

Minutes
K-State University Support Staff Senate
February 8, 2017
2002 Throckmorton

I. **Call to Order:** meeting was called to order at 12:30 pm.
Roll Call: **Present:** Roxann Blasi, Becki Bohnenblust, Jane Cleveland, Carrie Fink, Stephanie Fox, Tara Fronce, Brittany Green, Steve Greinke, Susan Hazelbaker, Kelly Ingalsbe, Kerry Jennings, Emily Johnson, Joy Knutson, Randall Lindstrom, Gina Lowe, Carol Marden, Paula Moseley, Brenda Nowakowski, Felisa Osburn, Cyreathia Reyer, Susan Shuman, Cathleen Stotts, Michelle Vogel, Pam Warren, Kari Zook, Wendy Nichols proxy for John Wolf **Excused:** Ruth Bundy, Susan Erichsen, Vickey Grochowski.

II. **12:30 Presenter: Alan Conroy, Executive Director for Kansas Public Employees Retirement System**

Alan Conroy is Executive Director for the Kansas Public Employees Retirement System, beginning in that capacity in February 2012. He is responsible for all aspects of KPERS' daily operations. Conroy has over 30 years of experience in state government, fiscal analysis and public pension policy. KPERS provides retirement, disability and death benefits for Kansas state, school and local public employees. The Retirement System has 300,000 members and manages over \$17 billion in assets. The System also oversees KPERS 457, the State's voluntary deferred compensation 457(b) savings plan.

Mr. Conroy presented an overview of the status of KPERS. He did state that our contributions go into a trust and that the trust fund is safe. He said that there is an abundance of IRS support and statutory laws to protect those funds. There are some big changes coming in reference to working after retirement.

III. **Swearing in of new Senators:** President Carol Marden swore in new Senator Paula Moseley.

IV. **HCS Reports:** Gina Lowe

Talent Acquisition: Cheryl Grice has taken a position in Communications and Marketing. Her last day in HCS is 2/10/17. **Learning & Development:** We are getting ready for Introduction to Supervision which begins next week. **Compensation & Organizational Effectiveness:** We are still accepting nominations for the President's Award of Excellence. The deadlines are Friday, February 10 for USS and Tuesday, February 13 for Unclassified. They would really like to get more nominations for Service and Maintenance employees. **Labor Relations & Special Projects:** meet and confer continues with the Service and Maintenance Unit. Both sides are working very hard to finish.

Office of institutional equity:

WTD 168: Recognizing and Reporting Sexual Harassment and Sexual Violence, University Response and Resources

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| 1. Thursday, February 16, 12:30pm - 2:30 pm | KSSU Room #206 |
| 2. Wednesday, March 29, 10:30am - 12:30pm | KSSU Room #206 |
| 3. Tuesday, April 25, 3:00pm - 5:00pm | Leadership Studies Room 127 |

WTD 169: Recognizing and Reporting Discrimination, University Response and Resources

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| 1. Tuesday, February 21, 8:00am - 10:00 am | KSSU Room #Cottonwood Room |
| 2. Thursday, March 30, 3:00pm - 5:00 pm | Leadership Studies Room 127 |
| 3. Monday April 24, 10:30am - 12:30pm | Leadership Studies Room 123 |

V. **Admin & Finance Liaison Report:** Tara Fronce

Budget: We know there will be a callback due to a drop in enrollment, but we won't know exactly how much until after the 20th day of classes (Monday). Due to the enrollment drop, we are anticipating a GU only cut

of less than 1.75%. There's still work going on in Topeka that could impact FY17. Yesterday, the Senate Ways and Means Committee voted to endorse a bill that would cut almost \$23 million for the Board of Regents and the six state universities during FY17, which would be about a 3% cut to K-State. It's still too early to know if this plan will move forward or how it will evolve. **ASC HR Manager:** We are in the process of hiring a HR manager in the Administrative Support Center. This individual will report to the ASC director (Mandy Cole) and will be responsible for leading the HR functions for all Administration and Finance departments. **Administrative Efficiencies Review Committee:** President Myers has charged Cindy Bontrager and Jeff Morris to form an administrative efficiencies review committee. The purpose of the committee is to identify cost saving measures or organizational effectiveness while maintaining quality service for our students, faculty and staff. The committee will meet Feb. 21 to brainstorm administrative processes to review for efficiencies and other cost savings ideas. If you have suggestions of cost savings or efficiency ideas, please contact a committee member or email me. Susan Erichsen is the USS representative on the committee. A K-State Today announcement is scheduled to run tomorrow with additional details and a full list of committee members. We are also working on setting up a website where folks can submit ideas. **Weapons Advisory Work Group:** The work group has started working on a concealed carry implementation plan that includes information on how to ensure the campus community is aware of the new policy and training on the new policy. We will work with Communications and Marketing and Shanna Legleiter in HCS to develop training on the policy. We plan to share a draft of the policy with leaders of each governance group.

