

## MINUTES

K-State University Support Staff Senate  
September 2, 2015, 12:30 p.m. – 2:30 p.m.  
Cottonwood Room, K-State Student Union

### I. **Call to Order**

Meeting was called to order at 12:29 p.m.

### II. **Roll Call**

**Present:** Jackie Anders, Yvonne Bachura, Richard Brenner, Ruth Bundy, Susan Erichsen, Carrie Fink, Stephanie Fox, Brittany Green, Steve Greinke, Susan Hazelbaker, Kerry Jennings, Emily Johnson, Randall Lindstrom, Gina Lowe, Carol Marden, Cheryl Martin, Brenda Nowakowski, Felisa Osburn, Rob Reves, Michael Seymour, Janice Taggart, Lindsay Thompson, Pam Warren, John Wolf, Kari Zook **Excused:** Amy Capoun  
**Unexcused:** Maria Thurmond

### III. **Guest Speakers: Charlotte Self** – Director, Employee Relations

**Gary Leitnaker** – Director, Labor Relations & Special Projects

#### **Appeals Process Before and After USS Conversion**

Because it was believed that there would be no changes to the peer review process after a positive vote for USS, Gary Leitnaker started out by reviewing the four white papers and the minutes from the white paper sessions. In the white papers, the phrase “peer remaining as it always has,” was removed because it was understood that there would be no changes to the Peer Review process. The September 25th minutes of the Alternative Service Committee read that “if there is a positive vote for USS, employees will not have access to the state civil service board. There will be 15 people on the Appeals Board, 2/3 university support staff and 1/3 unclassified/faculty. The Peer Review Committee will stay in place as they are now. They will have the final say on performance evaluation appeals and sanctions as a result of violations of affirmative action. PRC will not deal with suspensions, demotions or dismissals.” Charlotte and Gary’s visit with the senators was more of an informative visit. Senators plan to continue dialog with Human Capital Services regarding this issue.

Gary brought it to the attention of the senators that there was an oversight in PPM Chapter 4035. It didn’t cover what would happen if appeal documents were not submitted to the Vice President of Human Capital Services by the set deadline. To correct this, a sentence was added that the appeal would be considered withdrawn and the hearing would be cancelled.

After Charlotte and Gary’s presentation, the Pam Warren requested that the Senate go into a closed session for 30 minutes.

After the closed session, Kerry Jennings made a motion that the USS Affairs Committee and others as deemed necessary move forward in investigating our option of moving all cases back under the PRC, with the Appeals Board being a second avenue for certain hearings. Steve Grienke seconded the motion. Motion carried.

### IV. **Minutes:** August 5, 2015

Rob Reves moved to accept the minutes. The motion was seconded by Cheryl Martin Motion carried.

**V. Budget/Treasurer's Report – Susan Erichsen**

Susan Erichsen reported for the period August 1, 2015 – August 31, 2015. Foundation account C-21151 - CS has a balance of \$576.41; 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 \$2,320.30; for a total of \$3,323.72. Kerry Jennings moved to accept the budget/treasurer's report. The motion was seconded by Rob Reves. Motion carried.

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

HCS is still searching for Assistant Directors for Employee Relations and Compensation & Classification. PageUp will be the new hiring system we will be using. They are currently making final adjustments and they should be finished soon, however, we aren't sure of the exact date the new system will go live. Stephanie Fox asked about early retirement. Gina said they're still looking into it, but they have nothing to report at this time and probably won't for a while.

**VII. Executive Council Report - None**

**VIII. USSS President's Report**

**A. University Committees List**

Senate submissions need to be made for this list. Any current committee members need to confirm that they're still on their respective committee.

**B. 2015 Space Migration Planning Project Outcomes**

Calvin Hall will become the new home for Arts & Sciences. The Foundation Tower will become the new home for Information Technology Services, Engineering Extension and Financial Services. The remaining space in the Foundation Tower will be used as swing space as other construction projects occur on campus. Holtz Hall will house the Tutoring Center. Nichols Hall will house Communication Studies, School of Music, Theatre & Dance and the Center for Engagement & Community Development. For more information see the K-State Today article: <http://www.k-state.edu/today/announcement.php?id=21318>. A second round of space migration planning will begin this fall. The second round will reallocate spaces being vacated as a result of the current space migration project.

