

MINUTES

K-State University Support Staff Senate

November 4, 2015, 11:00 a.m.

Executive Council, 10:30 a.m.

Flinthills Room, K-State Student Union

I. Call to Order

Meeting was called to order at 11:01 a.m.

II. Roll Call & Introduction of Tara Pfaff & Brian Sheaves

Present: Jackie Anders, Yvonne Bachura, Ruth Bundy, Susan Erichsen, Stephanie Fox, Brittany Green, Steve Greinke, Kerry Jennings, Emily Johnson, Randall Lindstrom, Carol Marden, Cheryl Martin, Brenda Nowakowski, Felisa Osburn, Rob Reves, Michael Seymour, Lois Schreiner (in for John Wolf), Brian Sheaves, Janice Taggart, Lindsay Thompson, Pam Warren, Kari Zook **Excused:** Richard Brenner, Amy Capoun, Susan Hazelbaker, John Wolf

III. USSS President's Report

Below are summaries from various meetings attended by the USS President within the past month.

A. USSS Reporting Structure

Senators discussed the pros and cons of changing our current reporting structure. USS Senate currently reports to the VP of Administration & Finance; however the VP of Human Capital Services asked the senate to consider reporting to the VP of HCS instead.

Administration & Finance reports to the Council of Business Officers which in turn reports to the Kansas Board of Regents (KBOR). Because of this connection, senators felt that more change could be effectuated for USS employees by continuing to report to Administration & Finance. Janice Taggart moved that USS Senate remain under Administration & Finance. Michael Seymour II seconded the motion. Motion carried, unanimously.

B. Women of K-State - Meet the New Women Leaders luncheon – Cheryl Johnson, HCS and Tammy Beckham, Vet Med. recanted their journeys to their present professional status and answered questions from the audience.

10-21-2015 Extension and Research breakfast Noel Schulz led the proceedings; we watched a clip from Thrive and then discussed wonder, wisdom, and giving.

10-27-2015 Retirement Planning for Women Luncheon – Retirement planning for women discussion lead by VOYA representative.

C. Joint Leadership – 10-6-2015 meeting where ideas were shared for the 2017 City/University Fund requests and scheduled another meeting for the end of October to continue the conversations and finalize details.

10-20-2015 meeting list of ideas were prioritized for submission. SGA needs one more meeting with their committee before signing off. If SGA is in agreement, we will sign off on the following, if not, we will have another meeting.

Regardless of funding, bus shelters are a priority for all three governing units. A committee needs to be formed to develop the style, location, content, ownership, etc.

1. Lighting along the path between Jardine and College Avenue (\$100,000 wooden poles or \$155,000 lights similar to City Park – The \$100,000 proposal is sufficient)
2. Traffic flow study to change beacons around the perimeter of campus to crossing lights (safety issue) (\$30,000 to \$50,000)
3. Professional organization to finalize plans of water shed infrastructure (\$15,000)
4. Sidewalk on Old Claflin Road (6' x 405' - \$35,000 to \$38,000)
5. Any leftover funds would be used for Bike repair stations (\$2,500 each) and/or bike racks (\$5000 each)

D. **USSC Meeting** – Discussion was held on KPERS. The USSC committee wants to make sure the KBOR and the State Legislature knows the Regents employees want to protect KPERS. We are tired of the State robbing KPERS of money that is owed to it.

Discussion was had on the Annual Leave equalization request. Council of Presidents (COPS) has sent this request to the Council of Business Officers (COBO) for their analysis of the financial impact on the universities. COBO is to report back.

Discussion was held on how the KPERS bonding (\$1.5billion) worked. The state authorized \$1.5 billion in bonds to be sold to investors. The money received from those bonds was infused into KPERS for investment with the anticipation of earning 8% in returns. The bonds were sold for approximately 4.8%. These bonds are obligations for payment from the state general fund.

Discussion was held on whether or not Regents USS employees would be well served to spend one day in the Capitol building during the legislative session. In later discussion with the governmental liaison from Hays, her statement was for each university to work with their own Governmental Liaison. Concerns were brought up about if we do go to the Capitol, it could backfire and we could be possibly losing in other areas. 71 of the 165 members have less than 4 years of experience.

