in a reasonable time to Student Life. This had not been discussed yet but Cody will look into the addition of this wording.

Kerry Jennings asked for Cody to give some information on how many other Universities are doing this program. Cody provided the following statistics: 275 colleges take part including KU. Wichita State is having conversation too however KU is currently the only school in Kansas with this in their policies. KU has been practicing this for 5 years and have used the policy 2-4 times a year; this could mean that 15 lives have been impacted and possibly saved.

Steven Greinke asked for clarification if this includes other substances; currently this does not cover other illegal substances. It has been asked previously by city prosecutor for that to be added however at this time it was decided amnesty will only pertain to alcohol since drugs are totally illegal and therefore there is not the same age line.

Cody summarized the conversation by stating this is very important to him and Reagan since they campaigned to do this and get this part of the PPM. A resolution from us would be appreciated. Cody will ask about deadlines for response.

Livesafe app is now being used as well on campus and can be downloaded to your phone. An example of how this app would be used is a student walking on campus can turn on the Livesafe app and it will track GPS location, allowing someone to walk with you and track the student as the walk. If while walking they find a suspicious situation a report can be sent directly from app to police and has voice and picture capabilities. It is university specific so you will need to select K-State and they will be given the personalized information for our campus. Others can download (parent) and 'walk' with the person. If something happens that person would be able to contact emergency personnel.

IV. Guest Speaker Cheryl Johnson- VP of human capital

Cheryl Johnson was in attendance as a follow up from the August Senate meeting. Cheryl provided the following overview. They have started the restructure and have two positions opening still. Institutional Equity will be national search and this process has started; Compensation and Organizational Effectiveness have added staff to that area. There is currently a search open for additional investigator in institutional equity. It is believed they are being intentional with what they are accomplishing and the order it is being done in.

Hiring Process has been identified as one of the areas currently being worked on. There are 47 steps to hire a person regardless of the position. During the beginning of February, 20 people will come and help to look at inefficiencies to identify areas of improvement.

Focus groups for compensation philosophy are almost done with only Olathe and Salina left. There have been some common themes and some that are group specific. Open forums will be completed by March. USS will be priority once the compensation philosophy is created. There have been some concerns with how K-State is tracking graduate students and the affordable health care act; they have found way to be in compliance without tracking graduate student hours.

Financial workshops will be offered next year that will be interactive and include spouse/partner since finances are a family decision. The discussions will be organized by life cycles (starting job, women, LGBT, retirement, etc.) which will allow for the ability to plan based off of their current situations. Workshops will be offered at different times to allow for participation.

Steven Greinke asked how ratings are done for hiring because he believes there are temporary employees that have proven themselves reliable and are getting passed over for permanent employment based on an external candidate's experience. Steven recommended creating a way to hire the proven candidate and give that experience on campus some weight when hiring.

Steven Greinke asked that greater explanation on Affirmative Action investigation be given. Currently there is not a lot of guidance on how much investigation needs to be done prior to the reporting to AA.

Janet Finney asked who has been hired to do retirement. Currently Human Capital is still doing interviews for the HRPIII. Connie Kisse confirmed with Cheryl Johnson that people can still get retirement assistance from Human Capital because some departmental human recourse specialists may not have detailed knowledge of retirement procedures.

Kerry Jennings stated some individuals had reported having problems getting by the first desk to get to the proper person in Human Capital. They have spoken with those that answer the phones to ensure people can get information and everything is in order. Cheryl would like continued updates on this so that HC can learn and do things better. If individuals walk-in to Edwards Hall Cheryl Johnson stated they would find someone to speak with them and not turn them away.

Cheryl requested that feedback regarding open enrollment feedback be given as well if improvements can be made.

Carol Marden asked if dates were set for the forum regarding compensation. There are no dates yet but it will be announced in January. The forum will include why things made it into the philosophy and why things were left out.

Steve Greinke asked for an update on a new negotiation with KAPE agreement. Gary Leitnaker is currently working on this and will have more information in the future.

Julie Wilburn asked for an update on the vacation leave conversation. The Board of Regents still appears to be favorable about this however Legislation will need to be clarified this upcoming session.

Kerry Jennings questioned the bereavement leave policy because USS does not include niece and nephew as a relative but faculty and faculty senate do. This is possibly in the new handbook and will be looked into.

Other leave was also discussed including shared Leave and advanced leave. Currently a committee reviews requests for shared leave. Discussion proceeded regarding the ability of people requesting shared leave prior to using advanced leave. Currently employees may borrow up to 80 hours and payback in future pay periods. The idea was created so people would not feel obligated to come to work when sick. Shared leave is not paid back. People are concerned of employees abusing leave and then using the shared leave and taking advantage of the program. Shared leave should not be used for common illnesses and daily things. It is in the policy that it should not be granted to people with attendance problems previously and there are some people that have been denied. If department has never brought up leave issues for an employee, they cannot deny shared leave because there is no documentation they have had issues. Also, Shared leave cannot be used for the same illness which can cause difficulties for some staff, for example cancer patients that receive multiple treatments over multiple years.

Sick leave for individuals after retirement goes into a pool and that can only be used by the end of the month in the shared leave program. There is a lot of leave there that is going unused. If there is not a pool of money available in a month where shared leave is granted, employees have to reach out to others to donate. Lesa Reves shared experiences illustrating the purpose and need for shared leave. Departments are currently running this and there is a concern that this should be more controlled by Human Capital so everyone has equal opportunity for shared leave. Gina will find out additional information on the committee and how it is comprised and report back to Senate.

Brittany Green stated that she is happy to see the changes to Human Capital and always is able to get an answer to questions.

