

K-State University Support Staff Senate Meeting Minutes

October 8, 2014, 12:30 p.m. – 2:30 p.m.

Flint Hills Room, K-State Student Union

I. Vice President, Pam Warren, called the meeting to order at 12:30

II. Roll Call

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

Excused: Micheal Ashcraft, Brittany Green, Kerry Jennings

Absent: Janel Harder

III. Guest Speaker, President Kirk Schulz, Kansas State University

- President Kirk Schulz informed the Senate that for the 2014-2015 school year, we have the largest enrollment in University history and that is a campus wide achievement that we should all be proud of. It is deeply appreciated the roll that everyone played on that. For the 2014-2015 school year, 9% of our student enrollment is from outside the United States spanning from 40 countries. As everyone is well aware there are many construction projects all over campus. This will continue with many more starting next summer. Campus will be a work zone for the next 3-5 years so we need to do what we can do to work around that as we educate and assist our student population. President Schulz requested to have a copy of the minutes from this meeting be sent to him.
- Pam Warren, asked President Schulz when they were going to start working on the Lover's Lane project. Answer: We are not sure when that will be happen, it may be a funding issue and it is still up in the air who is responsible for that expense, the City of Manhattan or KSU.
- Janice Taggart wanted to thank President Schulz for advocating and working towards where we are today with USS.
- Cheryl Martin asked when are we anticipating the move to a walking campus? Answer: There are a few issues to work through before that can happen, mainly parking. We will have to ramp up the ATA bus services. He would like to consider summer of 2015 but it will more realistically be later than that.
- Cheryl Martin also asked about the bridge that has been rumored crossing from the campus over Anderson, is that still in the vision? Answer: That has been floating around the rumor mill for many years but it would be a costly endeavor that would probably not be worth the funds it would take to accomplish.
- Rob Reves addressed a concern that a constituent had about the eight Director positions in Human Capital Services. This individual applied for more than one of these positions. Each of these jobs required a Bachelor's degree "or equivalent work experience". This person received rejection letters for each position they applied for saying they "did not meet the minimum requirement of a bachelor's degree" so they were not selected for further consideration. The letters also stated, "The search committee recently completed screening the applicants for the position." When inquiries were made, two members of the search

committee said they never reviewed this individual's application. Answer: President Schulz recommended that without knowing the particular situation that that person should take it up for review.

- Michael Seymour asked if President Schulz was aware of how the insurance changes are affecting the employees with the increase in the family maximum payout. Answer: President Schulz was unaware of anything that we would be able to do at this point in time. We are looking to work with other State Universities to get together and see if we would be better to branch out separately from the State system, however, it will be something that has to be passed through the legislation before we can do anything else. Gary Leitnaker said that a State run insurance commission is the one that dictates what options State employees have. It is thought that they are using this to drive people to Plan C.
- Steve Greinke expressed concern that being on the evening shift he has noticed that lighting is terrible on campus and that many employees are afraid to go to their cars after dark. President Schulz asked if there wasn't enough lights or if some were burned out? Steve said that in the Stone House area that it was a timing issue and in other areas that the area that is illuminated was more the street than the walking path.
- Amy Capoun asked with an increasing number of students from other countries, is there any classes for USS employees to help us communicate with these new students? Answer: No, not currently but that would be very helpful not only for the language barrier but also for customs, etc
- Lesa Reves brought forth a constituent concern that when we changed over to USS, we weren't going to lose any appeal rights. Now it is being said that the Peer Review only hears issues on evaluations and that now that we have lost that second safety net that the former Civil Service appeal process gave us. Gary Leitnaker stated that the Peer Review group will also hear the appeal of unfair treatment and the decision making leave. The USS Appeals Board will hear cases concerning issues of demotion, dismissal and suspension without pay. Lesa stated that when we voted to go to USS it was deceiving as it was promoted that the Peer Review would hear the same issues as before and the Appeals Board would replace the Civil Service Board in Topeka as the next step in the appeal process rather than the duties being divided between the two separate boards.
- Michael Seymour asked President Schulz what he thought about the zones in facilities? Answer: It's worth a try but it is not his area of expertise. If it doesn't work, we will just have to figure out where to go next.
- It was asked where is Telecom going to move? Answer: That is something we are working on right now. The challenge is they need to be close to campus and have a place to store their equipment and have vehicles and they need to be moved by January.
- John Wolf asked when will we start developing north of Weber Hall? Answer: That's not in immediate plans but there will be lots of discussions in the next year or so as to what features they are wanting in the building.
- Steve Greinke stated that for 2nd shift emergencies he is hopeful that these new zones aren't going to affect how emergencies are going to be handled since there are only two supervisors on duty to handle the emergencies.
- Carrie Fink stated that with many employees attending the A.L.I.C.E training they are becoming concerned that there aren't adequate resources to protect our employees in the event of an active shooter. Answer: With the buildings being about 100 years old it may be very expensive to retrofit these buildings and hard to do. It may be good to start doing

drills and to talk to the Safety group to look at some options that we may have. To follow up, Janice Taggart asked if Sargent Jager was still planning to make a video to do the A.L.I.C.E training since just one person is doing the trainings. That is currently unknown.

