

K-State University Support Staff Senate  
Noon to 12:30 - Pictures  
Senate Meeting Begins 12:30  
**September 14, 2016**  
**Cottonwood Room**

- I. **Call to Order:** meeting was called to order at 12:39 pm.
  
- II. **Roll Call**  
**Present:** Jackie Anders, Roxann Blasi, Becki Bohnenblust, Richard Brenner, Jane Cleveland, Susan Erichsen, Stephanie Fox, Tara Fronce, Brittany Green, Steve Greinke, Susan Hazelbaker, Kelly Ingalsbe, Kerry Jennings, Emily Johnson, Joy Knutson, Randall Lindstrom, Carol Marden, Brenda Nowakowski, Felisa Osburn, Cyreathia Reyer, Susan Shuman, Michelle Vogel, Pam Warren, John Wolf, Kari Zook, Rosemarie Alexander proxy for Carrie Fink, Bill Johnson proxy for Gina Lowe  
**Unexcused:** Brian Sheaves
  
- III. **Minutes:** August 10, 2016 Cyreathia Reyer moved to accept the August meeting minutes with minor corrections. The motion was seconded by Susan Erichsen. Motion carried.
  
- IV. **Treasurer's Report:** Susan Erichsen reported for the period of August 1 – 31, 2016. Foundation Account (C-21151-CS) has a balance of \$6996.98; Foundation Account (C21155 – CS) has a balance of 279.30; Foundation Account (C23750-CS) Awards Ceremony has a balance of \$0.00; State Account (NMAF205629) has a balance of 2,805.84; for a total balance of \$10,082.12. Jane Cleveland moved to accept the budget/treasurer's report. The motion was seconded by Felisa Osburn. Motion carried.
  - a. USS Employee Opportunity Fund Report; Approved 0 people for the award.
  
- V. **HCS Liaison Report:** Bill Johnson, Associate Director of Employee Relations  
The Furlough Policy was posted to the web on 9/7/16. This policy was updated in reaction to the summer of 2015 when we realized it needed to be updated. **There are no plans for furloughs.**  
  
General Myers commissioned a PRC/Appeals Committee chaired by Cheryl Johnson and Sue Peterson. This group has met twice and will meet again on 9/21. Those who are covered by a meet and confer agreement are out of scope for this project.  
  
Talent Acquisition & Resource Center: HCS conducted a kaizen to address streamlining and automating the on-boarding process. On-boarding refers to the mechanism through which new employees acquire the necessary knowledge, skills, and behaviors to become effective organizational members. The goal is to have the automated process integrated with the PageUp applicant tracking system by March 2017.  
  
Learning & Development: The CUPA-HR Conference will be November 9 & 10 in the Alumni Center. The theme is "Re-Connect". The keynote speaker is Joyce Layman, author, entrepreneur and business speaker. There will be over 15 break-out sessions including many presentations from K-State employees. There will also be a legislative update provided by Natalie Bright, who is a well-known HR lobbyist. Registration is \$60 for Kansas CUPA-HR members and \$70 for non-members. This includes 2 breakfasts, 2 lunches, and evening social. To learn more, visit the Kansas chapter website at <http://chapters.cupahr.org/ks/>.

**Benefits:** Open Enrollment is October 1-31. We will have communication in email, K-State Today and in person sessions (mostly H&D and Facilities) during Open Enrollment. Please note that other institutions are experiencing healthcare cost increases also. Benefits Fair is October 6 from 9:00 – 2:00. Flyers will be distributed soon.

**Movement Challenge** is going great! Thanks for everyone for participating. We have higher numbers of employees and departments than we did last year. Participation is up 30% from last year.

**Employee Relations:** The customer service satisfaction survey has closed and we are analyzing the results. The results will be shared once the analysis is complete.

**Labor Relations:** All comments regarding salary increases (up to the 25% and merit) are subject to meet and confer with KAPE for the maintenance and service unit.

#### VI. **Admin & Finance Liaison Report:** Tara Fronce

Open forum to discuss draft revised weapons policy: The weapons advisory work group is hosting an open forum to discuss the draft weapons policy Sept. 15 from 2-3:30 p.m. in Forum Hall in the Union. The event will also be live streamed on the VP for Administration and Finance website: [www.ksu.edu/vpaf/weaponspolicy](http://www.ksu.edu/vpaf/weaponspolicy)

**Building Naming Work Group:** Heather Mills is leading a work group to evaluate names for the old Foundation building at 2323 Anderson Avenue. The campus community was asked to submit naming suggestions by Sept. 9 for the work group to review. Once the work group has narrowed the options down to 3-5 names, the campus community will have an opportunity to vote before President's Cabinet makes the final decision.

**Early Retirement:** Provost Mason and Cindy shared in their Aug. 11 letter to campus that the voluntary early retirement program was determined to not be in the best interest of the university at this time.

#### VII. **President's Report:** Carol Marden

PRC/Appeals Process review committee is moving forward. The committee has met 2 times. Senate members on this committee are Carol Marden, Carrie Fink, Randall Lindstrom, Brittany Green and former Senator Lesa Reves. The changes proposed are in the function of the PRC so that is much of our focus. Minor changes are also being recommended to the Appeals Board. Nothing is final at this point, but the executive council working to hammer out the details of how this process could look. Carol Marden, Sue Peterson, Bill Johnson, and Cheryl Johnson met with the Union President Bill Glover. The Union President now understands that work on the appeals process has been in the works long before he went into negotiations. Since the Senate is not privy to what the Union is negotiating there may be overlap of projects from time to time. Resolution and an understanding appear to have been reached at this time.

