

MINUTES  
**K-State University Support Staff Senate**  
June 3, 2015, 12:00 p.m. – 2:30 p.m.  
Frith Community Center

I. **Call to Order**

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

II. **Roll Call**

**Present:** Jackie Anders, Yvonne Bachura, Amy Capoun, Susan Erichsen, Janet Finney, Stephanie Fox, Brittany Green, Steve Greinke, Susan Hazelbaker, Kerry Jennings, Emily Johnson, Randall Lindstrom, Gina Lowe, Sharon Maike, Carol Marden, Cheryl Martin, Brenda Nowakowski, Felisa Osburn, Lesa Reves, Rob Reves, Michael Seymour II, Janice Taggart, Lindsay Thompson, Maria Thurmond, Heather Tourney, Pam Warren, Lois Schreiner (in place of John Wolf), Kari Zook **Excused:** Michael Ashcraft, Richard Brenner, Julie Wilburn, Carrie Fink

III. **Installation of New Officers and New Members**

New Officers - Pam Warren is the 2015-16 USS President. Carol Marden is the 2015-16 USS Vice-President. Susan Erichsen is the 2015-16 USS Treasurer. Brittany Green is the 2015-16 USS Secretary. Steve Greinke is the 2015-16 USS At-Large Representative. Rob Reves will remain as the USS Parliamentarian in 2015-16.

New Senators - The following were sworn in as USS Senators: Jackie Anders, Susan Hazelbaker, Randall Lindstrom, Brenda Nowakowski, Maria Thurmond, Stephanie Fox, and Yvonne Bachura.

IV. **Minutes: May 6, 2015**

A correction was submitted by Janice Taggart to correct the spelling of her name. Lesa Reves moved to approve the minutes with the correction. The motion was seconded by Rob Reves. Motion carried.

V. **Budget/Treasurer's Report**

Susan Erichsen reported for the period July 1, 2014 – June 2, 2015. Foundation account C-21151 – CS has a balance of \$85.39.; Foundation account C-21155 – CS has a balance of \$427.01; Foundation account C-23750 – CS Awards Ceremony has a balance of \$0; State account NMAF205629 has a balance of \$596.77; for a total of \$1109.17. Kerry Jennings moved to accept the budget/treasurer's report. The motion was seconded by Lesa Reves. Motion carried.

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

Gina briefly mentioned the furlough situation and stated that HCS currently has no updates to give regarding the situation. Senators were told that upper administration met that morning regarding K-State's furlough process and were encouraged to review PPM 4085 Employee Furlough, if they'd like more information.

Human Capital Services is still in the process of recruiting an Assistant Director of Compensation and

Organizational Effectiveness and an Assistant Director of Employee Relations. Lesa Reves asked Gina if she had spoken with VP Cheryl Johnson regarding the possibility of a conflict of interest in discrimination complaints originating from the Office of Institutional Equity (OIE) against the VP of Human Capital Services (HCS). (Currently, employees of the OIE report directly to the VP of HCS). Gina had not, but said she planned to speak with her the next day, June 4.

Emily Johnson asked Gina about the HCS Helpline. After being unable to find the number online, she contacted the HCS front desk to ask for the number, the front desk was unable to provide the number to the helpline. They decided to contact the Benefits department and they were able to answer her question. Gina said the number to the HCS Helpline is 532-1888.

Pam inquired about the progress of the job analysis process. Around the end of May, all KSU USS employees received an email from Human Capital Services asking them to complete a job analysis questionnaire. The goal of the survey is to determine if a gap exists between the market value of a USS position and the current salary of a USS employee.

Lesla asked about the questions raised in emails among the senators regarding the job analysis questionnaires. Senators were told by Gina during the email session that she would check with Derek Smith, Director of Compensation & Organizational Effectiveness regarding unanswered questions about the job analysis questionnaire. She said she would check with Derrick and he would respond. As of yet, he hasn't personally responded to the questions raised. After watching the video of the Total Rewards open forum, Lesla learned the reason for the freeze on reclassifications. The current reclassification freeze is so CBIZ can look over current position descriptions and won't be trying to hit a moving target while jobs are being changed. They would rather focus on assessing current positions and then after this is completed, they will consider reclassifications if necessary.

Jackie Anders asked why unclassified positions remained posted on the HCS website months after the screening date. Gina said she'd see what she could do about this.

