

Minutes
K-State University Support Staff Senate
Senate Meeting Begins 12:30 pm
May 10, 2017
Cottonwood Room – Student Union

- I. Call to Order: meeting was called to order at 12:32 pm.
- II. **Roll Call: Present:** Becki Bohnenblust, Ruth Bundy, Jane Cleveland, Susan Erichsen, Carrie Fink, Stephanie Fox, Brittany Green, Steve Greinke, Susan Hazelbaker, Kelly Ingalsbe, Kerry Jennings, Emily Johnson, Joy Knutson, Randall Lindstrom, Gina Lowe, Carol Marden, Brenda Nowakowski, Felisa Osburn, Cyreathia Reyer, Cathleen Stotts, Pam Warren, Kari Zook **Excused:** Roxann Blasi, Tara Fronce, Susan Shuman, John Wolf **UnExcused:** Vickey Grochowski
- III. **Guest:** Diana Blake, Associate Director of Information Systems – Changes to KSIS
The target date for launching the changes to KSIS is July 24. KSIS will be unavailable from July 21 – July 23 to do the upgrade. The upgrade will make KSIS mobile friendly with a responsive web design for mobile apps. The new dashboard will be simple to personalize. Navigation will be on the right hand side of the screen instead of on the left like the Classic KSIS. There will be a Classic KSIS tile in navigation. In preparation for the upgrade visit ‘How to Prepare’ under the KSIS Help button. Check out the Quick Start Guide to see the changes.
- IV. **HCS Reports:** Gina Lowe
Jay Stephens was hired as the new Vice President of Human Capital Services. He will begin on June 4.
Benefits: Live Your Best: Medicare Basics will be held on May 16 & 17 at the Recreation Complex.
Learning & Development: Working with the Weapons Policy Workgroup to develop training that will reflect recent changes to the Weapons Policy, specifically concealed carry. In addition, we are also working on needs assessment analysis along with hosting a variety of retreats this summer.
Labor Relations: Working with a small group to be proactive regarding emergency furloughs. A letter will go out to department heads and directors asking them to identify which employees should be exempt from the furlough. No furlough is anticipated. HCS is just being proactive in order to be prepared for an emergency furlough at fiscal yearend. Our budget plan does not include any furlough.
OIE: Reminder that OIE conducts anti-discrimination training each month. Please sign up at the HCS training calendar.
- V. **Admin & Finance Liaison Report:** Tara Fronce

No report

I. **Minutes from Previous Meeting:** April 12, 2017, Cyreathia Reyer moved to accept the April minutes. The motion was seconded by Jane Cleveland. The motion carried.

VI. **Treasurer's Report:** Susan Erichsen

Report for the period of April 1 – April 30, 2017. Foundation Account (C-21151-CS) has a balance of \$8,647.79; Foundation Account (C21155-CS) has a balance of \$242.35; Foundation Account (C23750-CS) Awards Ceremony has a balance of \$1,875.30; State Account (NMAF205629) has a balance of \$1,052.00: for a total balance of \$11,817.44. Randall Lindstrom moved to accept the budget/treasurer's report. The motion was seconded by Brittany Green. Motion carried.

a. USS Employee Opportunity Fund Report; None awarded

VII. **President's Report:** Carol Marden

All senators should take time to review the revised PPMs 4030 and 4035 concerning the appeal processes. The revisions more align with the original policy from when we moved away from state civil service. There were more changes done to the PRC than the Appeals Board. Implementation of these PPMs will be July 1 and training will be offered shortly thereafter.

There was an article in the K-State Today about the addition of 2 new positions which include an organizational move of OIE and Employee Relations. President Myers has asked for feedback. If you feel so inclined to do so, please take the time to provide that to him.

Carol received a letter from President Myers thanking us for participation in his inauguration. He was very thankful for all that our group did in making his day a special one. He thanked us for the warm welcome provided by our group as well.

The Furlough Policy has been posted. You may begin to hear rumors of furlough, as we do each year about this time. Please be assured that the university has enough money to make payroll. The university would like departments to have a plan in place to divert a similar situation of 2 years ago. That is all that the policy is, a recommendation to have a plan in place which is a best business practice. Department heads will be receiving a departmental guide for best practices in completing a furlough plan. One item in the guide is a 5 tiered method. Those who make the least will be furloughed less than those who make more. This would apply for an Administrative Furlough called by K-States Senior Administration. Again, I must stress there is no talk of furlough and its implementation, just an encouragement for departments to have a plan as a best practice.

This past month I have had many discussions with constituents about USS Evaluations. So many, that I called an executive council meeting to discuss the issues. The outcome of that meeting was to further investigate the issue. How many USS are impacted by bad or incomplete evaluations? Speak with HCS to see what their recommendation to departments and staff has been and then if there is a need, work toward a resolution. This information has already been brought forward to the VP of Administration and Finance and Acting VP of HCS. From preliminary reports, it appears that there is a need. Some of the issues presented were:

No objectives or goals provided.

