

K-State University Support Staff Senate Minutes
November 5, 2014, 12:00 p.m. – 2:30 p.m.
Flint Hills Room, K-State Student Union

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

II. Roll Call

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

Excused: Brittany Green

Absent: Janel Harder

III. Minutes: October 8, 2014 & October 23, 2014 meetings

The October 8 and October 23, 2014 meeting minutes were reviewed, Janice Taggart moved to accept the minutes. Connie Kisse seconded the motion.

Michael Seymour proposed that we amend the minutes of the October 8 meeting to add “President Schulz requested to have a copy of the minutes from the October 8, 2014 meeting sent to him”.

Rob Reves seconded the amendment. Motioned carried to accept the minutes for the October 8, 2014 meeting as amended and the October 23, 2014 as written.

IV. Budget/Treasurer’s Report

Nothing to report

V. Human Capital Services Report

- With all of the transitions in Human Capital Services, Gina Lowe will be stepping in as the HCS liaison for USS Senate
- There is an open forum for an Investigator for the Office of Institutional Equity.
- Amanda McDiffett began her role as the Director of Benefits on Monday the 3rd. Gina Lowe started back in Employee Relations on the 3rd as well.
- Carol Marden asked about the Compensation positions that were being recruited for and if they had offered and accepted the positions. One has been officially accepted. The second they should hear back from by the end of the week.
- Carol Marden asked about the performance reviews that will be coming due at the end of 2014. Gina is hopeful that there will be an article in the K-State Today on Friday about this. If you still want to keep the same time frame, there is not any reason that you cannot do that.
- Susan Erichsen asked what happens for those that don’t submit performance review? Those supervisors will be given letters increasing in severity as time progresses.

VI. Executive Council Report

Nothing to report as group and individual photos were taken at that time

VII. USSS President’s Report

- Janice Taggart filled in for Kerry Jennings and Pam Warren at the President’s Cabinet meeting.

- Lindsey Elliot gave a presentation on a new safety app to use on your phone. It will be released at a later date.
- Brian Nehoff gave a presentation on the Higher Learning Commission Self-Study.
- The smoking policy was reviewed. The policy currently has policies on tobacco use. Eventually the policy will make the campus tobacco free but that change will have to be gradual.
- There was a meeting held regarding the folks that were gathered on Bosco Plaza discussing and yelling foul subject matter that had many folks on campus upset. On campus, anyone can come and say what they want as long as the University's mission isn't impeded so we as a University were not able to dismiss them from campus.
- John Curry was in attendance because of the number of people who were upset about the equestrian team being discontinued to give explanation. In order to stay at the level that we are, each program needs to be a certain level on a national level and nationally equestrian was not where it needed to be even though it was locally.

VIII. Senate Standing Committees

A. University Affairs & Communication Committee

- A draft of a new policy that will be released soon outlines the disciplinary process should someone violate the Social Media policy that the BOR set. The committee reviewed and has a few suggestions. It states that "any faculty or non-student staff member...". The fear in the way it is worded is that this wouldn't cover ALL USS employees should they be taking classes for example. This policy is supposed to be a protection of sorts so leaving some folks out is of concern for those employees. It is requested that it is inclusive of all USS employee.
- In the last paragraph of the draft it states that is the policy does not prevent an employee from filing a grievance, however, it was decided that we would like to have it in the policy what committee would be looking at these grievances so there is some consistency in the process.
- In the steps of the process, it does not address when the employee would be notified that they are being investigated for social media practices. There is a concern that the employee's rights are being ignored in this process.
- For this committee, based on the policy, it appears as though there will not be any continuity of the members of this committee so there may be a lack of training for the committee members from incident to incident.
- Steve Greinke asked what if student employees are acting out of place through their employment. Do they need to be added? Also, temp employees don't have any protection according to the policy.
- This will be addressed further during New Business

B. Governmental Affairs Committee

- Pizza and Politics is coming up. All USS Senators are invited. Most of those in attendance will be students, but would like to have senators come.
- USSC has had communication of whom we report to, COPS or KBOR. Now that we are USS we don't have much to do with legislator, if we reported to COPS, we would be added to a monthly agenda with them only if we had issues to present to them. If we go with KBOR we will still remain on their semi-annual report by the lead university. We are not able to report to both entities so we need decide who we want to report to. It is

suggested that we report to COPS, if we present to KBOR it is usually a one sided conversation. COPS (6 Presidents) would give us the opportunity to bring up issues that we may or may not have.

C. Recognition Ceremony Committee

No report

D. USS Employee Opportunity Fund

Awarded 3 meritorious awards

IX. Old Business

Michael Seymour brought up his concerns with the new insurance plan. Because of tax cuts in small businesses, there is projected to be a \$100,000 deficit and a huge portion of this deficit will be made up through health insurance cuts for state employees. Who is representing us?? Kerry responded that there is a State insurance committee that has representatives from all over the state. Those representatives would be a great place to start having those conversations.

