

K-State University Support Staff Senate  
Executive Council – Noon to 12:20  
Subcommittees- 12:20 to 12:30  
Senate Meeting 12:30  
**August 10, 2016**  
**312 Umberger Hall**

I. **Call to Order** – meeting was called to order at 12:34 pm.

II. **Roll Call**

**Present:** Jackie Anders, Roxann Blasi, Jane Cleveland, Susan Erichsen, Carrie Fink, Stephanie Fox, Tara Fronce, Brittany Green, Steve Greinke, Susan Hazelbaker, Kelly Ingalsbe, Kerry Jennings, Emily Johnson, Joy Knutson, Randall Lindstrom, Gina Lowe, Felisa Osburn, Cyreathia Reyer, Michelle Vogel, Pam Warren, Kari Zook, Lindsay Thompson proxy for Becki Bohnenblust, Lois Schreiner proxy for John Wolf. **Excused:** Richard Brenner, Carol Marden. **Unexcused:** Jennifer McDonald, Brenda Nowakowski, Brian Sheaves, Susan Shuman.

III. **Minutes:** July 13 Susan Hazelbaker moved to accept the July minutes with minor edits. The motion was seconded by Emily Johnson. An error was pointed out in the President's report. Steve Greinke moved to accept the July minutes with an additional correction. The motion was seconded by Susan Ericksen. Motion carried.

IV. **Treasurer's Report**

Susan Erichsen reported for the period of July 1 – July 31, 2016. Foundation Account (C-21151-CS) has a balance of \$7,099.48; Foundation Account (C21155-CS) has a balance of \$279.30; Foundation Account (C23750-CS) Awards Ceremony has a balance of \$0.00; State Account (NMAF205629) has a balance of \$2,946.00; for a balance of \$10,324.78. Kerry Jennings moved to accept the budget/treasurer's report. The motion was seconded by Jane Cleveland. Motion carried.

a. USS Employee Opportunity Fund Report- Five people were approved for the award.

V. **HCS Liaison Report:** Gina Lowe

University Support Staff Handbook is receiving a final spot check to make sure links to policies and procedures work properly before being reposted.

Human Capital Services 2025 Plan has been posted on the 2025 website.

Enhanced Vacation Plan: There are six part-time benefits eligible USS employees who realized a reduction in vacation leave accrual when the enhanced vacation leave plan was implemented. The HCS Resource Center will be adjusting their vacation leave accruals at the end of each fiscal year so they earn as much vacation as they did prior to the implementation of the new BOR plan. This applies to only those employees who were active when the new plan was implemented. Part-time benefits eligible USS employees hired after 6/5/16 will earn according to the new BOR plan. The six employees and their HCS department liaisons have been notified of this adjustment process.

The university and KAPE are currently involved in meet and confer (negotiations) over a new memorandum of agreement. Vacation is a topic of negotiations and until a successor agreement is reached with the union, vacation accruals cannot change for those covered by the MOA. Questions should be addressed to Bill Glover at buckiglover@sbcglobal.net or 785-770-9264 or contact Gary Leitnaker.

Resource Center & Operations: Direct Deposit will ask for 3 random digits of your SSN as an added security measure.

Learning & Development: In reference to the Myers-Briggs Type Indicator test, there would no fee for Shanna's time but depending on the reports desired there could be around a \$30 fee per person. They are gearing up for the KS CUPA-HR conference in November (9 & 10). Introduction to Supervision will be offered in October.

Benefits: The Walking Movement Challenge will begin August 21 and run for 6 weeks.

Compensation & Organizational Effectiveness: They have done 44 presentations regarding the Total Rewards and FLSA since 6/16/16. It was noted that the letters to employees should go out on September 30. They will be mailed to the employee's home address and emailed to their K-State email addresses.

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

Early Retirement: President's Cabinet is still considering an early retirement option, but there's not much support from individuals who have been through it at other universities. They hope to make a final decision at the next Cabinet meeting which is later this month.

Efficiencies Committee: General Myers has charged Cindy Bontrager and Cheryl Johnson to identify efficiencies and cost-saving measures while maintaining or improving quality and service to our students.

Cindy and Cheryl are co-chairing an efficiencies committee of representatives from across campus to help identify efficiencies. The committee will provide a list of recommendations for President's Cabinet to review in December.

- o The committee includes several USS employees including Susan Erichsen.

Construction/Relocations: The fire marshal gave the final approval for occupancy for the College of Business building. Most faculty and staff are in the new building now. They're finishing up a few classrooms but most public spaces are finished.

The Teaching and Learning Center will be relocating to Anderson Hall from Wildcat Landing sometime in August or September.

**VII. President's Report:** Several of the items were already discussed by the liaisons. Early retirement and the committee to review efficiencies were covered by Admin and Finance Liaison Tara Fronce. The committee to review the Peer Review Council and Appeals Board are going to meet within the next couple of months. They will be making recommendations and hope to have the matter resolved by the end of the Fall Semester. There is a good variety of representation on the committee.

**VIII. Old Business-** No old business

**IX. New Business-** No new business

**X. Senate Standing Committees**

- a. Communications Committee- The first edition of the Roar will be a smaller one featuring the new senators. It will include short bios of each senator. It will also cover employee benefits like some waived fees. The deadline is August 26<sup>th</sup>.
- b. Governmental Affairs Committee- No report
- c. Recognition Ceremony Committee- They will decide on a speaker for the ceremony in September.
- d. University Affairs Committee-Senate pictures will be taken at the next meeting in September. They are working on getting the date for the Benefits fair. Also they will be getting dates set up for the next 2 open forums.

**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- No report
- d. Commission on the Status of Women- No report

- e. Weapons Advisory Council- They are finalizing the gun policy and it has gone to the President's cabinet to be reviewed. There will be an open forum on September 15 and the Presidents of the University Senates will receive an emailed copy to review. It will go to the Regents in October.
- f. Search Committees for Deans and Above- The President's search is ongoing.
- g. Parking Council – No report
- h. Other

XII. **Adjournment** – The meeting was adjourned at 1:15 pm.

☐ Next Meeting: **September 14, 2016, Cottonwood Room, Student Union- Senate Pictures will be taken.**