

USS Senate President's Notes

Greetings to all,



Let me introduce myself, I am Kerry Jennings your 2014-15 University Support Staff President. I am proud to represent you this coming year and I feel we have the greatest work force of all the Universities with highly skilled employees that make Kansas State University the best place for our

students.

It has been a year now since we voted to leave the Civil Service of the state of Kansas and become a more integral part of Kansas State University as University Support Staff (USS). This past summer the confidence of this vote was seen as all USS members were recipients of a 2% raise provided by the KSU administration. A big Thank You to the administration!!

Our Governmental Relations committee members have been meeting and having discussions with the University Support Staff Council which is representatives from the other five Board of Regents' Universities. Good conversations and ideas have resulted including a proposal to change the amount of annual leave accrued for new and existing employees to be more uniform on our campus. You can read more information later in this newsletter. In addition with our change in employment status, the USSC is in discussions with our reporting process to the Kansas Board of Regents.

In closing let me say again how honored I am to represent the University Support Staff this year. If you have any concerns please let me know or contact the Senator from your area and let them know your concerns. You will find below the list of USS Senators for this year. Go Cats!

Opportunity Fund

Funds are donated by the K-State community (staff, faculty, students and friends of K-State) through the annual All-University Campaign. Donations are deposited into a foundation account and managed by the Office of the Vice President for Administration and Finance (VPAF). Funds are donated to help with academic achievement, work expenses not funded by their department or to reward outstanding leadership on behalf of USS employees.

Any K-State USS employee may request a personal reimbursement for up to 50% of qualified expenses, not to exceed \$100. The number of awards may be limited due to the number of requests received and/or the amount of funds available. Original receipts must be provided for all personal reimbursement requests. Opportunity Funds may be awarded for the following circumstances:

1. **Text books** for USS employees enrolled in a class taken for academic credit. The applicant must provide the original textbook(s) receipt and a copy of their class schedule with the application form.
2. **Office equipment/Supplies/Tools** to be used by a USS employee to help them perform their job duties. Requests should be limited to items the employee's department is unable to purchase.
3. **Professional Development** - Expenses incurred by USS employees for seminars or conferences attended to improve current work skills. Requests should be limited to items the employee's department will not reimburse.
4. **University Support Staff Opportunity Fund Meritorious Service Award (\$200)** - Funds may be awarded to USS employees who demonstrate exceptional leadership and/or extraordinary effort in their position which



proves to be a valuable service to the K-State community. Self-nomination is prohibited. Faculty, staff or students may nominate a classified employee for this award.

Fourteen USS employees have been nominated and received the Meritorious Service Award during 2014. They are Kathy Sanders K-State Salina; Anita McDiffett, Grain Science; Chris Falley, Facilities, Ashley Gilbert, Parking; Deidre Romaine, Parking; Cheryl Martin, Parking; Kathy Coleman, Library; Kathryn Sigman, Library; Meghan Misenhelter, Library; Ralph Ritchie, Facilities Maintenance; Bernadette Randall, Library; Susan Keller, Library; Erica Foster, Library; and Jean Upham, Library.

The committee to approve funding requests is chaired by the USS Senate Treasurer, 2 Senators and 2 at-large USS employees.

Here is the link for the Meritorious Service Award Nomination forms and Personal Reimbursement forms -

<http://www.k-state.edu/class-senate/awards/award.html>

Your Senators



Thank you to all of the senators who work many hours each week representing University Support Staff. You are all appreciated!

Agriculture & Extension (4)

1. John Wolf (2015) 1st term
2. Amy Capoun (2016) 1st term
3. Brittany Green (2016) 1st term
4. Janice Taggart (2017) 2nd term

Architecture, Planning & Design (1)

1. Heather Tourney (2015) – replaced Kari Lindeen

Arts and Sciences (1)

1. Lindsay Thompson (2016) 2nd term

Business (1)

1. Pam Warren (2016) 2nd term

Education (1)

1. Susan Erichsen (2017) 2nd term

Engineering (1)

1. Doris Galvan (2015) 1st term

Human Ecology (1)

1. Janet Finney (2015) 2nd term

Veterinary Medicine (2)

1. Rob Reves (2016) 2nd term
2. Lesa Reves (2015) 2nd term

Hale Library (1)

1. Connie Kisse (2017) 1st term

K-State Salina (1)

1. Kari Zook (2017) 1st term

ADMINISTRATIVE UNITS

Administrative and Finance (6)

