



Executive Council Meeting Minutes
Wednesday, August 10th, 2016
12:00pm – 1:30 p.m.
Alcove G, 3rd Level, Kansas Union

Rules of Engagement

Be on time

Be respectful

Ask questions

State your name for the Senate before initiating conversation

Call to Order

12:03 pm

Approval of Minutes

Thanks to Andy for taking minutes at the previous meeting, as Tim was out of the office. Motion to approve by Jana, Robert seconds, discussion by Liz to add date to previous minutes, all in favor, none oppose, passed 12:05pm

Reports

President – Liz Phillips

- Met with Brian Moss and Chancellor on July 22 to discuss anticipated issues with conceal carry policy and staff wage increases.
 - Conceal carry policy. Implementation committee continues working on their report from last academic year.
 - KBoR institutions are to conduct reports on tuition increases, as well as staff salaries vs inflation. Ola is working on a report for use in September meetings with university officials.
- KBoR USS and UPS councils. KU is the lead on this year's meetings. Professor Keller is president of the KBoR Faculty council, Liz is president of UPS council, and Chris Wallace is president of USS council.
- Liz and Brian will meet on August 11 with new Provost Neeli Bendapudi.
- USS staff at universities in Kansas are expressing concerns about the new leave accrual policies created by KBoR. Each school has their own version under the KBoR umbrella policy, and some part-time state university employees are not happy with the new policy.

Secretary – Tim Spencer

- No report

Treasurer – Michelle Ginavan-Hayes

- Current allocation is \$4,702.00, same allocation as last year, and this balance does not include the professional development funds from HR and the Provost Office, which are still determining availability.

Legislative Affairs – Robert Waller

- No report. First meeting on August 25 at 11:00am in Alcove F of the KS Union. Will go over introductions, charges and any other relevant information. Welcomes any senator to attend.

Professional Development Chair – Jana Tuttle

- No report. Working on setting up committee. Michelle mentions in the past there were issues with attendance, and Robert mentions creating a Doodle poll for attendance and meeting time decisions.
- Liz mentions having all committees set up meetings before the September 1st.

Personnel Affairs Chair – Annette Delaney

- No report. Deciding on how to tackle list of interested people for committee. Robert mentions creating a Doodle poll for attendance and meeting time decisions. Liz mentions Survey Monkey, but it sounds like Doodle may be more user friendly. Liz mentions contacting Sharon Leatherman (Assistant Director of KU Memorial Unions) for setting up meeting locations.
- Liz mentions letting Eddy Munoz know if you need audio equipment for your meetings. Liz plans to attend at least one of each of the committee meetings.
- Annette will meet with a Pam Keller to discuss personnel information of Faculty Senate and where there may be some common issues to look into, and a good resource as well.
- Question from Annette on if academic staff are designated as Faculty senate members, Ola and Liz state there are as few as 100 that qualify for those positions, and they can serve on Staff senate.

Public Relations Chair – Nate Chamberlain

- Excused.
- Binders for senators are ready and in Kathy's office.
- Nameplates for senate meetings are currently being created by Kathy.

Diversity and Inclusion Chair – Precious Porras and Michael Chavez

- Precious excused. Michael setting up first meeting soon. Large committee, currently 41 individuals have expressed interest. Idea of having sub-committees to possibly involve all interested members. Once meeting date finalized, will send to Liz. Liz mentions that she can help with coordinating meeting locations. Ola mentions 103B in Carruth-O'Leary can be used.

Elections Chair – Andy Jackson

- Six individuals interested in committee. Once meeting date finalized, will send to Liz.
- Vacancies in Research and Operations categories have been filled.
- Andy proposes sending an email to all senators for finding a replacement for the secretary position, as Tim will no longer have time to fulfill the duties due to a new job at KU. Liz suggests looking at list of senate members to encourage participation. Andy will proceed as in March with nominations, if more than one express interest, will have the standard runoff election.

HRM – Ola Faucher

- Staff Assistance Fund. Ola states a donor provided a few thousand dollars for use by KU Lawrence Campus and Med Center campus to assist staff with emergencies (i.e. house burns down, etc). The funds are in a KU Endowment expendable account, and will look to build account through additional donations. Staff committee will make decisions on who the fund recipients will be. Asking senate for four nominations, and will pick two as recipients. Will also have two staff members from the Med Center campus. Ola hopes this can be made available by Sept 1st. working with IT web app application process, as submissions will be confidential, and the committee will see the information but not individual's names. HR is not at liberty to discuss who the donor is, but the name of the account will give a clue. Question from Robert on stipulations, Ola mentions active employees. Question from Robert on turnaround of fund availability, Ola mentions committee can decide remotely, KUEA check would be transferred to an account, but not a direct deposit. Question from Annette on guidelines of defining "emergency," Ola mentions committee will judge on a case-by-case basis. Question from Liz on chair decision, Ola clarifies committee will decide.

