

**Minutes**  
**K-State University Support Staff Senate Executive Council, Noon**  
**June 1, 2016, 12:00 p.m.**  
**JP's Banquet Room, Jardine Complex**

**I. Call to Order- meeting was called to order at 12:30 pm**

**II. Roll Call**

**Present:** Jackie Anders, Roxann Blasi, Becki Bohnenblust, Richard Brenner, Jane Cleveland, Susan Erichsen, Carrie Fink, Stephanie Fox, Steve Greinke, Susan Haxelbaker, Kelly Ingalsbe, Kerry Jennings, Emily Johnson, Joy Knutson, Randall Lindstrom, Gina Lowe, Carol Marden, Cheryl Martin, Brenda Nowakowski, Felisa Osburn, Cyreathia Reyer, Susan Shuman, Janice Taggart, Lindsay Thompson, Michelle Vogel, Pam Warren, John Wolf, Annette Hernandez for Kari Zook. **Excused-** Ruth Bundy, Tara Pfaff **Unexcused-** Jennifer McDonald, Brian Sheaves.

**III. Swearing in of New Senators and Officers**

Carol Marden was sworn in as new USS Senate President followed by the swearing in of the other officers. Marden went over the responsibilities of the senators which are covered in the bylaws. She also asked each of the past chairs give a brief description of the Standing Committees. The following new senators were sworn in: Roxann Blasi, Becki Bohnenblust, Jane Cleveland, Kelly Ingalsbe, Joy Knutson, Cyreathia Reyer, Susan Shuman, Michelle Vogel.

**IV. Minutes:** May 4, 2016: John Wolf moved to accept the May Meeting Minutes with minor edits. The motion was seconded by Kelly Ingalsbe. Motion Carried.

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

No report

**VI. HCS Liaison, Gina Lowe**

**Resource Center and Operations** -Increased leave is effective June 5 but won't show up on HRIS leave reports until June 23 when payroll cycle ends. USS will now earn leave with the first and second pay dates of each month, except in June due to 22 day (176 hour) limit. So, out of 26 pay periods, leave will be earned in 22 of those.

**Learning & Development**-Introduction to Supervision starts next week.

**Compensation & Organizational Effectiveness**-Continuing to work on behind the scenes database work.

**Employee Relations**-Working on Introduction to Supervision presentations and additional trainings we hope to offer in the relatively near future.

Appointing new members to the Appeals Board and PRC. Preparing training for each.

**Talent Acquisition**-Offering Interview Designer: Utilizing Competency Interview questions training on June 8; Introduction to PageUp on June 15, revisions were made to the Search Committee roles and responsibilities training to include videos and this will be effective June 15, too.

**Labor Relations**-Still involved in Meet and Confer.

Meeting with the Dean's on Monday about the Furlough policy. Layoff plan is drafted, complete.

## **VII. Senate Standing Committees**

- A. University Affairs Committee- no report
- B. Communication Committee- no report
- C. Governmental Affairs Committee – The President/Provost senator election was held. Welcome Jane Cleveland.
- D. Recognition Ceremony Committee- no report
- E. USS Employee Opportunity Fund – There was one textbook reimbursement and one award given.

## **VIII. Old Business**

None

## **IX. New Business**

None

## **X. Campus Committee Reports**

- A. Climate Survey Committee – no report
- B. Parking Services Committee- The committee met for their final approval of proposals presented at the open forum. The proposals will then go to Administration for approval.
- C. Recycling Committee- no report
- D. Service & Maintenance Committee – no report
- E. Search Committees for Deans and above- The President’s search committee met with diverse groups on campus and in the community about what they wanted in a new president. We were reminded that it is a closed search.
- F. Other – USS Council meeting with the other Regent Schools- Leave enhancement was discussed and it was determined that HCS has K-State much closer to being ready to roll it out than other Regent schools. Frustration was voiced over the KPERs interest not being repaid. A joint letter from all the schools was suggested. There is committee working on a draft for concealed carry weapons policy which will start in July 2017. They discussed the CBIZ job analysis survey. K-State was the last university to do the survey but they are much closer to implementation due to HCS. Fort Hays know their job families however they started 8 months earlier. Chapman Rockway, a professor from Fort Hays, gave a presentation about education funding. His message was to get out and vote.

**XI. Adjournment** – meeting was adjourned at 1:24 pm.

**Next meeting:** July 13, 2016 – 12:30 p.m., Cottonwood Room

**Please note the new meeting date for USS Senate is the **2nd Wednesday** of each month.**