1. Julie Wilburn (2015) – Replaced Will Hirsch
2. Mike Ashcraft (2015) 1st term
3. Steve Greinke (2016) – Replaced Jen Schlegel
4. Cheryl Martin (2016) – Replaced Brian Sheaves
5. Terri Savage (2017) 1st term
6. Michael Seymour (2017) 2nd term

Student Life (4)

1. Carrie Fink (2015) 1st term – replaced Michele Edwards
2. Sharon Maike (2015) 1st term
3. Kerry Jennings (2017) 1st term
4. Carol Marden (2017) 1st term

President / Provost (1)

1. Michael Seymour II (2016) 1st term

Local Agencies (1)

1. Emily Johnson (2016) – Replaced Karla Quick

University Support Staff Council Meeting

Kerry Jennings, Lesa Reves, Janice Taggart, and Pam Warren represented the K-State University Support Staff Senate at the University Support Staff Council meeting on Thursday, September 25, 2014 hosted by Wichita State University at the beautiful Harvest Room in the Rhatigan Student Center. Andy Schlapp, WSU Governmental Liaison told the group since five Board of Regents Universities voted in the last year to move from Classified to University Support Staff, a statute needs to be updated to reflect that change. The University Support Staff Council will work with the Council of Presidents and the Governmental Liaisons at each university to make this request. It was also decided not to have Day on the Hill in January as in the past years because the Legislature has less input on the topics of salary and benefits on University Support Staff then when these same employees were Classified Employees.

Development of a Compensation Philosophy

A joint meeting of the University Support Staff Senate, the Alternative Service and key personnel from the Office of Human Capital occurred October 23rd to discuss the first step toward developing a pay plan, the creation of a University-wide compensation philosophy. Three philosophy proposals were presented and discussed in great length. Key elements were gathered from the three options presented by Human Capital. Some key elements could include: Sustainability; Ability to attract, retain, and reward employees; Maintain an internal equity; Ensure proper job titling; Pay for what a job is worth; Career growth and progression. These are just a few of the elements that those in attendance felt were important for all staff here at K-State to consider as a compensation plan is developed.

During the months of November and December other groups across campus will or have been engaged in similar discussions with the Office of Human Capital on what a Compensation Philosophy should contain. Watch in the K-State Today for an announcement of

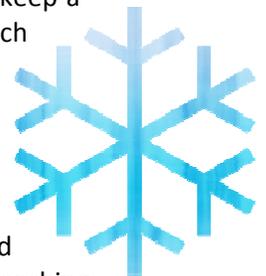


when a forum will be held to present a compilation of what groups across campus felt is important to the development of a compensation philosophy. Staff may expect a final compensation philosophy in place by as early as February/March of 2015. After the compensation philosophy is finalized, work can begin on a compensation plan for University Support Staff.



Winter Holiday Season

For the winter holiday season the university will reduce activity from the close of business Tuesday, December 23, 2014, through Friday, January 2, 2015, and will re-open for normal operation Monday, January 5, 2015. Since Wednesday afternoon, December 24, December 25, Friday, December 26, 2014, and Thursday January 1, 2015, are state holidays, the only normal workdays affected will be December 24 morning (4 hours), 29, 30, 31, and January 2, 2015. The university will close during this period. Leave will need to be used for this time, and you may use your new discretionary day. To be eligible for a discretionary day, an employee must be in a benefit-eligible position and have been employed by the State of Kansas for at least six months. The discretionary day must be taken with prior approval of the employee's supervisor or department head. The discretionary day must be used during the period December 21, 2014 to December 19, 2015. The university police department will keep a normal schedule. Other areas such as Hale Library, Division of Facilities, Information Technology Services, the Office of Research and Sponsored Programs and the K-State Union will provide basic services required to support the university's teaching, research, and service missions.



ROAR

If you have suggestions or comments for the ROAR, please contact Carol Marden (cmarden@ksu.edu) or Lindsay Thompson (lindsay@ksu.edu).

Senate Meetings

You are encouraged and welcome to attend any or all of our meetings. Senate meetings begin at 12:30 p.m. Below are the dates and locations:

- January 7, 2015 Cottonwood Room
- February 4, 2015 Cottonwood Room
- March 4, 2014 Cottonwood Room

All University Support Staff meetings are open to all University Support Staff.

KANSAS STATE **UNIVERSITY**

K-State University Support Staff
118 Anderson Hall
Manhattan, KS 66506

www.ksu.edu/class-senate/