Also, the suggestion was made for the USSC to sponsor a breakfast in Topeka for the BOR and invite COPS to discuss issues that pertain to USS employees.

The topic of concealed carry on campus was discussed. Everyone thinks this is a bad plan on campuses.

CBIZ was brought up. Each university has contracted with CBIZ and all JAQ's have been completed. Fort Hays completed their JAQ's in Winter 2014 and WSU completed theirs' in March of 2015. Neither university has heard anything back from CBIZ. They anticipate hearing something in December.

Each University felt they were excluded from the process on their respective campuses. However, they did feel the process was fair and are anxious for results. The consensus is it will be hard to extend raises given the current financial conditions.

Pittsburg State announced all University employees would receive a 2% raise within the next month.

FHSU is converting all of their new positions to Unclassified Staff and certain current staff can convert now. The reason given was to save money at the university due to lower retirement plan costs for the university.

- E. **8020 Meeting** - Presently the legislature's goal is to avoid new taxes and more budget cuts. The efficiency study is due in January with the final report expected in April or May. Questions were raised about the exempt status of the Foundation.
- F. **President's Cabinet Meeting 10/27/15** -
1. Smoking Policy was brought forward in 2013 by Student Senate was reviewed with a map of suggested smoking locations. President Schulz has asked Faculty Senate and USSS to review the information and decide the best policy for all constituents, should we:
 - a. Go to a tobacco free campus
 - b. Have select areas for tobacco use and
 - c. What time frame should be put in place for implementation of 1 or 2 above?
 2. Bill Smriga provided an overview of the Student Union Renovation Project. The ground breaking was September 2, 2015 and fire wall barriers and relocation of temporary space began on September 4, 2015. All services are still and will be available within the Union, except the Wildcat 91.9 Radio that will continue to operate out of their other location. Food service for Spring 16 will be out of five food trucks in Bosco Plaza and Subway in the basement. Sodexo's contract will end December 31, 2015 and a list of preferred caterers (similar to the Alumni Center) can be used. The project is in three phases and should be complete by January, 2017.
 3. Unfunded Federal mandates such as Clery and Title IX have gone from a small compliance reporting in 1990 of 3 reports to over 160 reports and this only one aspect of compliance. Presently they are sharing space with Student Life but it should be a separate entity and needs funding for operations and adequate staffing. If nothing is done, it could cost the University millions of dollars in fines and fees. **See attachment for more information regarding university safety mandates.**
- G. **Vice President of Research Search Committee** - 10-27-2015 subcommittee met to review and update position announcement.
- 10-30-2015 reviewed progress of committees and set tentative time line. An e-mail from the committee should be in next week's K-State Today.
- H. **Grounds Personnel Meeting** – 10-29-2015 Cindy Bontrager, Ryan Swanson, John Woods, Carol Marden, Steve Greinke, and Pam Warren met with the Grounds Personnel to give them an opportunity to ask questions. Some of the questions raised were about moving to a different location, funding to replace outdated equipment, mulch to help prevent the need for extensive weeding, snow removal process for the upcoming winter, the need for more communication.

Memo from VP HCS, Cheryl Johnson – See attachment.

- IV. **Minutes:** October 7, 2015 Susan Erichsen moved to accept the minutes. The motion was seconded by Cheryl Martin. Motion carried.

V. Budget/Treasurer's Report

Susan Erichsen reported for the period October 1, 2015 – October 31, 2015.. Foundation account C-21151 - CS has a balance of \$2744.18; Foundation account C-21155 - CS has a balance of \$385.72; Foundation account C-23750 - CS Awards Ceremony has a balance of \$0; State account NMAF205629 has a balance of \$1,152.26; for a total of \$4,282.16. Janice Taggart moved to accept the budget/treasurer's report. The motion was seconded by Lindsay Thompson. Motion carried.

VI. Human Capital Liaison (Gina Lowe) – The movement challenge has ended. Motor Pool was the overall winner.

A number of financial workshops were held and another one will be held on November 10 titled “What Does the Future Hold for You?” More information will be published in K-State Today.

The department of Compensation & Organizational Effectiveness is still working on reviewing job families, and will present their findings to the President's cabinet sometime in February. Their findings will be disbursed to campus shortly after.

