

## MINUTES

### **K-State University Support Staff Senate**

July 1, 2015, 12:30 p.m. – 2:30 p.m.

Cottonwood Room, K-State Student Union

#### I. **Call to Order**

Meeting called to order at 12:35 p.m.

#### II. **Roll Call**

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

#### III. **Guest Speaker:** Travis Gill, Director of Institutional Equity, Human Capital Services

The purpose of their office is to insure that they're giving a voice to the entire K-State community. They address any discrimination, harassment or sexual violence issues/concerns. They are a newly staffed office and are currently working through best practices from across the nation to see how they can best serve the K-State community. While they are housed in Human Capital Services (HCS), they are their own neutral, separate entity and their investigations are under the authority of the President. Richard Smith asked who the final decision makers would be in an investigation. Travis said the investigator from the Office of Institutional Equity (OIE) and the decision maker from that unit (higher authority) are the final decision makers in any investigations. Rob Reves asked what would happen if both final decision makers had differing opinions of what the proposed outcome should be during an investigation. Travis said legal counsel would be pulled into the investigation to help them arrive at a single decision. Kerry Jennings asked for the names of the staff that make up the office of OIE. Travis Gill, Victoria Young and Danielle Dempsey-Swopes make up OIE. Richard Brenner asked about what would happen if the investigation happened to be of a criminal nature. If this was the case, Travis said the office of OIE and the police department would both be contacted to conduct an investigation. Jackie Anders asked how employees would know what their options were if they have a complaint against someone who may have a conflict of interest in an investigation. Travis said information regarding this is located on their website. Pam brought up an instance where a person who had filed a complaint did not hear back from their office, confirming acknowledgement of the complaint. Travis said it most likely was because they have a new email address. [equity@ksu.edu](mailto:equity@ksu.edu) is the email address you should use to contact the OIE office. It is important to note that supervisors will not receive a follow-up email, the complainant would. Cheryl Martin asked if the OIE had graduate students or student workers available to help them in their office operations. They don't because the information they handle is of a confidential nature. Susan Hazelbaker asked if each case crosses Travis' desk. He said that they don't go directly to him. First, they go to Malika (office administrative staff) until she gathers all the information related to that particular case. It will then go to him, for him to determine which OIE Investigator (himself, Danielle or Victoria) the case will go to. Susan Hazelbaker asked for an average of the amount of cases they see. They currently have about 20 open cases right now. From January to April they had about 60 cases. Any concrete numbers prior to January 2015 are unavailable.

#### IV. **Minutes:** June 3, 2015

Kerry Jennings moved to accept the minutes. The motion was seconded by Rob Reves. Motion carried.

#### V. **Budget/Treasurer's Report – Susan Erichsen**

Reports are printed on the 2<sup>nd</sup> of each month; therefore there is no report at this time.

#### VI. **Human Capital Liaison – Gina Lowe**

In follow-up to several items at the last meeting, Gina stated that the reason why positions are still posted/viewable on the HCS website after their screening date is because they may not have found an acceptable hire for the position, therefore the position is technically still open.

Pam Warren asked about the possibility of simplifying the process of find open USS positions. Gina said that with the new applicant tracking system, that will be in place in 2016, it will not be possible to separate positions by type (ie: Unclassified, USS, Faculty). Instead Gina said they would consider alphabetizing position titles. They're trying to move toward a more uniform posting presentation for all positions. With the new applicant tracking system, candidates will once again be able to see org charts. Also, each candidate will receive a no offer/no interview letter with the new applicant tracking system. They haven't in the past, unless the department sent one to them.

HCS is still in the process of recruiting for an Assistant Director of Compensation and Organizational Effectiveness and an Assistant Director of Employee Relations.

HCS will be hosting a Physical Fitness Challenge in the fall. More information will be available in a later edition of K-State Today.

#### VII. **Executive Council Report**

Senators need to have ideas regarding AY 2016 goals for USSS ready for submission by the September meeting.

There are some upcoming USS fora. The first one is November 4, 2015, 2:00 - 3:00 p.m. and March 3, 2016, 9:30 - 10:30 a.m. President Schulz, Cindy Bontrager and Cheryl Johnson will be present at both fora.

The HCS Comp and Class committee (Carol Marden, Carrie Fink, Lois Schreiner, Steve Greinke, Lyn Feldhausen, Robyn Dreher, Tammy Arnold, Cyndi Slover, Kerry Jennings, and Pam Warren) will be meeting with Cheryl Johnson sometime in August.

These are all funding issues related to this year's legislatures flat funding of higher education: 1) No raises are forecasted for FY16 or FY17 at the present time. 2) There will be a review regarding the effect of the Supreme Court decision on partner benefits. 3) Tuition assistance funding has gone from \$65 to \$400, so increasing from 3 to 6 credit hours is not likely.

Janice Taggart and Susan Erichsen are part of the University Budget Advisory Committee, which will be working to provide recommendations on how to fund market adjustments.