Senators Carrie Fink, Carol Marden, and Julie Wilburn drafted a letter discussing a summary of how the plans have been getting worse over the last several years. It is believed that we need to keep this on the President's radar so we can stay ahead of this.

Gina is going to speak with VP Johnson to see what the thought is on this.

Kerry will send the contacts for the Health plan advisors so that those concerned can start those discussions.

X. New Business

- Julie Wilburn moved to send the health insurance summary letter to President Schulz. Janice Taggart seconded the motion. The letter was reviewed. Lindsay Thompson suggested that the chart be completed since 2012 along with other information was missing. In plan C, employee's annual state contribution should be noted. Rob Reves moves to suspend the rules of this issue, comments from the floor will be included in the letter. Motion carried.
- Rob Reves asked with same sex marriages being a very hot button in the legislation currently, do we want to have it presented in the letter? Kerry asked Gina to give some light on this thought. She will look into what the University is looking at doing on this issue. Carol Marden stated that this line is on the letter to ask for more equality for all folks on campus. Nothing deeper.
- Motioned carried to send the letter to the President, unanimously.
- Lesa Reves moved that we (the KSU USS senate) support the concept of going through COPS with the USS council. Amy Capoun seconded the motion. Motion carried.
- The City University funding project is tax money collected on campus at the city tax rate. Any purchases made on campus go in a pool for a University-City relationship. It was asked for any suggestions of how to use the funding
 - Steve Greinke: Lighting on campus to improve safety (North Manhattan from Claflin to Kimball)
 - Janet Finney: Parking lot in the middle of the City Park, pave it (North Manhattan and Fremont)
 - Another flashing light to cross N. Manhattan by Justin
 - Pam Warren moved to suggest to add lighting (N. Manhattan from Claflin to Kimball), pave the parking lot at the City Park (N. Manhattan and Fremont), and a flashing light to cross N. Manhattan by Justin. Steve Greinke seconded the motion. Motion carried

- Janice Taggart brought up the holiday meeting. In the past, we have had food and done a \$10 gift card exchange. Do we want to do that again or have a regular meeting? Cindy Bontregers' office has approved snacks. Pam suggested we skip the Gift cards and use the money to make purchases for the Breadbasket for money better spent. Kerry has a request in to reserve the Frith Center at Jaradine and to go through the Derby again for the food.
- For the Procedure on Social Media draft, Carol Marden moved that we change "Before any faculty or non-student support staff" to "or USS employee". Connie Kissee seconded to approve the changes Carol mentioned. Motion carried.

XI. Campus Committee Reports

A. Alternative Service Committee

After the first appeal process was completed, they met with the attorney about the process. Cheryl Johnson requested a form letter with a summary of the case, finding of the facts, process of coming to the recommendation, and a recommendation. They looked at PPM 4035, it was hard to get a panel member to volunteer to be the chair of the panel. In order to bypass the procedure, the board chair will be the committee chair but will not have voting rights. During the first appeal process, the attorney for the panel sat in the middle of the panel which was intimidating for all involved. For future processes they will be seated in the outside chair. The purpose of their attendance to make sure the PPM is being followed. In the PPM (4th page) it eludes that the VP will always go with the panel's decision. It sounds bias so that will be taken out. The policy also originally stated that 14 days prior to the hearing, there will be notification of the time and place of the hearing, which has been changed to 21 days to accommodate previous employees that may have moved out of the area so they have time to make travel arraignments if necessary.

B. Climate Survey Committee

All senators need to inform Pam Warren of what has been done to encourage our employees to complete the climate survey. Please send Pam and email what we are doing to encourage involvement. Michael Seymour requested that he gets more of the informative postcards for Dykstra.

All surveys go to Pennsylvania and IP addresses are stripped so you are not identified, however, if you always bring up the same concerns and you voice them on the survey, it may allow you to be identified.

C. Parking Services Committee

There were two requests for reserved stalls for department heads. Both were denied at that time.

E. Recycling Committee

First official meeting will be next week

F. Service & Maintenance Committee

Michael Seymour, while not on the committee brought up to those on this committee that we need to make lighting in important issue and involve campus police to identify the dark spots on campus. Kerry asked for Steve to send him an Email where his work order was specifically requested for.

G. Search Committees for Deans and above

Lesa Reves stated that so far there are 78 potential candidates identified for the Dean of the College of Veterinary Medicine.

H. Other

- There was a peer review last week. The decision was overturned and it was recommended they work together
- Carrie Fink volunteered to take over secretarial duties while Emily is out on leave.

XII. Adjournment

Mike Ashcraft motioned to adjourn, Rob Reves seconded the motion. Motion carried.

Next meeting: December 3, 2014, 12:30 p.m., Frith Center, Executive Council meeting at noon.