No mid-year evaluation with just an end of the year evaluation being completed.

Changes to rating on the final evaluation from an unsatisfactory to meets when the employee has always received higher ratings with no prior discussions.

Multiple years with no evaluations being done.

Supervisors asking employees to back date meetings that didn't occur from the initial meeting to the mid-year meeting.

Supervisors asking employees to backdate signatures of meetings that may or may not have happened.

Employees completing their own evaluation.

Pam Warren and I met with joint leadership. Some of the issues that were discussed were as follows: Faculty and UPS are in favor of funding the employees who are under market. The idea was suggested to use city/university funds to fix up the natatorium. It is used heavily by the community as well as the university. The natatorium is also a topic for discussion of the efficiencies workgroup. It is not very cost friendly to keep this open, but they do recognize its heavy use.

The other topic that was discussed with many people and groups this past month is Total Rewards. I have heard little negative feedback from where people have been placed, but the titling has been a heated discussion. One comment was that an employee worked hard to achieve a 'Senior' title just to have it removed. Another comment was that it is confusing or misleading, when skimming for jobs the titles are too vague to encourage people to stop and actually read an advertisement.

Carrie Fink, Pam Warren and I will be traveling to Lawrence tomorrow to meet with the other Regent school's leadership. Topics that will be discussed include the comparison of net pay, furlough policy, issues with our evaluations and finalizing our mission statement for KBOR.

VIII. **Old Business**

New Officer Selection/Voting

Kerry Jennings moved to take the election motion from the table. Becky Bohnenblust seconded it. Motion carried. President Marden opened the floor for nominations for Vice President. There are 2 candidates on the ballot. Kerry Jennings moved to cease the nominations. Susan Erichsen seconded it. Motion carried. Nominations ceased.

President Marden opened the floor for nominations for Secretary. There was one candidate on the ballot. Becky Bohnenblust moved to cease the nominations.

Kerry Jennings seconded the motion. Motion carried. Nominations ceased. Becky Bohnenblust moved to cast a unanimous ballot for Jane Cleveland as Senate Secretary. The motion was seconded by Kerry Jennings. Motion carried.

President Marden opened the floor for nominations for the At-Large Senator.

There are 2 candidates on the ballot. Kerry Jennings moved to cease the nominations. Jane Cleveland seconded it. Motion carried. Nominations ceased.

President Marden opened the floor for nominations for Treasurer. There was one candidate on the ballot. Randall Lindstrom moved to cease the nominations.

Susan Erichsen seconded the motion. Motion carried. Nominations ceased. Kerry Jennings moved to cast a unanimous ballot for Kelly Ingalsbe as Senate Treasurer. The motion was seconded by Jane Cleveland. Motion carried.

Paper ballots were distributed for the election.

The new Vice President is Cathleen Stotts and the new At-Large Senator is Emily Johnson.

IX. **New Business**

No new business

X. **Senate Standing Committees**

a. Communications Committee:

There was no response to a call for articles. Emily would like to get one more edition out before the end of May. There were several suggestions for articles.

b. Governmental Affairs Committee:

The election for new Senate Officers is complete.

c. Recognition Ceremony Committee:

Thank you cards were passed around to sign for administration that helped with the Recognition Ceremony. Senators were asked to pick up any plaques for employees in our areas or buildings. It was a very nice ceremony and the slideshow was a nice addition.

d. University Affairs Committee:

No report

XI. **Campus Committee Reports**

a. **Campus Recycling Advisory Committee:**

K-State won the Recycle Mania competition.

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:**

Representatives from the Commission met with President Myers. We presented our accomplishments for the semester including awards for the Professional Development Fund, Bystander Training, Lactation Room flyers and furniture for the lactation rooms. We also spoke to him about the lack of a SANE/SART nurse at Via Christi and he was very concerned about this and had already contacted administrators to see what K-State could do to solve this problem. We also discussed our concerns about the Sexual Assault Policy. We felt like it was a very productive meeting and that our concerns were heard.

e. **Weapons Advisory Council:**

They are working on some training modules and hope to have them rolled out around the beginning of June. There will be representatives from this working group at the July Senate meeting.

f. **Search Committees for Deans and Above:**

A search has begun for the Chief Information Officer. They are hoping to do interviews in Mid-August. This will be a quick moving search.

g. **Parking Council:**

The Open Forum was on April 27.

h. **Other:**

Administrative Efficiencies Review Committee: There were several areas identified for further study. They will look at the cost and feasibility for these ideas. They are still accepting suggestions.

XII. **Adjournment:** The meeting was adjourned at 2:04.

- Next Meeting: **June 14, 2017, JP's Table Room (Please let Carrie know of any dietary restrictions before the meeting.)**