IV. Minutes: September 4, 2014

The minutes for the September 4, 2014 meeting were reviewed, John Wolf moved to accept the minutes as written, Lesa Reves seconded the motion. Motion carried.

V. Budget/Treasurer's Report

Susan Erichson presented the budget for the period of July 1-September 30, 2014. Foundation Account C-21151-CS has a balance of \$1,803.52; Foundation Account C-21155-CS has a balance of \$427.01; Foundation Account C-23750-CS a zero balance; State Account NMAF205629 has a balance of \$2,206.00; for a total of \$4,436.53. Cheryl Martin moved to accept the report as written, Lesa Reves seconded the motion. Motion carried.

VI. Associate VP/Human Resources

October is Health Insurance open enrollment month. The Learn Smart training programs have arrived. There have been many concerns expressed about the \$25 fee and departments not paying for it. It was suggested that employees reach out to HR who can then reach out to the supervisors. Carrie Fink expressed that in her department there was some concerns if there are 30 people in the department multiplied by \$25 would be a large expense for the department. Along with the concern of the expense, there has also been some negative reviews online which have some concerned.

Steve Greinke brought up the concern of annual performance reviews. He had turned in an evaluation and it was sent back telling him they were a month behind to send it back in November so now reviews that were due in October have to be turned in in November, due in November turn them in in December, etc. Any idea what is going on and why the delay? Answer: No but those that are turning them in on time, keep up the good work.

VII. Executive Council Report

Nothing to report

VIII. USSS President's Report

Steve Dandareau spoke to everyone concerning the Undergraduate studies. Discussion was held concerning the trip to Iowa for the President's Advisory council

IX. Senate Standing Committees

A. University Affairs & Communication Committee

1. Thanks for everyone that had a part in the Benefits Expo. Items that were brought up in the suggestion box: there were two for parking permit policies, 1) an employee had been told they had to pay full price for their parking pass that had been stolen 2) employees want to have parking permits paid in full by the University. Another suggestion was that they would like to see something good to reward dedicated workers who have been here 15+ years and that all of the recent improvements have been for new employees.

2. It has been asked by a department head since we are now USS, could an employee be given an award of some sort be given. Answer: It would need to be part of a comp plan.
3. Our picture will be November 5th. This will be a group picture but there will also be an opportunity for individual pictures.

B. Governmental Affairs Committee

The USSC presented a letter to Council of Presidents concerning vacation leave. Wichita State University President Bardo then presented this issue to the Kansas Board of Regents. The first step needed is a change in legislation to take leave out of the hands of the Legislature and give that authority to KBOR. WSU Governmental Relations representative, Andy Schlapp, stated the real issue is that we are dealing with an outdated statute that just needs a technical change. They will pursue a legislative change.

C. Recognition Ceremony Committee

Nothing to report

D. USS Employee Opportunity Fund

Nothing to report

X. Old Business

No old business

XI. New Business

Michael Seymour requested that we draft a letter to President Schulz regarding the insurance. He would like to price the insurance plan A and what it would cost if employees went out and purchased it on their own. With the new policies it may be cheaper to get insurance individually which would be a loss of a benefit to employees. Rather than drafting a letter, the minutes of this meeting will be sent to President Schulz

XII. Campus Committee Reports

A. Alternative Service Committee

Did not meet but they did have their first appeal.

B. Climate Survey Committee

The video projector wouldn't work. A link will be sent to all senators to watch later. Information postcards were handed out to all to take back to their divisions.

C. Parking Services Committee

They met last month to set up who was appointed. They will be losing more parking stalls. A plan to work with this is to be presented to President Schulz by the end of the year.

In the parking garage if you use longer than allotted time and folks are getting ticketed which is causing problems for drops offs, etc. They should be able to get stamped as doing such so they don't get ticketed.

E. Recycling Committee

Nothing to report

E. Service & Maintenance Committee

Met the same time as parking services, no report

F. Search Committees for Deans and above

For the Dean of Veterinary Medicine, they have finalized the position description to put out online and they are starting the recruitment process.

G. Other

XIII. Adjournment

Lesla Reves moved to adjourn. Susan Erichsen seconded the motion. Motion carried.

Next meeting: November 5, 2014, 12:30 p.m., Flint Hills Room Union, with Executive Council meeting at noon. Group pictures will be taking place.