There were 55 Dorothy L. Thompson lecture participants. 1700 students have completed Title IX training. The PageUp (applicant tracking system) is being tested right now and should go live early next year. The 2015 discretionary day has to be used by December 19. Training for search committees is now available online at: <http://www.k-state.edu/hcs/tools/managers/recruitment/tools/training.html>.

VII. Administration & Finance Liaison (Tara Pfaff) – The 2015 legislature has authorized the Board of Regents to establish vacation leave for University Support Staff. It's anticipated that the Council of Presidents will request the Board of Regents to change the leave policy so that USS vacation leave is comparable to that of unclassified professionals, effective FY2017. Unclassified professionals receive 176 hours per year of vacation leave).

In preparation of the July 1, 2017 expiration of the Board of Regents concealed carry law exemption, K-State has appointed a working group to review the revised Board of Regents weapons policy and provide feedback to the Board of Regents.

The Division of Administration & Finance is currently working on their K-State 2025 plan. A Division of Administration & Finance 2025 update meeting with President Schulz and Provost Mason will be held November 6 at 2:15 p.m. in the Town Hall of the Leadership Studies Building.

December 24 and 25, 2015 and January 1, 2016 are official state holidays. The university will close its normal operations from December 24 through January 1 and reopen for normal operation on Monday, January 4, 2016. Normal workdays affected by this are December 28-31.

VIII. Executive Council Report – The possible changing of our reporting status was discussed prior to bringing it forward to senate.

IX. Senate Standing Committees

- A. University Affairs Committee – After reviewing the questions received from the benefits expo, the committee met and developed 10 different questions to ask at the open forum today. Carol Marden, the committee chair read the questions to senate.
- B. Communication Committee – No report.
- C. Governmental Affairs Committee – Kerry Jennings attended the University Support Staff Council (USSC) meeting, see section D, under President’s Reports above. Kerry will look through the USS bylaws to see if it’s necessary to vote on the addition of an Administration & Finance Liaison. Cats in the Capital will be February 17. Senators are encouraged to go to Topeka to promote K-State.
- D. Recognition Ceremony Committee – Employee of the Year nomination requests will be sent out within the next week or so. Announcements will appear in K-State Today, the USS website, HR website and the University calendar.
- E. USS Employee Opportunity Fund – Four Meritorious Service Awards were given out. The recipients were Carrie Roberts, Lori Plummer, James Smith and Raymond Deiser. A \$1500 donation was received from Bruce and Megan Weber.

X. Old Business – none

XI. New Business – none

XII. Campus Committee Reports

- A. Climate Survey Committee – information from the fora held on September 14 to 18, 2015 was shared with the committee and discussed the next steps to be taken. The information has been divided into groups: Pay/Benefits, Professional/Leadership Development, Communication, Inclusiveness, and Conflict Resolution. The committee divided into sub-committees to develop three to four action points for this year to be submitted to upper administration.
- B. Parking Services Committee – no report
- C. Recycling Committee – no report
- D. Service & Maintenance Committee – Reflective vests for nighttime custodians is being considered by Facilities. The Winter/Fall fact sheet was reviewed. Custodians will have to shovel snow if it is within 20 feet of a building. The injury status report was reviewed. Facilities reported five injuries, with most of the injuries being within the Custodial Department.
- E. Search Committees for Deans and above – no report
- F. Other – no report

XIII. Adjournment – Jan moved to adjourn. Rob Reves seconded. Motion carried.

Next meeting: December 2, 2015 12:00 p.m., JP’s Sports Grill (No Executive Council)

Note: Please bring canned goods or a monetary donation to participate in USS Senate’s donation to Flinthills Breadbasket.

Upcoming Events

TODAY, November 4 – USS Open Forum with President Schulz, VP Cindy Bontrager and VP Cheryl Johnson

2:00 – 3:00 p.m., KSU Student Union Forum Hall

March 29, 2016 – USS Open Forum with President Schulz, VP Cindy Bontrager and VP Cheryl Johnson

2:00 – 3:00 p.m., KSU Student Union Forum Hall

April 27, 2016 – USS Recognition Ceremony, 2:00 p.m., KSU Student Union