

Minutes
K-State University Support Staff Senate
Senate Meeting Begins 12:30 pm
January 11, 2017
Cottonwood Room

I. **Call to Order:** meeting was called to order at 12:30 pm.

II. **Roll Call**

Present: Roxann Blasi, Becki Bohnenblust, Ruth Bundy, Jane Cleveland, Susan Erichsen, Carrie Fink, Stephanie Fox, Tara Fronce, Brittany Green, Steve Greinke, Vickey Grochowski, Kelly Ingalsbe, Kerry Jennings, Emily Johnson, Joy Knutson, Randall Lindstrom, Gina Lowe, Carol Marden, Paula Moseley, Felisa Osburn, Cyreathia Reyer, Susan Shuman, Cathleen Stotts, Michelle Vogel, Pam Warren, John Wolf, Kari Zook, **Unexcused:** Susan Hazelbaker, Brenda Nowakowski.

III. **Presenter:** Dr. Dorhout is Vice President for Research and is currently chairing the Innovation and Economic Prosperity (IEP) Designation Steering Committee. Dr. Dorhout earned a bachelor's degree in Chemistry from the University of Illinois at Urbana, Champaign and a Doctorate in Inorganic Chemistry from the University of Wisconsin, Madison. Dr. Dorhout will speak to what the IEP designation process entails, why this designation is important and what it means for K-State, and will answer any questions. This designation is important as it will bring K-State national recognition and grant support. We want to catalog all of our economic activities to look at our strengths and where we can improve. There will be surveys sent out to both internal and external stockholders. Please watch for surveys if you have been involved in economic events on campus.

IV. HCS Reports: **Gina Lowe, Jeff Morris**, current VP of Communication and Marketing and Acting VP of HCS, **Roberta Maldonado-Franzen**, Director of Talent Acquisition.

Talent Acquisition: Roberta Maldonado-Franzen

Lindsey Fouquette will be the Student Life and Administration liaison. There is an innovation session coming soon. There will be team opportunity to listen and get feedback from 2 dozen stockholders from across campus. This meeting will also include external HR professions that have been known to think outside of the box. All revisions will be on shared on K-State Today. Page Up now has better features to screen applicants. The whole process can now be done on Page Up. They will be using social media more in recruitment. Some of the time restrictions have been removed from the recruitment process. It was suggested that it would be nice to see some data about how Page Up is benefitting the University. Maybe a survey of all the participates at the competition of each recruitment would be helpful. There were also questions about possible age discrimination and pay discrepancy between comparable positions that would be discussed privately with HCS.

Learning & Development: Gina Lowe

They are gearing up for the Introduction to Supervision session in February as they continue to work on the needs assessment. Shanna Legleiter is doing some MBTI sessions for various offices in January, along with Supervising Students and Managing Gossip sessions.

Benefits: Employees should review their first paycheck in 2017 to ensure the correct health insurance elections are being taken out. They would want to use the health insurance confirmation form from their October open enrollment to refer to. HealthQuest is up and running. There is a [HealthQuest page on our website](#) that they can direct them to the HealthQuest website. Biometric screenings are happening early this month. All employees should have received an email about this last week with this update.

We will have an article in K-State today within the next few weeks about Accident Reporting. Streamlining and improving the accident reporting process is something we look forward to accomplishing in 2017.

KPERS is coming to present at the February meeting.

Annual evaluations are due by the end of the month. On the form, it asks whether or not the position description is current. This does not have to be addressed this year due to the Total Rewards process. If a supervisor or employee feel strongly that they want to have an updated PD on file, they can fill it in and email it to hrcomp@ksu.edu to be scanned into ImageNow. Do not submit it through PageUp. No reclassifications or pay changes are taking place at this time.

Nominations are open for the [K-State University Support Staff Award of Excellence](#). All winners receive a \$1,000 award. The nomination deadline is February 3, 2017. The K-State University Support Staff Award of Excellence recognizes exemplary performance and contributions of classified support staff members who consistently excel in their positions, demonstrate integrity, a strong commitment to the mission and values of K-State. All classified, benefits eligible staff members, full or part-time, who have received a "meets expectations" or higher rating on their most recent performance review are eligible to be nominated for this award.

Three award winners are selected, one from each of the following categories:

- Office and clerical.
- Technical and professional.
- Service and maintenance.

[More information about the K-State University Support Staff Award of Excellence](#), including the nomination form and procedures, is available online. Please consider [nominating](#) staff for an award. Questions may be directed to hrcomp@k-state.edu.

Labor Relations & Special Projects: Meet and Confer continues with the Service and Maintenance Unit.

Resource Center and Operations: W-2s are available through the State of Kansas Employee Self-Service. The first paycheck of the year will be issued this Friday, 1/13/17. They will look different than the 2016 paychecks due to the increase in the GHI deduction and possible changes in Health plans. There will be an article in K-State Today about this soon.