The Kansas Board of Regents University Support Staff and Classified Staff Council (USSC) met in Lawrence on August 31 to prepare for the September 14 presentation to KBOR and COPS. The theme of the presentation is "Our shrinking paychecks". An employee from Emporia State has offered to use his check as an example as he has not changed jobs in his tenure. The result has

been a reduction of net pay by nearly \$200 per paycheck (not per month or year), but per paycheck. Other paychecks have since been examined and this holds true. There will soon be a greater reduction due to the increase in health care costs.

Since this is such a powerful statement, Carol has used it in other settings. It is important to note that the reduction is not just the lack of pay increases, but the result in increases in KPERS, Health Insurance, taxes, etc.

Carol has been contacted about serving on the search committee for the Interim Assistant Vice President of Human Capital Services. The search is open to only the current Directors in Human Capital Services and is now closed. Interview times have been slated for next week with a temporary start date of October 1.

Total Rewards and market adjustments letters remain a source of much discussion across campus. There is a movement to try blocking the letters from going out on September 30. There is great debate over how to fund those positions that are in the 25% below market level and how the employees in these positions will handle the news. We were reminded that there will be a 6 month reflection and cooling period before any appeals could be accepted. We all need to remember that this is a value that is put on your job not on you the employee.

With so much controversy about this issue, we need to be very clear where the Senate stands. It was suggested that a letter be drafted to Interim President Myers stating that the Senate believed that the letters should go out to meet the September 30<sup>th</sup> deadline. It was moved by Brittany Green that a letter be drafted to President Myers stating that the USS Senate believes that the letters should be mailed as promised to get to the employees on September 30. The motion was seconded by Joy Knutson. Motion carried.

Just a reminder, please try to attend the Weapon's Policy open forum in Forum hall on Thursday, September 15 at 2:00. The purpose of this forum is that if you have suggestions forward those to Cindy Bontrager. The policy will go to the board of Regents in October.

The final rule to update the regulations defining and delimiting the exemption for executive, administrative and professional employees from the minimum wage and overtime pay protections of the Fair Labor Standards Act (FLSA) takes effect on December 1, 2016. The final rule sets the standard salary level at the 40<sup>th</sup> percentile of earnings of full-time salaried workers in the lowest-wage Census Region which is \$913 per week or \$47,476 annually for a full-year worker and sets the total annual compensation requirement for highly compensated employees subject to a minimal duties test to the annual equivalent of the 90<sup>th</sup> percentile of full-time salaried workers nationally, which is \$134,004 and establishes a mechanism for automatically updating the salary and compensation levels every 3 years to maintain the levels at the above percentiles and to ensure that they continue to provide useful and effective tests for exemption. CBIZ has made recommendations and they have been forwarded to General Counsel. The information will be then sent to the Department Heads and will be released to everyone soon.

The State of Kansas Secretary of Administration has proposed some changes to the state's personnel policies including a cap on sick leave donations and appeals. As University Support Staff we would be exempt from most of these changes. Cindy Bontrager and Sue Peterson are meeting

about these proposed changes and any affect they will have on the University. Minimal impact is expected.

Jackie Anders, who is our At Large Representative and co-chair of the University Affairs standing committee, is stepping down. If you are interested in filling either of these vacancies please email Carol Marden.

#### **VIII. Old Business**

During the August meeting the question was brought up about the status of the 10 and 20 year pins for the employees who past that milestone in 2015. Apparently it was an oversight and the pins have now been ordered and should be received soon to be distributed to the employees.

#### **IX. New Business**

During the Fiscal year 2017 there are 27 pay periods. The University only funds half of the last pay period and the departments have to make up the rest. Most departments are already aware of this and have been working on funding.

#### **X. Senate Standing Committees**

##### **a. Communications Committee**

The committee is working on the Roar and hopes to have it to the committee by the end of the week. If you have not gotten your bio in do it as soon as possible.

##### **b. Governmental Affairs Committee**

November is just around the corner so if you haven't registered to vote please do so as soon as possible as the cut off is October 18. Now is the time to make a change if you are frustrated with how the government is being run in Topeka.

Again the changes to employee policies recommended by the Secretary of Administration of the State of Kansas should not affect University employees.

KPERs investment return on the \$1 billion dollars loan have been marginal. Repayment of the loan will come from the State General Fund, not KPERs. Also, the state has delayed their obligated payment to KPERs, this delayed payment is to be repaid by the State with an 8% interest rate no later than June 30, 2018, (per House Sub for SB161.)

##### **c. Recognition Ceremony Committee**

No report

##### **d. University Affairs Committee**

They have come up with a to-do list from the Benefits Fair on October 6. The premium that will be given out at the Fair is a clear drawstring bag. There is a sign-up sheet for the Senators to sign up for shifts to work at the Fair.

The first Open Forum is scheduled for November 3 at 3:00 pm.

#### **XI. Campus Committee Reports:**

a. Campus Recycling Advisory Committee: No report

b. Campus Planning and Development Advisory Committee: No report

c. Campus Environmental Health and Safety Committee: No report

- d. Commission on the Status of Women: No report
- e. Weapons Advisory Council: No report
- f. Search Committees for Deans and Above: The deadline for applications is September 23, 2016.
- g. Parking Council: No report
- h. Other: Alcohol & Drug Policy Review will have their 1st meeting on September 22.

XII. Adjournment; meeting was adjourned at 2:06 p.m.

Next Meeting: **October 12, 2016, Flinthills Room, Student Union**