

## MINUTES

K-State University Support Staff Senate

January 6, 2016, 12:30 p.m.

Flinthills Room, K-State Student Union

### I. Call to Order

### II. Roll Call & Swearing in of Brian Sheaves

**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, Carol Marden, Cheryl Martin, Brenda Nowakowski, Felisa Osburn, Rob Reves, Michael Seymour, Brian Sheaves, Janice Taggart, Lindsey Thompson, Pam Warren, John Wolf, Kari Zook **Excused:** Amy Capoun

### III. Guest Speaker: Cindy Bontrager, Vice President for Administration and Finance

Cindy gave senators an update on the Governor's budget which will be submitted next January 12, however, before anything is finalized it will have to go through legislature. The campus' weapons committee, of which Carrie Fink is the USS representative, will be seeking names of individuals to serve as subgroup members of the committee. There will be five subgroups: Special Events, Student Life, Academics, Research and General Services. Subgroups will better help the committee make recommendations on how to be in compliance with the current law, when it begins being enforced in July 2017. The KBOR has drafted a weapons policy, which is posted on their webpage. Approval is anticipated at their January meeting.

The Space Migration Work Group has met. Their recommendations will be sent to the president sometime in April. Steve Greinke is the USS representative on this committee.

A leadership retreat is being planned by Cindy for next week. They plan to work on their VBAF 2025 proposal during this retreat.

The KSU Motor Pool will be analyzed for usage. There will be discussion on whether or not this service should be outsourced and if it could be more efficient for K-State to do so.

Cindy also spoke about testing Shared Services within Administration & Finance (bill payment, processing payroll). She reiterated that Shared Services is not about eliminating positions. This would happen within the next year or so.

Cindy mentioned the unanswered questions from the last open forum. She's drafted some answers but before they are made public, she would like to have them reviewed by HCS VP, Cheryl Johnson and President Schulz. She hoped to publicize these answers before the March forum.

The smoking policy committee has tried to identifying the allowable smoking locations. We will move forward with doing this and reevaluate how we move forward from here. There are also concerns about how our policy would be enforced.

**IV. Minutes:** December 2, 2015

John Wolf moved to accept the minutes. The motion was seconded by Rob Reves. Motion carried.

- V. Budget/Treasurer's Report** – Susan Erichsen reported for the period December 1, 2015 – December 31, 2015. Foundation account C-21151 – CS has a balance of \$4928.50; 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 \$1137.16; for a total of \$6451.48. Brittany Green moved to accept the budget/treasurer's report. The motion was seconded by Rob Reves. Motioned carried.

- VI. Executive Council Report** – No report.

**VII. USSS President's Report**

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

**a. Flint Hills Breadbasket Donation**

We were able to donate \$45.00 and 22 pounds of food to the Flint Hills Breadbasket. Thank you to all who donated.

**b. Weapon's Policy**

CCOPs will review the policy in December and will likely present to BOR in January. The Committee is interested in what other universities in states with similar legislation to Kansas to see how they addressed their issues. The Committee may Zoom or Skype with them for more information. The Committee is going to form five sub-committees:

1. Special Events – athletics, McCain, Global Campus...
2. Student areas – Organized group living, Welcome Center, Counseling Services, Rec. Center, Union...
3. Academics – Library, class rooms...
4. Research – BRI, State and Federal research facilities
5. General – Anyone not part of above listed groups such as Staff, General Counsel, Administration, etc...  
Note if you are part of any of the 1-4 areas listed above– no matter your role, you would be considered part of that group.

The Committee is planning on meeting every two weeks until the project is complete. Our deadline is March 2016. The committee will also be looking for three to four USS employees to serve on each of the five subcommittees.

**c. VPR Search**

Ads have been placed and the website is up and active <http://union.k-state.edu/president/jobs/VPR/>. The timeline, interview questions, preliminary interview schedules, and next steps were discussed. Our next scheduled meeting will be February 9, 2016 to applicant materials.

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

The use of Anderson Hall was discussed.

Naming Phase IV Engineering – Engineering Hall is halted until a donor comes forward.

Political Message – Weapons Policy: Please be respectful of everyone's opinion. We are preparing to comply with the law as it stands. The only way the law can be changed is through the legislature. Please remember if you contact your legislator, do it with your own resources, your stationery, your private e-mail account – no university letterhead, ksu.edu, or k-state.edu accounts.

## **VIII. Senate Standing Committees**

- A. University Affairs Committee – no report.
- B. Communication Committee – no report.
- C. Governmental Affairs Committee – Coming up February 1 – 20 is open nominations for senators. Senators with terms ending June 30, 2016 include: Amy Capoun, Brittany Green, Lindsay Thompson, Pam Warren, Rob Reves, Steve Greinke, Cheryl Martin, Emily Johnson, Michael Seymour II, Carrie Fink and Janice Taggart. Nomination forms will be available at the next meeting and mailed out to departments February 1. Votes are electronic.

Within the membership of the Council of Senates, we are the only USS Senate that meets on the first Wednesday of the month, which happens to conflict with some schedules. Senators should be in thought as to if we want to continue with this meeting time or if we should change it. If we do decide to change our meeting date to the second Wednesday, it would take effect next fiscal year.

- D. Recognition Ceremony Committee – A nomination announcement will go out tomorrow in K-State Today. The deadline for nominations is February 26. The ceremony has been placed on the University Calendar.
- E. USS Employee Opportunity Fund – no report.

## **IX. Old Business**

Senate has not received a response from HCS VP Johnson regarding our letter sent to her about the continuance of an HCS Liaison attending Senate meetings. We will wait until the next Senate meeting to see if we receive a response to our letter. If we haven't heard from her by the next meeting, we will move forward with contacting President Schulz.

Peer Review Update – Cindy Bontrager suggested writing a letter, including a new proposal addressed to addressed to President Schulz. The University Affairs committee will draft a letter and bring it to the Senate for review once it's completed.

## **X. New Business**

The potential changing of Senate's meeting date (would be effective July 2016). Kerry asked that the senators think about this possibility.

Jackie Anders mentioned the CBIZ email that she sent to senators. We probably won't hear anything about our analysis until March.

Steve Greinke mentioned the review process. He wanted to know if there were specifics in the difference between our overall evaluation rating options (Unsatisfactory, Needs Improvement, Meets Expectations, Exceeds Expectations, and Exceptional). He stated that as a supervisor in the Division of Facilities, he had to receive permission before giving any of his employees more than a 'meets expectations' rating.

Also, HCS has stated that statements on evaluations were a supervisor's opinion. Concern was expressed because such statements are a permanent part of an employee's record, which may be seen by people other than the employee and supervisor.

## **XI. Campus Committee Reports**

- A. Climate Survey Committee – Ruth Dyer has given information to the president. He has not yet responded.

- B. Parking Services Committee – no report.
- C. Recycling Committee – Because many of their current members’ terms are ending soon, they are currently working on getting more representation and generating more attendance at their meetings.
- D. Service & Maintenance Committee – Minutes from last meeting are attached.
- E. Environmental Safety – Campus has fallen behind in completing federally-mandated safety training. It’s not being completed as it should. The committee will be working on identifying the steps to take in correcting this issue.
- F. Search Committees for Deans and above – No movement in the VP of Research search. The committee’s next meeting will be in February. Dr. Zelia Wiley was appointed serve as the Interim Associate Provost of Diversity.
- G. Other

**XII. Adjournment**

Meeting adjourned at

**Next meeting:** February 3, 2016 12:30 p.m., Cottonwood Room, KSU Student Union

**Upcoming Events**

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