V. **Minutes: November 5, 2014**

John Wolf moved to approve minutes. Steven Greinke made a correction to his comment. Motion was made to approve minutes with change Janice Taggart seconded the motion. The motion carried with the requested changes.

VI. **Budget/Treasurer Report**

\$1,800.00 came in from university all-campaign. Susan Thomas has not been replaced so there are some expenses that have not been included, such as benefits fair. They have hired someone and they will be starting in another week. We have distributed 3 Meritorious Service Awards. Steven Greinke moved to accept to report. Lesa Reves seconded the motion. After no discussion; motion carried.

VII. Human Capital Liaison

Gina's report was covered with Cheryl.

VIII. Executive Council Report

No report

IX. USS President's Report

President's Advisory Meeting report was held at the Biosecurity Research Institute. Main building will be 6 times bigger when completed. Currently resolution for funding expires Dec 11th. Everyone in attendance agreed it is not a question of 'if' they will fund, it is 'when' they will fund it. KSU NBAF timeline says it will be operational in 2023. They say that it takes that long to close Plum Island. Hight of construction time periods will include 2018-2020 when an average of 800 workers a day will be on site. Parking and traffic issues will impact us.

Provost Mason brought up out of country travel for discussion. Currently there is no clearinghouse on campus that knows where everyone is when traveling outside of the country. Currently the Provost office does not have access to a central location with this information but they would like to be able to locate individuals when they are in dangerous countries or have health issues. It is still in the early planning stages and is not to restrict travel, but simply to aid in locating individuals when needed.

X. Standing Committees

Recognition Ceremony - ceremony is moving forward, Committee has gone from 12 to 8 people so if people want to help please contact Doris after the meeting.

University Affairs & Communication- An open forum is trying to be scheduled with President and USS staff. First available is March 6th however State of the University is March 5th. We had spoken about having this in February 2015 because that is when the budget is being developed, but because we have representation on budget committee that timing may not be a concern. A decision was made to meet with President in April/May. Also, Senator pictures will be sent to senators by the end of the week.

Communication Committee- ROAR will go out next week to campus.

Governmental Affairs- University Support Staff Counsel (USSC) will have conference call to see what the vote of the other units are regarding reporting to Council of Presidents (COPs)

or KBOR. KU is moving to one senate and in the future because there continues to be fewer USS employees on their campus; this may change dynamics of USSC. Joint meeting occurred yesterday with all Senates at k-state, and we will continue to do this monthly meeting so we can collaborate as a group and know what the other groups are doing.

USS Employee Opportunity Fund - 3 Meritorious Awards were given to three employees in the Library.

XI. Old Business

Letter to President is still being completed regarding Health Benefits changes.

At the last meeting the Social Media policies were discussed. In follow up Carol Marden approached General Counsel and that policy is not moving forward. Carol is currently gathering additional information. Gina did not get that impression at the faculty senate meeting yesterday so additional information is needed. Clarification was gathered regarding employees serving two roles (Student and employee) on campus and individuals with multiple roles have these roles in certain order meaning if you are a student and employee the employee classification is their primary role. If an employee believes they are terminated inappropriately then appeal procedures will be used.

XII. New Business

A look at bereavement leave is necessary to analyze policy and compare to faculty and unclassified bereavement leave policies. The University Affairs committee will look at policy. Gina recommends taking away 'close relative' and let the situation dictate the leave. Documentation will be brought to future meetings regarding options and suggestions to change the policy. Lesa noted the bereavement leave changed approximately two years ago to include aunt/uncle. Additional questions to look at include: Does six days need to be consecutive? What is a close relative and how do supervisors interpret this wording differently.

Carrie Fink noted that the plaque in Anderson still says Classified Employee of the year and that will need changed in the future to represent our new name.

Kerry Jennings announced the holiday reception is December 15th and we have been asked if we assist as greeters. Signup is available.

Carol Marden asked how the presentation by Cody earlier in the meeting was going to be handled; Cody asked for a resolution of support. Brittany Green would like language added for timeframes for ABC class and meeting. Pam Warren recommended the timeframes for response be added before we approve. John Wolf presented a motion to support the LifeLine 911 program with the recommendations concerning timeframe guidelines. Steve Greinke seconded the motion. Discussion pursued. Motion carried.

Steve Greinke would like a representative from VP of Administration be invited to Senate Meetings, however BOR meeting are the same day as our Senate meetings. Lindsay Chapman from General Counsel has said that she would be happy to visit with us if we extend an invitation).

XIII. Campus Committee Reports

ASC- ALL PERBS have been dismissed.

Climate survey- Survey has closed and they are meeting tomorrow. Student participation was not high enough to produce results. Overall 25% participation was achieved. Awards will be announced before next semester.

Parking Services Committee- Ryan gave plans for campus in the future. First the chilled water lines starting 17th will be replaced and reopen as a 12ft sidewalk; this will begin the goal of a closed campus. Closed campus brings up concerns, such as increase traffic on North campus and deliveries. John will let Senate know when they are having a closed campus meeting. Also there was conversation regarding larger vehicles and requesting them to pay more however some feel AG students would be negatively impacted.

Service and Maintenance Committee- Accident rates has gone down. Also, lights at Stonehouse are on. Janet Finney noted the lights are out west of president's house. There is an idea that if you call in a burnt out light that you get billed for it which possibly prevents lighting issues from being reported. If police are driving through area, they should be able to call in lights that are out too. Gina mentioned this may be part of the position description for Public Safety officers.

Search committees- Dean for Veterinary Medicine had 120 candidates.

Lesa Reves- Wishes everyone Merry Christmas and moved to adjourn the meeting. Janice Taggart seconded the motion. Motion carried.