- Online onboarding system active as of July 22nd. Jana states that the SSC onboarding time has gone from 30-45 minutes to 15 minutes, and the system provides emails for prompting information, parking auto emails, etc.

Unfinished Business

Secretary position

- Election for Secretary position to be held at the August 17th full Senate meeting.

Senate "Continuing Education" topics

- Asked new Provost to come to meeting in September.
- Will have the Diversity & Inclusion committee decide on a topic to discuss at a later meeting.
- Active Shooter training discussion to be at a later meeting, and will cover who to contact and basic training details. Interim Chief will give overview of continuing education being offered to departments, TBD October, depending on diversity committee needs.
- Ola requests slot in Oct meeting to discuss FLSA details for the 300+ staff affected by the new federal minimum.

Wandering meetings (schedule attached)

- Wandering meeting schedule. Will leave KS Union reservations in place, as new meeting spaces are private of sorts and could be rescheduled last minute. Question from Tim on if the Union will penalize the Senate if we reserve rooms and not use them on the regular, Liz mentions the Senate can pick and choose and still not lose all meetings at the Union. Liz will confirm with Sharron Leatherman on timeframe for cancellation. Ideas still needed for two slots in the spring. Michael recommends Engineering. April meeting will remain the same for transition meeting.

New Business

KBoR USS Council meeting funding – Liz

- KBoR USS Council holds monthly meetings; this year KU is the host. Usually meetings are held over the phone, with the exception of two a year held in person. Face-to-face meetings usually include food, gifts and the like. All KBoR institutions participate, and KU is obligated to host. USS Council expects to be provided breakfast and lunch during the two meetings. Can't spend Senate funds on food, but will ask Provost for funds to cover hospitality for USS meeting in August and next May. Liz will ask Senate to approve twin pocket portfolios, notepads, and parking passes, all estimated in total around \$145.00. Meeting is August 31st from 8am - 3pm, Liz poses question to exec council to decide on if this vote of using funds should be their decision or a full Senate decision. Ola mentions KU Athletics could provide some promotional items. Question from Michelle on if Provost can provide funds to cover the two face-to-face meetings in full, Liz will check. Liz estimates hospitality will total around \$450.00. Liz mentions usually 30 in attendance at these council meetings, with \$150 total for continental breakfast, and \$10 each for lunch at Mrs. E's. Michael mentions that there are coupons with Engineering on prospective student families visiting, and they could be a possible option if the Provost does not provide funding. Question from Jana to see if the decision to fund can wait until Liz has a response from the Provost, exec council agrees, will wait on decision. Chris Wallace will also provide tours of campus.
- UPS Council meets in September and January and do not have food provided, as their meetings are very minimal.

Staff Assistance Fund nominees

- Discussion this morning for committee of Staff Assistance Fund. Brian and Liz discussed having Dawn Shew, Mary Murphy, Michael Wade Smith and Susan Mercer. Annette and Michelle mention Susan Mercer may have moved to another position that is not directly related to KU. Liz open to a fourth committee member, send email to Liz and Brian for recommendations.

August 17th full Senate meeting

- Liz will be in Orlando at meeting with 911 training, will not be in attendance, Brian will lead as President-Elect.

Sept 14th Executive Committee meeting

- Brian and Liz will be at KBoR meeting, must move meeting to another date, may create Doodle for Tuesday or Thursday meeting that week and decision on location.

Call to Adjourn

Michelle moves to adjourn, Jana seconds, no discussion, all in favor, none oppose, adjourned 12:49pm.

Upcoming Meeting Schedule

EXECUTIVE COMMITTEE

Wednesday, September 14, 12:00 PM - 1:30 PM, Divine 9 Room, 6th Level, Kansas Union

FULL SENATE

Wednesday, August 17, 12:00 PM - 1:30 PM, Jay/Spare Room, 1st Level, Kansas Union

Excused

Nate Chamberlain, Precious Porras

Minutes updated 8/18/16 by Tim Spencer