Please submit any ideas for use of City/University Committee funds to Carol Marden. These ideas will be presented at an upcoming joint Senates meeting.

USS Senators were asked to submit two to three recommendations of Climate Survey issues that could be addressed within a year. Recommendations are due August 1, 2015. To review the Climate Survey Report go to: <http://www.k-state.edu/2025/initiatives/climate-survey/>.

#### VIII. USSS President's Report - Pam Warren

Combined with Executive Council Report due to time constraints.

#### IX. Senate Standing Committees

##### A. University Affairs Committee – Carol Marden

Carol asked the senators to review and approve the revised K-State University Support Staff Opportunity Fund Personal Reimbursement and K-State University Support Staff Opportunity Fund Meritorious Service Award forms. John Wolf moved to approve the amended forms, Cheryl Martin seconded. Motion carried. Kerry Jennings asked that the words 'paragraph' on the Meritorious Service Award form be formatted as bold. He expressed that the committee did not want just a couple generic sentences written about the proposed award recipient. They would like to know why this person is deserving of the award. After discussion senators decided to add the word 'detailed' in front of the word paragraph. Kerry moved to add the word detailed. Becki Bohnenblust seconded. Motion carried. Senators voted unanimously to accept the amended Meritorious Service Award form.

Rob Reves moved to accept the edited University Support Staff Opportunity Fund Policies and Procedures form, Cheryl Martin seconded. Motion carried.

After discussion, senators decided to wait until the exact fund location of President Schultz's donation had been confirmed before they submit the thank you letter to K-State Today.

##### B. Communication Committee – no report.

##### C. Governmental Affairs Committee – SB161 became Senate Substitute for HB2353. The KBOR stated that it had passed. At the next meeting COPS (Council of Presidents), they are going to present changing USS leave to be consistent with Unclassified Professionals. At this point in time, we're not sure how long this will take before it is actually presented.

##### D. Recognition Ceremony Committee – no report.

##### E. USS Employee Opportunity Fund – Susan Erichsen

Seven received awards in May and one in June.

#### X. Old Business

Carol asked senators if writing a letter regarding the location of the Office of Institutional Equity in the university structure was still necessary after meeting with Travis Gill, the new director. Senators said it could be tabled for the time being, but that an eye should be kept on this situation. Carol did state that since the last senate meeting, she, Pam Warren and a few other senators met with Cheryl Johnson to discuss our concern regarding potential conflicts of interests as related to the OIE. Cheryl confirmed during the meeting that she is not involved any investigations. Gina also confirmed that she has observed that they (OIE) do operate in a careful way in Edwards Hall. Carol moved to table to letter. Rob Reves seconded. Motion carried.

Carol had a follow-up meeting with Cheryl, Gina, Charlotta, Kerry, Pam to discuss the PRC. She believes they are close to arriving at a compromise. There are more meetings to come. The memo we sent earlier was affective and has generated dialogue between Human Capital and Senate.

#### **XI. New Business**

Photos for new senators and a new group picture will be taken at the September senate meeting. All senators should wear their USS polo shirts for this photo session. We will need new senators to write a bio for posting to the USS website. Send them to Carol Marden, [cmarden@ksu.edu](mailto:cmarden@ksu.edu). Susan Erichsen also passed around a sign-up sheet for new polo shirts for senators.

The Appeals Board is looking for new members. Please forward names to Carol Marden, [cmarden@ksu.edu](mailto:cmarden@ksu.edu). To be eligible to serve the board, you must have been employed at K-State for at least five years. Kerry moved that we proceed with the acknowledgement letter (K-State Today submission) contingent upon confirmation of what fund the donation would go to. Rob Reves seconded. Motion carried.

**XII. Campus Committee Reports** – Pam Warren asked senators to consider a change to how we report campus committee reports. Pam would like for a small summary of the meeting to be submitted to the Senate Secretary electronically prior to the meeting for senators to review via email.

**A. Climate Survey Committee – Pam Warren**

There was a handout. Senators were charged to come up with one or two issues they'd like to address over the next year, by August 1. Results from the survey are in the July 1 edition of K-State Today. Send ideas to Pam Warren. There will be follow-up forums later this fall for USS employees.

**B. Parking Services Committee – John Wolf**

Committee will not meet again until August.

**C. Recycling Committee – Richard Brenner**

Committee will be meeting with Cindy Bontrager soon. They are currently trying to reevaluate the purpose of their committee.

**D. Service & Maintenance Committee – John Wolf**

Committee met last week. They will be reviewing protocols for asbestos and looking at the PPM to see if any updating is needed. Afterward, they will move on to reviewing the electrical area.

**E. Search Committees for Deans and above – none**

**F. Other – none**

#### **XIII. Adjournment**

John Wolf moved to adjourn the meeting. Seconded by Kerry Jennings. Motion carried. Meeting adjourned at 2:24 p.m.

Next meeting: August 5, 2015 12:30 p.m., Cottonwood Room, K-State Student Union with Executive Council to meet at noon.