

K-State University Support Staff Senate Minutes
February 4, 2015, 12:30 p.m. – 2:30 p.m.
Executive Council 12:00
Cottonwood Room, KSU Union

I. President, Kerry Jennings, called the meeting to order at 12:34 p.m.

II. Roll Call

Present: Michael Ashcraft, Amy Capoun, Susan Erichsen, Carrie Fink, Janet Finney, Brittany Green, Steve Greinke, Kerry Jennings, Emily Johnson, Connie Kisse, Gina Lowe, Sharon Maike, Carol Marden, Lesa Reves, Rob Reves, Michael Seymour, Michael Seymour II, Janice Taggart, Lindsay Thompson, Heather Tourney, Pam Warren, Julie Wilburn, John Wolf, Kari Zook

Excused: Doris Galvan, Cheryl Martin

III. Human Capital Liaison

- The bereavement policy is being looked at for change. A letter will be sent to Cindy Bontrager and Cheryl Johnson for approval and an immediate addition of niece and nephew to the policy. Kerry Jennings asked the University Affairs and Communication committee to draft a letter for approval at the next meeting.
- Lean 6 Sigma Yellow belt training was last week and several members from HCS and several people from all the across the university will be working to streamline the process of the hiring of unclassified, USS, and faculty staff.
- Assistant Director of Employee Relations recruitment has started.
- The interviews for the investigator position have taken place but they have not heard from the top candidate at this time.
- Carrie Fink asked how a supervisor would know if an employee is a union member to know if they qualify for the new bereavement policy. Kerry Jennings asked if there will be communication that will come out letting us know who is effected by union coverage. Gina did believe that there would be communication released once things are finalized.
- Brittany Green asked if Dr. Grice was going to discuss the organization of HCS so we know who to talk to about what issues. Kerry Jennings found a listing on the HCS website that had a good guide to have a better idea whom to talk to and their specialties.

IV. Guest Speaker, Dr. Cheryl Grice Human Capital Services

- Human Capital Services is currently working on the talent accusation process to streamline the recruitment process.
- It was asked that in screening applicants, is it a practice to choose an applicant giving someone more credit for education (an outside applicant) over someone that may already work for the University in a temporary capacity where we can actually see their work ethic. **Answer:** That is definitely not a practice that we want to see happen.
- Steve Greinke asked if an employee is promoted are they grandfathered in from background checks of which they may not pass a background check that is generally conducted for that position, how is that being addressed? For example the Center for Child Development and Biosecurity Research Institute require a KBI background check. **Answer:** If these are not being completed as required, that needs to be brought up so we can comply with these

requirements. The background policy will be tightened up and readdressed with the remodeling that is occurring in HCS. Carrie Fink asked if there is someone that has applied for multiple positions on campus, is each department completing a background check? **Answer:** It is possible, however, she thought it would pull up as a duplicate request.

- It was asked if positions could be advertised with a “working title”. It is done a lot perhaps when a state classification/title isn’t descriptive of what the position will be doing or when there is a lot of the same position being advertised to help differentiate between them. The state title is still given so they are able to reference the state positions to avoid confusion. Kerry Jennings asked who chooses to use the “working titles”? **Answer:** The departments can request that or HCS may choose to use them to be more attractive to applicants. Carol Marden stated that on the new job description forms there is a field for working title, if that is filled out is that what they are stuck with? **Answer:** Absolutely not. Carrie Fink asked if these options can be sent to all department so they know what type of options they have to expand their applicant pool rather than just the parts of campus that know this information taking advantage of this opportunity while others don’t know that it is possible. **Answer:** A lot of these sourcing options could be posted online to make the HR liaisons aware of these options.
- Kerry Jennings asked how it is decided to pay above step pay. **Answer:** HCS has identified positions that are hard to fill and/or have a small applicant pools. Those positions are given a guideline to hire those positions up to 10% above the step which cuts out the approval process. The positions that have not been given prior approval can request to pay above the step starting pay if the applicant has EXCEPTIONAL qualifications that are relevant to the position. There are some positions that do not qualify to start above the minimum such as the entry level positions. Carol Marden stated that she had noticed an Administrative Officer position that was hiring in a range starting at \$16.56 to \$19.00 which seemed higher than the 10% range. Are there some departments that are able to do that? **Answer:** Departments are supposed to stay within the 10% guideline.
- Michael Seymour asked with the pay ranges, how does one go from the lowest to the highest pay range? **Answer:** Those guidelines show the maximum that a person can make in that position. If a person is given a raise so many times, it shows the ceiling that that person can earn.
- John Wolf has a constituent that has been applying for an accounting I/II position that requires a college degree and she is getting a letter 3 or 4 days later saying that she doesn’t meet the minimum qualifications of having a degree, which she does in accounting. **Answer:** Cheryl stated to have this individual call her to discuss.
- Brittany Green asked how the Office of Institutional Equity (OIE) and Talent Acquisition are going to be working together. **Answer:** OIE will be working in the capacity that the office of Affirmative Action used to do as well as conducting trainings. In the past they have also been the ones that have done the approval process. Now, Talent Acquisition will take care of approval so a recruiting department will work with Talent Acquisition office for the complete recruitment process.
- Julie Wilburn asked which positions are the ones that are “hard to fill”? **Answer:** Trade positions, Information Tech, vet techs positions and sometimes cooks and service positions.
- Pam Warren asked if the minimum applicant pool is still 3. **Answer:** We need to show that we are trying to get a diverse, strong pool.
- Steve Greinke asked if there is a code of ethics for an interview panel. Example if the panel member has some sort of tie or relationship with the interviewee. **Answer:** If you are on a