Brittany Green asked why organization charts were no longer being included in USS position announcements. Gina said she'd see what could be done to have the organization charts posted again as part of position announcements.

Maria Thurmond asked if it was a requirement for departments to send out 'position filled' notifications to candidates that were interviewed for a position. Currently there is no requirement. Gina said she'd see if we could get this overturned and if a requirement could be initiated for this issue. Carol Marden said she's had this issue in the past and it is a concern to her as well.

Lesla Reves asked Gina about a rumor regarding four year degrees being a requirement for unclassified positions. It was stated at previous President Advisory Council meeting that four year degrees will not be required for unclassified positions. Lesla Reves wanted to bring to the senate's attention a copy of a memorandum from September 23, 2013 she has that was to Deans, Directors, and Department Heads from Gary Leitnaker, at that time he was the Associate Vice President for

Human Resources and Parking. The third paragraph stated, "It should be noted that nearly every unclassified position at the university has a minimum education requirement of a bachelor's level degree, in addition to requiring a certain level of experience and other minimum requirements as necessary." This is a topic that has been discussed with upper administration by senate for several years with no progress. Now it has been stated that this was never the case.

VII. **Executive Council Report**

No report.

VIII. **USSS President's Report**

Senate Bill 161 which allows the KBOR to alter/ enhance our annual leave making it more in line with unclassified leave is on the floor. It is attached to HB2353, which is currently awaiting the governor's signature. We should know something by Friday. We are hopeful that it will pass.

IX. **Senate Standing Committees**

Kerry reviewed the functions of each of the senate standing committees as a sign-up sheet was passed around to the senators to sign up for a committee.

- A. University Affairs & Communication Committee
- B. Governmental Affairs Committee
- C. Recognition Ceremony Committee
- D. USS Employee Opportunity Fund

X. **Old Business**

Carol Marden - The University Affairs committee was tasked with drafting a thank you letter to President Schulz, which would include the follow-up questions from the USS Open Forum. The second letter is addressed to VP Cindy Bontrager, in reference to the PRC, requesting further discussion with Administration regarding the current structure of the PRC. Two drafts of this letter were submitted to the senators. One coming from the President and Vice-President of USS and the other coming from the entire USS. Rob Reves moved to approve the letter to the VP (Cindy) and to approve the second draft of the letter to the President including all senator signatures. Lesa Reves seconded the motion. Motion carried. Steve Greinke relayed to the new senators the background of these documents.

University Affairs was also tasked with drafting a letter regarding the location of the Office of Institutional Equity (OIE) in the university administration structure. The Senate would like for it to be its own entity due to potential conflicts of interests. The question was raised at the May senate meeting of how the process would work if it was the HCS VP who is having a complaint filed against her. Danielle Dempsey-Swopes, the Senior Investigator in the OIE, stated that she would be unable to investigate a complaint regarding someone to which whom they report. They would refer it to an outside source. Carol asked why it wouldn't go to the office of the President or Provost. She was told that it was because he doesn't have the training/experience to determine if there was discrimination. Janice Taggart stated that another reason she felt that this office should stand alone is because they are an investigative unit. Being housed in HCS would put the integrity of the unit in question. It was determined that Kerry Jennings would meet with the president of faculty senate

and the unclassified professional representative to receive feedback on their feelings regarding this policy and report back at the July meeting.

XI. **New Business**

Kerry moved to separate University Affairs from the Communications committee. Rob Reves seconded. Motion carried.

Lesya Reves stated that the USS Bylaws are current.

XII. **Campus Committee Reports**

- A. Climate Survey Committee – Currently doing more analysis to separate USS from unclassified responses. Online groups will be organized to come up with tangible ways we could improve weaknesses noted from the survey within the upcoming year. The survey will be conducted again in 3 years.
- B. Parking Services Committee – nothing to report.
- C. Recycling Committee – nothing to report.
- D. Service & Maintenance Committee - nothing to report.
- E. Search Committees for Deans and above – nothing to report.
- F. Other – nothing to report.

XIII. **Adjournment**

All outgoing senators were thanked for their services. Lesya Reves moved to adjourn the meeting. Rob Reves seconded. Motion passed.

Meeting adjourned at 3:20 p.m.

**Next meeting:** July 1, 2015 12:30 p.m., Cottonwood Room, K-State Student Union with Executive Council to meet at noon.