Office of Institutional Equity: "Kansas State University will maintain academic, housing, and work environments that are free of discrimination, harassment (including sexual harassment and sexual violence), retaliation, and stalking. Discrimination based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this Policy, whether or not discrimination or harassment occurred."

PPM 3010 covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests and participants in University-sponsored programs or activities. The university strongly encourages any person who believes they or someone else is the victim of discrimination to report to KSU Office of Institutional Equity at: <http://www.k-state.edu/ole/> and to the police in instances of sexual violence or other crimes.

Frequently Asked Questions (FAQs) regarding PPM 3010 can be found at: <http://www.k-state.edu/ole/resolution/faqs.html>.

Compensation & Organizational Effectiveness: **Jeff Morris**

Diversity will have an affirmative action report available very soon and it will be posted at on a departmental level. There are some areas that we will need to self-correct. Some areas have been under reported because they are self-reported. Jeff met with the Cabinet today about Total Rewards. They have processed all of the data and pretty much have everyone placed. There are three areas that they are deeply concerned with turnover, compensation and supervision and where there are a large number of people affected. These areas are Skilled Labor, Student Life and IT. There is a complicated structure at the University with lots of job titles. KU has less than half the job titles which include much broader job titles. We need to work on overall efficiencies. Our systems need to talk better to each other requiring more normalization. President Myers would like a decision made right away though will take some time to make up the wages as the money is not available. Employees not making a living wage go across several departments. New charts will be made and go back to the Deans to show them the differences. There would then be an implementation of salary bands which would need to be prioritized as that can't all be done at

once. At that point the letters to employees would go out with final data. The appeals freeze would be lifted after the letters go out. There will be an appeals process. We would then need to look at how we move forward. It will start with a commitment.

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

The Weapons Policy has been approved by KBOR. The next meeting they will discuss implementation.

VI. Minutes from Previous Meeting: December 14, 2016, John Wolf moved to accept the December minutes. The motion was seconded by Jane Cleveland. The motion carried.

VII. Treasurer's Report: Susan Erichsen

Report for the period of December 1 – 30, 2016. Foundation Account (C-21151-CS) has a balance of \$8,292.98; Foundation Account (C21155-CS) has a balance of \$242.35; Foundation Account (C23750-CS) Awards Ceremony has a balance of \$0.00; State Account (NMAF205629) has a balance of \$1,275.51: for a total balance of \$9,810.84. Jane Cleveland moved to accept the budget/treasurer's report. The motion was seconded by Carrie Fink. The motion carried.

a. USS Employee Opportunity Fund Report

VIII. President's Report: Carol Marden

A reminder that the February 8 meeting will be in Throckmorton 2002. Representatives from KPERS will be there to give a presentation about what is happening to our retirement funds and how the legislature is affecting it. Bring your questions to the meeting.

At the Governmental Relations meeting they discussed HB 2005 which is about KPERS and working after retirement and is higher education exempt from taxes. There has been no movement on the Appeals process but will meet again around the end of January or the first part of February.

IX. Old Business

a. Meritorious Award Policy Revisions

Copies of the proposed policy revisions were available but it was tabled due to lack of time. Please review the policy for the next meeting.

b. Smoking Ban

We will not make a formal proposal. The Faculty Senate supports a complete smoking band. In 2015 they passed a ban but not by a large margin. The Student Senate voted 25 – 24 in Fall 2016 for a total tobacco ban. Do we as a Senate want to make a resolution?

X. New Business

No new business

XI. Senate Standing Committees

a. Communications Committee

They are working on a new issue of the Roar and will try to get it out this month.

b. Governmental Affairs Committee

Senator nomination forms will be sent out before the 1st of February and they will be due back by February 20th. The new budget is to be announced today. There will be no 'Cats in the Capital' this year. Higher Education in the Capital will be January 19.

c. Recognition Ceremony Committee

No report

d. University Affairs Committee

There is a conflict with the date of the April Open Forum. They are looking at April 3 in the morning for a possible new date.

- 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
No report
 - e. Weapons Advisory Council
No report
 - f. Search Committees for Deans and Above
Arts and Sciences Dean- no movement
VP of Human Capital Services- this is not a closed search but the early part is confidential. The candidates will be revealed when there are 4-5 in the running. They will meet and do presentations for different groups across campus.
 - g. Parking Council
No report
 - h. Other
KS Board USS Council – 1/3/17- They are presenting to the President’s Council on Jan. 18, 2017. They will address ways to improve staff morale. Some suggestions were a paid day for volunteering (day of service) and tuition assistance for family across Regent’s schools (exchange program). They also wanted to discuss the budgetary impacts on the USS personnel. There were still concerns about guns on campus, but will work towards a smooth transition. They will be looking to draft a mission statement.

XIII. Adjournment: The meeting was adjourned at 2:15 pm

- Next Meeting: **February 8, 2017, 2002 Throckmorton**