

MINUTES
K-State University Support Staff Senate
March 8, 2017
Cottonwood Room – Student Union

- I. **Call to Order:** meeting was called to order at 12:32 pm.
Roll Call: **Present:** Roxann Blasi, Ruth Bundy, Jane Cleveland, Susan Erichsen, Carrie Fink, Stephanie Fox, Tara Fronce, Brittany Green, Steve Greinke, Vickey Grochowski, Susan Hazelbaker, Kelly Ingalsbe, Kerry Jennings, Joy Knutson, Randall Lindstrom, Gina Lowe, Paula Moseley, Brenda Nowakowski, Felisa Osburn, Cathleen Stotts, Michelle Vogel, Pam Warren, Kari Zook, Wendy Nichols proxy for John Wolf **Excused:** Becki Bohnenblust, Emily Johnson, Carol Marden, Cyreathia Reyer **Unexcused:** Susan Shuman.

- II. **12:30 Presenter:** Shanna Legleiter, HCS Director of Learning and Development and Samantha Roberts, HCS Learning and Development Coordinator on the Needs Assessment for Professional Development survey; The survey was launched on Monday, March 6, 2017. There had not been a needs assessment done since 2010. K-State wants to foster a culture of lifelong learning. The survey is part of a 6 step model with 6 different categories. This particular survey is not about personal life. This survey will try to hit most employees with a very broad focus. This is a campus wide effort. There will be paper surveys available for Housing and Dining and Facilities. Questions and comments are welcome. The findings from the surveys will be presented in K-State Today.
12:45 Presenter: David Adams, KPERS Board of Trustees Candidate; Mr. Adams is on the KPERS Board of Trustees ballot for the Non-School spot. Only 2 of the trustee spots are voted in with the others being assigned. There are 2 candidates for each of the 2 positions. The term for the position is 4 years. The ballot is available at KPERS.org or ballots will be mailed out April 1-30.

- III. **HCS Reports:** Derek Smith, Director of Compensation and Organizational Effectiveness and Gina Lowe, HCS Liaison; Derek spoke about 2 items.
 - a. The President's Awards of Excellence - There have now been enough nominations receive in all categories to proceed. HCS would like to announce all of the employees that have been nominated and their nominators. The hope is that this would encourage more people to make nominations. This may lead to uncomfortable situations when someone is told they were nominated but the nomination was not done in time or incorrectly. Could this be done this year or would it be better to wait until next year? The Senate decided that would be better to wait until next year.
 - b. Total Rewards- Implementation should be very soon. Employees should be receiving a formalized letter from HCS. The official changes are expected in June. There will only be changes to wages for a few employees. Everyone needs to buy in to this program for it to work. That means that supervisors need to tell their people. There will be 6 training sessions for HCS business managers in March starting on the 13th. HCS with the help of iT will be entering the new job titles. There will be a HCS representative at the Open Forum. Evaluations need to be standardized. Meet and Confer should be completed very soon.

- IV. **Admin & Finance Liaison Report:** Tara Fronce;
Budget-Callback notices were recently sent out to vice presidents and deans. A one-time across-the-board reduction of 2.21% from general use funding was requested for FY17. The callbacks will be used to backfill the Main Campus tuition revenue shortfall that resulted from enrollment and student credit hour declines and to reimburse for scholarships that were authorized last spring to bolster enrollment. In addition, funds were requested to offset a one-time deficit accumulated in central scholarship accounts due to greater than anticipated retention of scholarships among awardees. The one-time 27th pay period funds were allocated with the callback and partially reduced each unit's respective callback amount. Revised callbacks will be distributed later if the Legislature approves additional state general fund reductions in FY17.
Weapons Advisory Work Group-Weapons Advisory Work Group is working on updating the concealed carry website to provide additional information. Shanna Legleiter is working on developing an online training module that we hope to have available in June. The KBOR Governance Committee has asked each university to disclose any locations with permanent and temporary ASMs and restricted access areas in April.