panel and you discover that you have a relationship with one of the applicants it would be expected that you excuse yourself from the panel.

V. Minutes: January 7, 2015

The minutes for the January 7, 2015 meeting were reviewed. John Wolf moved to accept the minutes as written. Rob Reves seconded the motion. Motion carried.

VI. Budget/Treasurer's Report

Susan Erichsen presented the budget as of January 31, 2015. Foundation Account (C-21151-CS) has a balance of \$2,449.41; Foundation Account (C2115-CS) has a balance of \$427.01; Foundation Account (C-23750-CS Awards Ceremony) has a zero balance; and State Account (NMAF205629) has a balance of \$1,159.95; for a total of \$4,036.37. Lesa Reves moved to accept the report as written. Connie Kisse seconded the motion. Motion carried.

VII. Executive Council Report

Nothing to report

VIII. USSS President's Report

- Cats in the capital-February 18th 10 to 2:30.
- Kerry had a meeting with Cheryl Johnson and they are hiring an outside vender to help with the compensation plan. They have been talking with three organizations but no contracts have been signed or a company officially chosen.

IX. Senate Standing Committees

A. University Affairs & Communication Committee

Nothing to report

B. Governmental Affairs Committee

- Nomination update: there is at least one candidate for each seat available. Nominations are due on February 20th.
- Terri Savage has resigned her position. The committee is working to fill the position.
- Gina Lowe asked since HCS isn't under Administration and Finance any longer, does their representation need to change as well? That will be looked into.

C. Recognition Ceremony Committee

Cheryl Johnson will speak at the event that will be held on April 22nd.

D. USS Employee Opportunity Fund

1 Meritorious service awards were given and 3 reimbursements in the month of January.

X. Old Business

Bereavement will be tabled for another month.

XI. New Business

- Lesa Reves moved that since the ASC has been dissolved and there is no longer a need for an ASC Liaison outlined in Article 5 section 3 that we strike the last sentence in the bylaws. Rob Reves seconded the motion. Motion carried.
- Pam Warren brought to the table the mention of cleaning up our plaque in Anderson Hall representing our Award of Excellence winners from the years as Classified staff. For \$60 we

can get that cleaned up to be displayed next to the new plaque for University Support Staff. Rob Reves moved we clean up the plaque. Lesa Reves seconded the motion. Motion carried.

- The Compensation council is an advisory council that will be meeting with the company chosen and HCS and reporting back to the Senate on the progress. Brittany Green mentioned that with this group she would like to see some diversity in job types. Next month we will work on forming this committee.
- An email will be sent in an attempt to find members for the following committees (Service and Maintenance, Employee Safety Committee, and Parking Services).

XII. Campus Committee Reports

A. Climate Survey Committee

The rough draft for the climate survey conducted late last year will be completed by the end of February with the final draft anticipated by April 28th and 29th.

B. Parking Services Committee

300 stalls behind Weber Hall will no longer be available. The committee is looking for options to make up for these spaces.

C. Recycling Committee

The committee is in the planning phase for a lot of upcoming projects. Recycle mania is going on and ends in March.

D. Service & Maintenance Committee

The committee is looking at how many accidents have been occurring and where they have been occurring to identify areas that need more focus.

E. Search Committees for Deans and above

For the search for a Dean of Veterinary Medicine, the resumes are out for review and are due February 10th. Airport interviews will be conducted after that.

F. Budget advisory committee

The committee met to stay on top of what the legislation is doing to see how it will be affecting our budgets.

XIII. Other

- Pam Warren reported items from meetings she has been attending.
- Everyone go over the USS website. Submit any thing that needs changed to Kerry.
- USS Award of Excellence nominations are due February 6th.

XIV. Adjournment

Lesla Reves moved to adjourn the meeting. Mike Ashcraft seconded the motion. Motion carried.

Next meeting: March 2, 2015, 12:30 p.m., Throckmorton 2002, with Executive Council meeting at noon.