

AGENDA  
K-State University Support Staff Senate  
December 2, 2015, Noon  
No Executive Session  
JP's Sports Grill

I. **Call to Order** – Called to order at 12:34 PM.

II. **Roll Call**

**Present:** Jackie Anders, Yvonne Bachura, Ruth Bundy, Amy Capoun, Susan Erichsen, Stephanie Fox, Brittany Green, Steve Greinke, Susan Hazelbaker, Kerry Jennings, Emily Johnson, Carol Marden, Cheryl Martin, Brenda Nowakowski, Felisa Osburn, Michael Seymour, Janice Taggart, Pam Warren, John Wolf, Kari Zook  
**Excused:** Richard Brenner, Randall Lindstrom, Rob Reves, Brian Sheaves, Lindsay Thompson **Unexcused:** Carrie Fink

III. **Minutes:** November 4, 2015 John Wolf moved to accept the minutes. The motion was seconded by Cheryl Martin. Motion carried.

IV. **Budget/Treasurer's Report** - Susan Erichsen reported for the period November 1, 2015 – November 30, 2015. Foundation account C-21151 - CS has a balance of \$3570.25; Foundation account C-21155 - CS has a balance of \$385.72; Foundation account C-23750 - CS Awards Ceremony has a balance of \$0; State account NMAF205629 has a balance of \$1,152.26; for a total of \$5108.23. Brittany Green moved to accept the budget/treasurer's report. The motion was seconded by Cheryl Martin. Motion carried.

V. **Human Capital Liaison** – No report.

VI. **Executive Council Report** – No report.

VII. **USSS President's Report**

Below are summaries from various meetings attended by the USS President within the past month.

**a. Weapon's Policy**

11-11-2015 Introductions were made, the weapons fact sheet was reviewed. After review, recommendations for changes to KBOR's policy were discussed. The committee decided some clarifications on the policy were needed. The committee agreed to meet bi-monthly.

K-State Faculty and Staff e-mail addresses have been forwarded to Ft. Hays State so we will be able to participate in the all Regent's Schools independent survey about the Weapons Policy.

**b. Climate Survey**

11-9-2015 Recommendations have been forwarded to the President and Provost. After they have had a chance to meet and review with VP Ruth Dyer they will be published in K-State Today.

**c. Joint Governance – City/University Funds**

11-12-2015 Agreed to list of recommendations to forward to President Schulz.

1. Lighting of bike path from Jardine to College Avenue
2. Design and planning study of the water shed infrastructure

3. Sidewalk at Smurthwaite and Clovia
4. Traffic study of walk beacon around the perimeter of campus
5. Two bike repair stations

We are also going to submit a separate letter requesting a bus stop committee be formed – if it is already formed, request status of the committee.

**d. VPR Search**

11-16-2015 Reviewed meetings from last week with John Hicks of Academic Search, Inc. and search status. Overview of what worked and didn't work from the last VPR search. Discussed timeline and whether or not to have airport interviews or Zoom meetings with initial candidate selections. Next meeting will be during the week of December 7, 2015.

**VIII. Senate Standing Committees**

- A. University Affairs Committee – The committee will continue drafting the letter regarding the Peer Review Committee. They hope to have a draft available for senators to review at the January senate meeting. They will also begin working on the spring open forum. They are still receiving questions, which will be asked at the next open forum.
- B. Communication Committee – No report.
- C. Governmental Affairs Committee – Bylaws were updated to reflect the separation of University Affairs and Communications Committee. Cats in the Capital will be February 17, 2016. They will be seeking volunteers in the future.
- D. Recognition Ceremony Committee – Nomination requests went out at the college level. An announcement will be placed in the K-State Today the first week in January. The deadline for nomination submissions (February 26, 2016) will also be posted on the University Calendar.
- E. USS Employee Opportunity Fund – nothing to report.

**IX. Old Business**

**a. Review of campus smoking policy**

Current campus policy allows smoking in designated areas. The tentative date for a tobacco free campus will be sometime in 2018. Senators were encouraged to inform their constituents of the 2018 projection date. Student and Faculty senate have both voted in favor of a tobacco free campus. At our last senate meeting, senators voted in favor of designated smoking areas. Carol Marden brought this to the attention of the senators and asked them if they wanted to keep this stance. After discussion it was decided that Kerry Jennings, a senator on the Environmental Health & Safety committee would communicate to them that Senate was still not in favor of a total smoking ban.

