

K-State University Support Staff Senate Meeting Minutes

July 2, 2014, 12:30 p.m. – 2:30 p.m.

Cottonwood Room, K-State Student Union

I. President, Kerry Jennings, called the meeting to order at 12:30 p.m.

II. Roll Call

- A. Present: Amy Capoun, Susan Erichsen, Carrie Fink, Janet Finney, Brittany Green, Steve Greinke, Kerry Jennings, Emily Johnson, Gary Leitnaker, Sharon Maike, Carol Marden, Cheryl Martin, Lesa Reves, Rob Reves, Michael Seymour II, Janice Taggart, Pam Warren, Julie Wilburn, John Wolf, Kari Zook.
- B. Absent, Excused: Connie Kissee, Doris Galvan, Terri Savage, Michael Seymour, Heather Tourney.
- C. Absent: Michael Ashcraft, Janel Harder, Lindsay Thompson.

III. Minutes: June 4, 2014

The minutes of the June 4 meeting were reviewed, John Wolf moved to accept the minutes as written, Rob Reves seconded the motion. Motion passed.

IV. Budget/Treasurer's Report

Susan Erichsen reported for the period June 1 through June 30, 2014. Foundation Account C-21151-CS has a balance of \$1,812.95; Foundation Account C-21155-CS has a balance of \$427.01; Foundation Account C-23750-CS Awards Ceremony has a \$0.00 balance; State Account NMAF205629 has a \$0.00 balance; for a total of \$2,239.96. Janice Taggart moved to accept the report as presented, Rob Reves seconded. Motion passed.

V. Associate VP/Human Resources

- A. HR has been busy with reviewing and updating all PPM's that they have control of. It was a much more in depth process than originally thought since it has to be done by hand. Raises have been calculated and will be reflected on the paycheck for July 3rd. The first training for the appeals board was last week.
- B. John Wolf asked about the Affordable Care Act and if PeopleSoft could track total hours rather than just a total for that week. Since the problem with tracking is with the exempt employees it can't be tracked in PeopleSoft since that would make it linked to pay.

VI. Executive Council Report

It was mentioned during the Executive Council session that the university HR website still references Classified Senate. That will be discussed later in the meeting.

VII. USSS President's Report

The President's cabinet met. Kerry was unable to make it to the meeting due to the year closing Classified and Support Staff Council meeting in Emporia. It was a successful meeting. All regent schools elected to change to Support Staff and all chose to go with the name of University Support Staff Senate except for Emporia who went with University Support Staff Commission. All schools are excited to have the opportunity to have involvement in the raise process like their unclassified colleagues. KU is in the process of changing so all employees are in Unclassified positions. Gary Leitnaker mentioned that KU offered all USS staff members to go to Unclassified positions and 300 took the opportunity. It was verified that KSU will not be going in that direction.

Kerry mentioned in the last meeting that he was going to send an email survey to the Senators for ideas/topics and goals, etc for the year and after further thought he decided it wouldn't be anonymous to do it that way. In a solution to the problem, paper copies were passed around to all Senators to fill out and turn in.

VIII. Senate Standing Committees

- A. University Affairs & Communication Committee
 - i. Group pictures will be taken in the Fall.

- ii. New senators were reminded to get their picture taken and bio sent to Carol or Emily to be posted on the USS website. You can have your portrait taken for free for professional use with the University during Walk in Wednesday July 7, July 15, and August 19 from 10-12 and 1-3 in Dole Hall.
 - iii. The committee will begin working on the Benefit Expo and will soon have sample gifts for Senate to review for give-a-ways.
 - iv. This committee will be working closely with Kathy Kugle to get the website up to date with all of the Senate changes.
 - v. For the pictures from the Classified Awards Ceremony, Susan will be forwarding the link for the pictures to Kathy to post on the website and will have a write up in K-State Today.
- B. Governmental Affairs Committee-nothing to report
 - C. Recognition Ceremony Committee-nothing to report
 - D. USS Employee Opportunity Fund
 - We gave 3 awards for books for the summer semester. It was mentioned that the Employee Opportunity Fund needs to be advertised heavier so more employees know about the opportunity.

