



**Executive Council Meeting Agenda  
Wednesday, February 10<sup>th</sup>, 2016  
Noon-1:30 p.m.  
Alcove G, 3<sup>rd</sup> Level, Kansas Union**

Call to Order  
12:00pm

Approval of Minutes  
Deb motions, Dawn seconds, all in favor, none oppose, approved 12:00pm

Reports

President – Chris Wallace

- Met with Interim Provost Sarah Rosen.
  - Discussed 1% merit increase. With current state of budget, will not happen. Sarah will put out a memo in some fashion notifying staff.
  - Spoke about furloughs. No current discussion by university. Last year was state mandated, now neither state nor university talking about it. Nothing to discuss until more information is made available.
  - KBoR policy on leave accruals up for change, verbage under review by KBOR. Looking at changing at the beginning of the fiscal year FY17. Other regent's schools university support staff can accrue more vacation leave than KU university support staff but not as much as unclassified professional staff. Staff with the same job title now may have different accrual rates, depending on staff's UPS or USS assignment. Non-union covered vacant USS positions at KU are automatically filled as UPS. Some universities close over the winter break, which can affect accruals. Other KBoR USS positions around the state accrue more than KU USS positons, as KU still follows civil service rules. Other universities changed, KU was told to stick to original civil service guidelines. New policy would, result in a higher accrual rate for all USS employees with 176 hours per fiscal year; the USS employee who has worked more than 15 years will see the least increase in the new accrual rate. Staff can maintain a vacation leave balance of 304 hours with that maximum applied at the end of every pay period. Also, as part of the one-time conversion process to the UPS leave program, USS employees can convert vacation hours over the current maximums to 40 hours of sick leave.
  - Spoke about professional development awards offered by Staff Senate.
  - Conceal carry policy discussed. Looking for new work group on implementation of policy. Will be asking for names for committee members.
  - Smoking policy discussed, no additional information.
  - Asked what Staff Senate can do to help Sarah Rosen. She said be patient, and assist with committees if possible. No target date for hiring new provost, but a search is underway.
  - Question on Senate participation, and how to stagger appointments.
  - Shared information on why some departments don't support participation in Staff Senate, i.e. some departments make staff take vacation time. Sarah offered to come talk to Senate (5-10 minutes) and have an open door policy for addressing this issue. Will make a statement in one of her letters to departments, as well as paper leaflets for those who have limited access to computers, on participating in Staff Senate. Individuals can add this to the HR performance management system as additional job related development.

- o Conceal carry survey discussed (attachment referenced). Results show a high participation. Published in LJ World, so this document can be provided to colleagues.
- SENEX met yesterday. Nate Cummings spoke about the Climate Study survey. Focus groups are being created. Once focus groups created, will be looking for at least 30% participation for a successful study. If not, then answers and data could be skewed. Results would not be released until October. KU Climate Study website up and available to view. Once closer to October, messages will go out to staff to participate.

#### Secretary – Tim Spencer

- Thanks to Easan Selvan and staff for fixing Staff Senate laptop.
- Question posed by senator on IT maintenance contract. Easan will talk to the appropriate people to answer that question appropriately. Senator question on why this doesn't go through Governance office that has an assigned IT person. Easan states that the reason they continue to pay is that their funds are not centralized. Governance pays per computer, and they opted not to pay for this computer at the governance level. For the purposes of supporting this laptop, Staff Senate established a position (IT officer), and will take this as a charge for this position. Idea to be centrally funded, but it comes down to equity (some pay for service, some don't), so Easan will look into.

#### Treasurer – Paula Hinman

- Attachment referenced. Total available funding to Staff Senate is \$7,482. Expenditures of \$570.85, with \$4,500 in professional development awards, leaving \$2,411.15 unobligated.

#### Legislative Affairs – Dawn Shew & Precious Porras

- Precious excused. Creation of diversity committee approved during last senate meeting. Kathy Reed provided suggestions on how to incorporate the new committee and chair into the rules and regulations, and left the standing committee verbage vs special committee. Sent resolution via email. Still must be approved by Provost, Chancellor and KU Senate, and will need to pass codes and vote. Question from senator on if we should approach chancellor with these decisions when she is currently dealing with state legislature. Kathy recommends this as for the appointment of chairs. If we need to submit, then we submit. Chris will handle from here.
- One of the senators in the conceal carry sub-committee was approached by an individual after the meeting to pose a hypothetical letter from Staff Senate on support for change. This senator will possibly bring this information/request to the Senate table as a resolution.