**X. New Business**

**Updated Senate Bylaws** – Janice Taggart moved to accept the changes in the bylaws as amended. John Wolf seconded. Motion carried. Kerry Jennings moved to change the bylaws to reflect the separation of University Affairs committee and Communications committee. Steve Greinke seconded. Motion carried.

**XI. Campus Committee Reports**

- A. Climate Survey Committee – Above, in President's report.
- B. Parking Services Committee – ATA has moved some of their parking spots. They will notify campus of the new locations. If you lose your parking permit, in order to get a new one, you will have to pay a prorated amount.

- C. Recycling Committee – no report.
- D. Service & Maintenance Committee – no report.
- E. Search Committees for Deans and above – College of Business Dean – the search will start January 2016. VP for Research – Campus visits will be held in March. Interim Associate Provost Search – The pool has been narrowed down to four candidates. A decision will be made before the holiday break. The selected candidate will begin work in January 2016.
- F. Other – **Award of Excellence Committee** – Deadline for nominations will be 5:00 PM, February 1. They hope to publicize this award more this year.

**Environmental Health & Safety Meeting** held 11/18/2015 - Captain Don Stubbings with the KSU Police Department presented information concerning KSU becoming a tobacco free campus. Currently the campus has smoking in designated areas but there is a desire from students to move to a tobacco free campus.

Captain Stubbings is coordinating the different groups into one focus group looking to move to a tobacco free campus. Once this group has a plan together, they will be applying for a grant to assist with communicating this change to the campus.

Part of the communication of this policy is to help instill in the campus patrons it is about respecting other patrons' personal environment, not as a punitive measure.

Discussion was held on providing safety training to the campus. Director Aguilera is looking into various platforms to provide this training. Some of the concerns are the costs associated with online training, who owns the training information if it is an online provider and how to tailor the training to the various groups.

Goals of the EH&S committee were discussed. The goal of increasing training across campus was discussed. What training is required for individuals now? How is this training tracked? It was discussed that some employees are not allowed time to take training while at work. Communication across campus to instill the need for trained individuals is imperative. This training is to keep our personnel safe but also to conform to mandatory requirements.

Employee training questions included how to document training. Is there a list that includes specific training new employees must take. Also, what job specific training requirements are on campus?

EH&S lacks resources currently to provide comprehensive inspections across campus.

### **Administrative Review for Cabinet Level Administration**

Theme 5 of the K-State 2025 goal of a Top 50 research university is directly related to developing workforce and leadership. With that in mind, President Schulz commissioned a committee to develop a process to evaluate Senior Administrators.

The committee reviewed several vendors and ultimately contracted with Korn Ferry to assist with the five year review of KSU Senior Administrators.

The process allows a 360 degree evaluation of Senior Administrators. This allows the administrator to share highlights of their work over the term being evaluated. In addition, the administrator can express goals they feel they need to work on to be better administrators.

There is feedback from various stakeholders including, USS, Unclassified Professionals, Faculty, peer administrators, students, external stakeholders. By including direct reports, customers, and peers this assists in the 360 degrees of feedback.

This feedback will have quantitative as well as qualitative input where individuals can write personal thoughts on the administrators' performance.

Once the review data is collected and totaled, the results are shared with the administrator under review as well as the President. The results will include the positive accomplishments as well as areas where the administrator can grow. This review includes the findings of what the campus constituents feel are important for the administrators position and what jobs the administrator may be doing that are not of significance to the University.

These reviews will be every five years for the administrators with a "mid-cycle" review to help reinforce the goals of the position and make corrections to the administrators' performance if warranted. New hires will receive a review in their first year as well.

## **XII. Adjournment**

**Next meeting:** January 6, 2016 12:30 p.m., Cottonwood Room, KSU Student Union

### **Upcoming Events**

March 29, 2016 – USS Open Forum with President Schulz, VP Cindy Bontrager and VP Cheryl Johnson  
2:00 – 3:00 p.m., KSU Student Union Forum Hall

April 27, 2016 – USS Recognition Ceremony  
2:00 p.m., KSU Student Union