IX. Old Business

Name tags have arrived. Make sure you pick yours up.

X. New Business

- A. As per conversation with the Governmental Affairs Committee it is proposed that the following names are changed in the By-laws. Affirmative Action be changed to Office of Institutional Equity and Division of Continuing Education to the Kansas State Global Campus. Kerry requested a motion; Rob Reves moved that we approve name change as proposed to the bylaws. Pam Warren seconded motion. Motion passed.
- B. At the meeting in Emporia leave earnings were discussed. Lesa Reves referred to a document signed in 2011 and at that time, it was requested that Classified employees are brought up to the same vacation leave accrual as Unclassified staff. Both PSU & WSU had enhanced vacation leave in their proposal, but were required by KBOR to remove it prior to KBOR approval. The USSC decided they are going to try to get this approved again in hopes to make vacation leave compensation more equitable. The intent of this proposal is so newer employees are not at a disadvantage since they do not accrue much leave and many universities close for up to two weeks around the holiday and many have to take unpaid leave which causes a reduction of salary. Gary Leitnaker mentioned a point that Carol Marden brought to his attention, that the BOR Attorney recommended caution if pursuing and would need coordination with KSU Administration and Sue Peterson's Office. In pursuing this, current bills will need to be looked at to ensure leave will include USS and not just classified employees. If this step was overlooked there could be a possibility of new staff receiving the same leave rate as the state classified employees which would be a reduction from the enhanced leave that BOR USS receive.
- C. Michael Seymour II brought up the discussion of the new pay scale questioning that now that we are on the new pay scale, are their new guidelines on how to get to the higher pay scale. Gary Leitnaker let it known that there currently is not but it is being worked on. Kerry asked that since there are no steps, if someone is reallocated, how is it done to make sure they don't lose the old "steps". It will follow a percentage much like the old steps used to be. (5% between each grade)
- D. With employees on probation, there is no change as far as structure for grievances, etc.
- E. Susan Erichsen is working on ordering new shirts. She is hoping to have a new design by the next meeting. Janet Finney brought up that perhaps the new shirts didn't say "University Support Staff" so that they can be worn after you are no longer on senate. Further discussion will happen at a later meeting.

XI. Campus Committee Reports

- A. Alternative Service Committee
 - i. The appeals board was selected and consists of the following members: Tammie Campbell, Douglas Kraemer, Diana McElwain, Lindsay Thompson, Steve Wolgast, Austin Daugherty, Scott Jones, Carol Marden, Jacqueline Spears, Anne MarieTreinen, Shirley Arch, Brittany Green, Jane Montgomery, Jennifer Owensby, Delmar Westover. Carol Marden was chosen as the Chair and Anne Marie was chosen as Vice Chair. All new appointments after this first group will be three year terms.
- B. Climate Survey Committee

The next meeting is July 10. There hasn't been one in a while. During the last meeting they went over questions and information that was proposed during the open forums. Participation will be key from all areas of campus to be effective.

C. Parking Services Committee

- i. They won't meet until September.
- ii. Did the Ag department parking issue get resolved? It is resolved but unsure of the resolution.

D. Recycling Committee

They have been collecting a lot of "stuff". On July 11, it will be opened up to departments and an auction will be on July 17. Weber Hall is filling up.

E. Service & Maintenance Committee

- i. Departments are supposed to be cleaning out their chemical closets for recycle.
- ii. Steve Galitzer has retired.
- iii. Cardwell Hall has an Asbestos concern. Those employees that have been exposed and did not know there was Asbestos at the time have asked that a note be put in their file.
- iv. The smoking policy is still being worked on to move to the next level.

F. Search Committees for Deans and above

Assistance VP Budget and Planning candidates will be on campus next week.

XII. Adjournment

Michael Seymour II moved to adjourn the meeting, Lesa Reves seconded the motion. Motion passed.