**C. President's Cabinet/President's Advisory Council**

Matt White is the new Associate Vice President for Constituent Development at the KSU Foundation. Cheryl Strecker, from the Office of Legal Counsel said they will be holding half day seminars for those at Department Head level and above. They are also working on becoming more visible to the University so they can operate more proactively instead of reactively. An update was given regarding the Education Advisory Board Student Success Program. This is an advising tool to assist in the 2025 Goal of improving student retention and timely graduation.

**D. Women of K-State Upcoming Events**

Leadership Panel – FULL

9/23/2015, 11:45 a.m. – 1:00 p.m.

Alumni Center Ballroom

Meet the New Women Leaders

10/6/2015, 11:30 a.m. – 12:00 p.m. (Lunch Provided)

UMB Theatre, Beach Museum of Art

Retirement Planning, Speed Networking and Cork & Canvas are also upcoming Women of K-State events, but more information will be available regarding these events at a later date.

**IX. Senate Standing Committees**

- A. University Affairs Committee – The USS Spring Open Forum has been rescheduled for March 29. Both the November 4<sup>th</sup> and March 29<sup>th</sup> fora will be live streamed. The videos will be available after each forum for USS to view. The Benefits Expo will be held October 1. The time for the Benefits Expo may vary from past years. HCS will determine the time soon. Possible giveaways were made available for review at this meeting as was the sign-up sheet for the USSS table at the Benefits Expo.
- B. Communication Committee – Nothing to report
- C. Governmental Affairs Committee – Nothing to report
- D. Recognition Ceremony Committee – The 2016 speaker has been selected and confirmed.
- E. USS Employee Opportunity Fund - One award was given.

**X. Old Business**

- A. City/University Fund Recommendations  
Senators gave a few ideas regarding usage of these funds, which included possible shelters for bus stops (campus and city-wide); installation of a table or two between Campus Creek and Justin Hall.
- B. A constituent asked when the leave earnings for USS employees would begin to be equal with the leave earnings of Unclassified employees, now that legislature has given their approval. Kerry Jennings told the senators that before this can happen, a meeting needs to be held with the Board of Regents to receive their approval. We should know more later regarding the outcome of this meeting.

**XI. New Business**

- A. Custodial Care of Buildings on Campus  
Steve Grienke spoke about how Facilities is servicing more of campus with fewer personnel. They were told that any new campus buildings would have their own custodial service provided out of their own budget, not Facilities' budget; however, this has not been the case. Currently, within Facilities, there are many USS who are completing tasks they weren't trained to complete (ie: plumbers doing electrical work). It was decided that more discussion would be had at the next meeting regarding this issue. Gina Lowe said she'd mention this issue to VP Cheryl Johnson to see if she could help. It was mentioned by Felisa Osburn that this issue could also be mentioned to Faculty Senate.
- B. Job Surveys  
If you'd like to see your supervisor's response to your survey, email your request to [hrcomp@ksu.edu](mailto:hrcomp@ksu.edu).

**XII. Campus Committee Reports**

- A. Climate Survey Committee – no report
- B. Parking Services Committee – no report
- C. Recycling Committee – no report
- D. Service & Maintenance Committee – Bat Catcher Safety training and rabies shots are being offered. The asbestos policy is still being reviewed. A new Public Safety Director has been named. Facilities' small service vehicles (Gators) will be numbered for identification purposes.
- E. Search Committees for Deans and above – no report

F. Other

**XIII. Adjournment**

Next meeting: October 7, 2015 12:30 p.m., Cottonwood Room, K-State Student Union.

**Upcoming Events**

USS Climate Survey Fora

September 16 (Noon – 1:00 p.m.) & September 17 (10:00 – 11:00 a.m.)

Both are in Room 227 in the Union. Registration required. Information about the Climate Survey is available at <http://www.k-state.edu/2025/initiatives/climate-survey/>.

October 1 – Benefits Fair

9:00 a.m. – 4:00 p.m.

Details forthcoming from HCS in K-State 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