

**K-State University Support Staff Senate**  
**Meeting Minutes DRAFT**  
**September 3, 2014, 12:30 p.m. – 2:30 p.m.**  
**Cottonwood Room, K-State Student Union**

**I. President Kerry Jennings called the meeting to order at 12:30 p.m.**

**II. Roll Call**

- A. Present: Michael Ashcraft, Amy Capoun, Susan Erichsen, Carrie Fink, Janet Finney, Doris Galvan, Brittany Green, Steve Greinke, Kerry Jennings, Emily Johnson, Connie Kisse, Sharon Maike, Carol Marden, Lesa Reves, Rob Reves, Michael Seymour, Michael Seymour II, Janice Taggart, Lindsay Thompson, Heather Tourney, Pam Warren, Julie Wilburn, John Wolf, Kari Zook
- B. Absent, Excused: Cheryl Martin, Terri Savage
- C. Absent: Janel Harder, Gary Leitnaker

**III. Guest Speaker, Cheryl Johnson, VP of Human Capital & Ameerah McBride, Office of Institutional Equity, Investigator**

- A. VP of Human Capital, Cheryl Johnson shared some of the goals and objectives that the Department of Human Capital is working towards. She expressed interest in coming back to visit the senate at a later date to show how they are advancing on those goals. In sharing some of the drafted goals, she shared that they want to make the Division of Human Capital a progressive and relevant partner with the University and that they need an organizational structure to support the vision and mission. A large part of the new Division of Human Capitals' restructuring will have emphases on talent acquisition, compensation, and learning and development. It is planned to strategically hire two more people in compensation and Talent Acquisition. A time table for action for the next year was presented which demonstrated the use of RACI (Responsible, Accountable, Consulted, and Informed) to show what departments would be involved and when completion was expected. She shared that 40% of applicants for the eight Director positions were not currently employees in Human Resources. The new Division of Human Capital will also have their leadership team more involved in the community with philanthropy projects.
- B. Ameerah McBride was standing in for Roberta Maldonado-Frazen who apologized for not being able to make it. Ameerah passed around an informational sheet that demonstrated the number of reported discrimination claims and investigations. The information represented contacts that have been made from January 1 through August 4, 2014. A majority of the complaints are from students with the largest complaint being discrimination. The average number of days that takes to complete an investigation is 60.15 days. The largest trend is the increase of investigations for Sexual Harassment with a Supervisor harassing an employee. Steve Greinke asked if there will be training for supervisors so they know what they should say or do during a report of discrimination, etc.... Ameerah responded that there is not. During the roll out of the online training for harassment there have been a few technical difficulties that have occurred but they are being worked through. If you have not received the email with your personal link to complete the training, Roberta will need to be contacted as all departments should have received their Email notification already. If you did not receive the email, do not use a coworker's link as all links are linked to your personal HRIS account. A new Email will have to be sent out.

**IV. USSS President's Report**

Kerry met with the President's advisory cabinet for a presentation by Dr. Sue Peterson on what the Office of the President/Governmental relations does and what they can do for us. Ryan Swanson, Associate Vice President for the Division of Facilities, updated the cabinet on building projects that are occurring throughout campus. He shared the schematics of Calvin Hall vs the new business building. Ryan also presented the reorganization of the Department of Facilities.

Kerry passed on that the concern that was brought up last meeting regarding the maximum vacation accrual of 304 hours; an email has been passed on to Cheryl Johnson and Cindy Bontrager. It was responded that the level of 304 hours is mandated at the state level and may need to be addressed at the supervisory level if employees are unable to take the time off. Perhaps a more sound solution would be adding more people to the department or a shifting priorities needs to occur to correct the problem rather than focusing on the maximum level of vacation accrual.

**V. Minutes: August 6, 2014**

The minutes of the August 6, 2014 meeting were reviewed, John Wolf moved to accept the minutes as written, Rob Reves seconded the motion. Motion carried.

**VI. Minutes: August 20, 2014**

The minutes of the August 20, 2014 meeting were reviewed, Janice Taggart moved to accept the minutes with the addition of a comment missed by Steve Greinke, Lindsay Thompson seconded the motion. The motion carried.

**VII. Budget/Treasurer's Report**

Nothing to report.

**VIII. Associate VP/Human Resources**

No report

**IX. Executive Council Report**

Nothing to report

**X. Senate Standing Committees**

**A. University Affairs & Communication Committee**

On October 1, the Alternative Service Committee will meet with the full senate. The benefits expo will be on Thursday, Oct 2, 2014. Volunteers are needed from the senate. A sign-up sheet was passed around. Committee members met with Kathy Kugle to get changes going on the Senate Website. Bios from all senators are still needed. Please get them submitted to Carol or Lindsay as soon as possible. Kerry would like to have the individual meetings with the various colleges that were previously discussed starting with Student life. Carol and Kerry will be contacting the senators in those college to helps set up a location and a date. The committee is hoping to have the ROAR out by the middle of September as originally planned.

**B. Governmental Affairs Committee**

No report

**C. Recognition Ceremony Committee**

No Report

**D. USS Employee Opportunity Fund**

2 meritorious service awards were given and 4 book reimbursements were awarded this past month

**XI. Old Business**

No old Business

**XII. New Business**

No Old business

**XIII. Campus Committee Reports**

A. Alternative Service Committee

There will be a joint meeting of the Alternative Service Committee and University Support Staff Senate. The date, time and location are October 1, from 1:30 to 3 at Edwards Hall, commons area. A compensation philosophy and timeline for a compensation plan will be discussed. Cheryl Johnson, Cindy Bontrager and John Hanes will be in attendance.

B. Climate Survey Committee

The committee is through the first battle of questions. Their next meeting is set for September 18<sup>th</sup>. The survey is still expected to be administered in October/November

C. Parking Services Committee

Have not met yet

D. Recycling Committee

Nothing to report

E. Service & Maintenance Committee

Nothing to report

F. Search Committees for Deans and above

The search committee for the Dean of Veterinary Medicine has begun their process. They hope to have an offer extended to the candidate selected by February 2015.

G. Other

Lesa Reves attended a retreat related to Title IX hosted by the Office of Institutional Advancement on August 21, 2014 to go over changes to the Policy Prohibiting Discrimination, Harassment, Sexual Violence, and Stalking for the University. In addition to name or position changes in this policy, there is a new policy that covers the Procedure for Reviewing Certain Domestic Violence Complaints in Student Housing.

**XIV. Adjournment**

Michel Seymour II moved to adjourn the meeting. Lindsay Thompson seconded the motion. Motion carried.

Next meeting: October 8, 2014, 12:30 p.m., Flint Hills Room Union, with Executive Council meeting at noon.