VI. **Minutes from Previous Meeting:** January 11, 2017, Kelly Ingalsbe moved to accept the January minutes. The motion was seconded by Cyreathia Reyer. The motion carried.

VII. **Treasurer's Report:** Susan Erichsen: No Report
a. USS Employee Opportunity Fund Report

VIII. **President's Report:** Carol Marden
Update on the Appeals Process: I have reached out to the Chair of the committee and a meeting has yet to be scheduled to review the final proposal for both the appeals board and PRC changes.

Joint leadership had a meeting with April Mason concerning both the Climate Survey and changes to Principles of Community. It was suggested that the climate survey not be conducted every 3 years due to its expense, but may be considered in year 4. Faculty Senate brought up an interesting point about a component that was missing from the survey which was job satisfaction.

There is some discussion about the Principles of Community. There was a shortened version to which all the senates had a negative reaction due to the change in the diversity portion. The shortened versions have been pulled from being posted all over campus. At the March meeting the new proposed language will be presented.

Carrie and Carol went to the last KBOR meeting where KU presented some requests that had been brought forward by the regent's senates. One item asked for was an added day of service without using vacation leave. The ruling by the KBOR Attorneys was that they do not have the authority to grant added leave. The second item that was asked for was a tuition-share program among regent schools. There was a request for this in 2011 by faculty senate and it was turned down at that time, however COBO is reexamining this request.

While in Topeka with the other Regent schools, it was mentioned that someone had heard that K-State's USS was in the process of being converted to Unclassified Professional Staff. There have been lots of conversations in the past couple of weeks regarding this. Bottom line, assumptions were made from the information that came out from the Total Rewards postings that listed some positions of USS and UPS exactly the same. Both VPs Jeff Morris and Cindy Bontrager stated that there was no validity to this rumor. They also stated that any changes would be discussed with the USS Senate before moving forward.

IX. Old Business

- a. Meritorious Award Policy Revisions: Revisions were handed out at the January meeting. After reviewing the changes Becki Bohnenblust moved to accept the revisions with minor corrections. The motion was seconded by Jane Cleveland. The motion carried.
- b. Smoking Ban: A silent vote was taken to judge the Senate's opinion on the University Wide Smoking Ban. We were asked if we supported; a) a tobacco ban, b) a smoking ban, c) a total tobacco ban.

X. New Business

- a. Administrative Efficiencies Review Committee: The charge for this committee are;
 - 1) Document and evaluate efficiencies that have been implemented.
 - 2) Identify administrative processes to review for efficiency.
 - 3) The review process should include analyzing required investments of technology or staff resources necessary to effectively implement the revised process.
 - 4) Estimate the potential costs savings to the university over a 3-year period if the project is implemented.
 - 5) Strategically prioritize recommended projects.
 - 6) Report by March 1 the prioritized recommendations to President's Cabinet and University Budget Advisory Committee.

The overall objective is that the Administrative Efficiencies Review Committee will be tasked with identifying administrative processes which can be streamlined in order to achieve cost efficiency or organizational effectiveness while at the same time maintaining quality service for our students, faculty and staff. The committee will recommend a strategic prioritization for implementing recommended administrative process updates.

The report by date has been pushed back to mid-May. It was suggested that a monetary reward would inspire more submissions.

- b. KBOR University Support Staff Council Mission statement: While at the CSSC meeting in Topeka they discussed the mission statement. They wanted to confirm that the statement sums up their mission. The statement is; the mission of the Kansas Board of Regents USSC is to represent the interests of all University Support Staff employees of the regent universities. Kelly Ingalsbe moved that we submit a yes vote to the current mission statement. The motion was seconded by Jane Cleveland. The motion carried.

XI. Senate Standing Committees

- a. Communications Committee: The Roar is ready to be submitted and should be published soon.
- b. Governmental Affairs Committee: Nomination forms for senators are out and due back by February 20. The elections will be held on March 1-15.
- c. Recognition Ceremony Committee: No report
- d. University Affairs Committee: The date of the next open forum will be April 3 at 9:30 am in Forum Hall.

XII. 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: They are scheduled to meet on February 10.

- e. Weapons Advisory Council: There is no report, but it was mentioned that there is an article in the Collegian today about how the legislature will probably vote.
- f. Search Committees for Deans and Above:
Dean of Arts and Sciences search: application deadline is January 13. Candidates will be narrowed down to 7. February 1 & 2 candidates will be narrowed down to 3. Interviews will begin on February 26th.
VP of HCS search: there is no update on this search.
- g. Parking Council: They met and briefly discussed zone parking and the possibility of some solar charging stations.
- h. Other: Jeff Morris is currently in D.C. He plans to have the updated Total Rewards information out on March 1 to deans and department heads. He is hoping for no push back so they can continue to the next step.

Could there be a blurb in K-State Today when the minutes are posted to the USS Senate website? Felisa will let Emily know when they have been posted so that she can put it in K-State Today.

XIII. **Adjournment:** The meeting was adjourned at 2:25 pm.

- Next Meeting: **March 8, 2017, Cottonwood Room**