

Staff Senate Executive Council Meeting
Wednesday, August 12, 2015
12:00 p.m. – 1:30 p.m.
Alcove G, 3rd Floor, Kansas Union

Call to Order

- 12:02 pm

Approval of Minutes

- Debbie motions to approve, Andy seconds, all in favor, none oppose, approved 12:03pm

Reports

- President – Chris Wallace
 - Conceal/carry on campus issue to be addressed this year. Committee created with Public Safety, interested parties submitted, no decision on committee members made public yet.
 - HR non-smoking policy, support from Staff Senate will be needed this year. Will discuss at later point with Ola.
 - Furlough avoided this summer.
 - Margaret Mahoney office turnover, will step down as legislative affairs co-chair. Senate to elect new co-chair, and Dawn prefers someone who was involved with the committee last year.
 - Peggy Palmer and Rhonda Birdsong have both retired, need to replace these senator positions.
- Secretary – Tim Spencer
 - No report.
 - Contact Cathy Reed to obtain USS laptop.
 - Tim to work Cody on delegate access to Staff Senate email to send out agendas and minutes, as well as future meeting invites.
 - Issue with Dawn Shew and Debbie Forsyth receiving meeting invites. Double-check systems on both ends.
- Treasurer – Paula Hinman
 - Combined senate funds accepted. FY16 balance of \$2,662.00 UPS and \$2,040.00 USS, combined balance of \$4,702.00. \$2,000.00 requested from Provost Office and \$500.00 requested from HR for professional development. During first full Staff Senate meeting, will need to make determination on how these funds will be spent. Debbie will make formal request and follow up. Requests for prof develop trips will need to go to both USS and UPS members, and system should be in place. Easan asks numbers on USS employees. Ola will provide at a later point. Debbie asks about master list, Ola mentions that the Provost Office may be able to provide. Joe Monico and Amy Smith will know for sure.
- Legislative Affairs Chair – Dawn Shew
 - Interested in feedback from exec council on how to operate the committee. Liz mentions to meet with the previous committee chair, who can also provide data. Easan also offers help, as he was a previous legislative affairs committee chair. Easan advises meeting with KU legislative affairs to gain KU's official view on current topics and long-term goals. Everyone who voices interest should be added to the committee, with no size restrictions. If there are multiple interests in multiple committees by one person, encourage them to make a decision, as these committees do take time.
- Professional Development Chair – Debbie Forsyth
 - Michelle has been out over the summer, but will Debbie will meet with her to ease transition and obtain the previous data. Committee will convene once data is collected.

- Public Relations Chair – Cody Case
 - Creating new Staff Senate website. Old website format is problematic and the transition to the new version is slow. “Staff Senate” will be the official new title. Description of Staff Senate is currently “wordy”. Question on whether to state all staff represented, as certain staff (museum academics, others) are not part of Staff Senate university governance? Ola states that museum academics and others are represented by Faculty Senate. Will speak with Cathy Reed to determine best verbage.
 - New way to upload agendas and minutes to website, may copy what Cathy has done with the governance site.
 - Question on adding Senate Code to website, will contact Cathy Reed and work with Andy Jackson to get the most up-to-date copy. Estimated to have site up and running within the next few days.
 - Easan question on if UPS and USS docs have been passed on to university organizations that need that data (governance office, university archives, content management system, etc.). Cathy Reed may know.
 - Update nametags for next meeting.
 - Past-president is no longer involved in exec council meetings, but will be part of the full staff senate for this year for transitional support.
- Elections Chair – Andy Jackson
 - Resignations by Peggy Palmer and Rhonda Birdsong. Rules say go to category, but the categories are new this year. Also if you change your job category, you can complete term within previous category. Direct questions to 864-4946 or speak with Ola on master list. Will determine vacancies after receiving this information.
 - Will look into replacing co-chair for legislative affairs committee.
- Personnel Affairs Chair – Steven Levenson
 - Several volunteers for committee. Meeting tomorrow. Several expressed specific personal staff interests, but will notify them of the purpose of the committee.
- HR Representative – Ola Faucher
 - Question on obtaining staff list of total USS and UPS employees, including constituent job families based on the HR market study, needed to assess senator representatives. Ola will provided at a later point.
 - Summary report on Final Market Study. Consultant estimated 30% of position salaries below market, actual was 31% that necessitated an increase. 56% migrated from USS to UPS positions. 400 USS covered by labor unions, and were not offered the market study adjustments. Negotiations are open this year for both union contracts, but the HR Market Study data will not be a part of it.
 - Federal Dept of Labor’s Fair Labor Standards Act (FLSA) is up for review. Currently if you make below a certain amount you are required to be hourly. \$970 weekly minimum and \$50,440 annually being considered as the threshold for hourly vs salary. Above 40/hours week would be paid out time and a half. 60 day review period. Possibly building in escalator clause, which would adjust the thresholds over time. Would cover staff and administrators. Would not affect faculty, as they are not covered by FLSA.
 - Health benefits to be extended to same-sex marriage spouses. Federal judges in Kansas deemed constitution statement of marriage between a man and a woman unconstitutional.
 - Phase II of performance management system is now in implementation. Administration and finance were in Phase I, with research in Phase III.
 - Campus-wide non-smoking policy, meeting with Provost this afternoon to discuss. Pitt St and Fort Hayes St have implemented similar policies. Haskell and two others are in process. Lawrence Douglas County Health Dept is developing a tobacco-free initiative, including possible smoke-free parks. Sections of county would become tobacco free.
 - For first nine months of a hire, HR will provide links to relevant data through portal, including university and local information.

- Faculty Representative – TBD
- Student Representative – TBD

Unfinished Business

- None

New Business

- Liz will be gone next week to teach in DC.

Upcoming Meeting Schedule

FULL SENATE August 19, 2015

Excused: None

Absent: Margaret Mahoney

Liz motions to adjourn, Paula seconds, all in favor, none oppose, adjourned 12:45pm