Space Migration Work Group-The Space Migration Work Group will begin reviewing the final proposals this week. There are 15 total proposals. The final outcomes will be announced in mid-April.

- V. **Minutes from Previous Meeting:** February 8, 2017, Jane Cleveland moved to accept the February minutes with one slight correction. The motion was seconded by Joy Knutson. The motion carried.
- VI. **Treasurer's Report:** Susan Erichsen
Report for the period of January 1 – February 28, 2017. Foundation Account (C-21151-CS) has a balance of \$8,321.98; Foundation Account (C21155-CS) has a balance of \$242.35; Foundation Account (C23750-CS) Awards Ceremony has a balance of \$2,450.00; State Account (NMAF205629) has a balance of \$1,122.00: for a total balance of \$12,136.33. Brittany Green moved to accept the budget/treasurer's report. The motion was seconded by Jane Cleveland. Motion carried.
- a. USS Employee Opportunity Fund Report
- VII. **President's Report:** Carrie Fink
There will be slight change in the University's Principles of Community diversity statement.
- The Peer Review group will be meeting again next Tuesday and this will hopefully be the last meeting necessary.
- VIII. **Old Business:** No old business.
- IX. **New Business:** Probationary employees are not mentioned in the by-laws. Do we want to change that? When Felisa got a promotion she automatically became a probationary employee for 6 months. This made her ineligible to participate in the election for a new senator in her area. Promotion probationary employees should not be penalized. The by-laws will be reviewed again next year and at that time this issue can be addressed.
- a. **USS/UPS**
- i. What is on the minds of our constituents
There have been rumors about University Support Staff converting to Unclassified Professionals. Several of the other KBOR universities are switching. If we are the only university left with USS will we lose our bargaining power with KBOR? If we were to switch to UPS our KPERS would not necessarily go away. The appeals process is very different for UPS. Again, there are no plans at this time to convert. That being said would we have more bargaining power with the administration if we were to start the conversation before we were told it was happening. Not every UPS position requires a degree. A degree would have to be a preferred requirement and logically it sometimes does not make sense.
- X. **Senate Standing Committees**
- a. Communications Committee
A new edition of the Roar was published on the website and was in the K-State Today.
- b. Governmental Affairs Committee
The elections for new senators are ongoing.
- c. Recognition Ceremony Committee
They are finalizing the certificates for the Employee of the Year winners. Volunteers are needed for the morning of the Recognition Ceremony to help with shopping for prizes. The event is 25 days off.
- d. University Affairs Committee
The open forum will be on April 3 from 9:00 am – 10:00. Provost Mason will be in the audience. Volunteers are needed for the open forum to man the mics.

XI. **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
The committee met and talked about the lighting outside of Ward Hall.
- d. Commission on the Status of Women
The committee met to discuss the Professional Development Fund and placing an article in the K-State Today to let eligible candidate know about the opportunity. The Posters/Flyers group has appointments to meet with Judy Davis from the Manhattan Crisis Center and Linda Mays of the Aggieville Business Association about working with them on some of the posters. They also came up with lactation station posters to hang in the restrooms. Some chairs have been obtained for the lactation stations from departments relocating.
We also discussed what topics we wanted to discuss with President Myers when we meet in May. The main issue we have is the lack of a SANE/SART nurse in Manhattan.
- e. Weapons Advisory Council
No report.
- f. Search Committees for Deans and Above
The search for the Dean of Arts and Sciences is nearing its conclusion.
- g. Parking Council
The Spring Open Forum will be on April 27. Time will be announced.
- h. Other
The Efficiencies Review Committee has met and we have divided into subgroups to report back on March 16. The groups include IT, Facilities, Utilities, HR, Admin Units, Admin, Purchasing, Auxiliary Units and Campus-Wide Operations.

XII. **Adjournment:** The meeting was adjourned at 2:37.

- Next Meeting: **April 12, 2017, Cottonwood Room**