#### Professional Development Chair – Debbie Forsyth

- Met yesterday, voted to support Mini Wheat State Tour, to be held on May 6<sup>th</sup> in Topeka. Continuing theme of diversity and inclusion. Four different locations are being looked at. Senator question on how much would need to be allocated to Mini Wheat State tour, response on cost of buses (\$1,600 for two buses last year), but could look at people covering entrance fees. Idea of two buses, with two in the morning and two in the afternoon. Current ideas on locations to visit would be the capitol, Brown v Board of Education, Natural History Museum (which has a section on African American history). Some sub-committees looking into various locations for events, including lunch. If prepaying lunches, would look into overage issues, as we cannot cover. Will reconvene in a couple weeks.

#### Personnel Affairs Chair-Steven Levenson

- Excused, no report.

#### Public Relations Chair – Cody Case

- Excused, no report.

#### Elections Chair – Andy Jackson

- Results of straw poll for current senators returning next year. 14 would like to return, 2 would possibly return, 3 would not return, resulting in about 1/3 of current senators wanting to continue in Staff Senate.
- Ticket in with HR to get list of HR family verbatim and numbers for each category.
- Chris Escalante in IT to provide student senate registration and voting software.
- Elections timeline. End of week will hopefully have a call for nominations. Once nominations received, will ask for short bios and then email short list to Chris to build election format. Kathy Reed and Cody Case to update list on website with bios. In the past, information on ballot was limited to name, depart and category, and the email for voting would link to ballot

and list of bios on the Staff Senate website. Vote would be open for two weeks (as in the past), and a reminder email would be sent out at the end of the second week. Once voting is closed, would determine term staggering, and then post results. Question on computer access notification vs physical mail? May offer physical mail, and could coordinate with Stephen in Public Safety to have flyers made available at the next safety meeting. Night supervisors have computers as well, but these computers may not be readily available. FS should receive a paper notification, and Liz can look into printing from her department.

- Call for nomination needs to go out soon, so that IT staff can build the system, possibly Friday. The subsets are very specific to the categories, and if under represented, an additional could be sent to specific categories with underrepresented members. Could also start short and backfill. Will work with Cody on web form, or possibly a paper nomination at the table of the Staff Leadership Summit. Could extend timeline.
- Staggered term has no current details. Easan interested in running for shorter term, with possible self-nominations. Idea of splitting out results of category, and number of votes could determine length of appointment. Will drafted the stagger term proposal.
- Question on some Staff Senate members' low attendance and how this could impact senators running in the future. Will provide names to Chris and Liz and will discuss one-on-one for a response.

#### HRM – Ola Faucher

- Update on conversations regarding Tobacco free policy.
  - Spoke with Interim Provost Sarah Rosen. Will speak with Chancellor, indirectly, as Chancellor though this was already implemented, and stated that they do not want designated smoking areas; policy will be all or none.
  - Annual Student Senate survey asked questions on banning tobacco, smoking areas and such. Not sure what Chancellors response would be to this.
  - Cancer Center is going through accreditation process, will obtain more information, told by Vitter that the Tobacco free policy would help support this accreditation.
  - Lawrence Public Health, Tobacco Free Coalition, issue is to look into city ordinance to raise the minimum age to 21 for the purchase of tobacco.
  - Lawrence Parks and Eudora Parks are now smoke free.
  - KU Athletics would also be interested in supporting the Tobacco free policy.
  - HR has reached out to local HOAs and Lawrence Chamber of Commerce for support, only one response so far. Will reach out again.
  - Linda Lucky asked for timeline of implementation. Steering committee wants July 2017 start date, with policy approved sooner. The draft policy is on the website, and has been provided in the past. Could send out a request of support one more time to Staff Senate.
  - Progressive Discipline process could be used to enforce, first offense a mention, then write ups, suspension, and eventual dismissal. Would have to be a repeat offender.
  - State of Kansas states that smoking is the #1 cause of preventable death. Identified by several levels of society for cultural change.
  - Some concerns expressed by Staff Senate concerning a slippery sloap (where does it end), timing of Tobaaco free policy vs conceal carry implementation (same day), if support is truly needed since the policy will go into effect with or without Staff Senate support, various cultures on campus are not represented in the discussion, enforcement or speaking out could result in supervisor retribution, etc. Ola response is a vote is still looked favorably upon, and wants Staff Senate to be involved in the cultural change and process.
  - Policy would still allow smoking in private vehicles. E-Sigs are still outlawed in the dorms.
  - Focus more on educational, courtesy requests, cards to be handed out with information on policy, and possible that athletes and coaches could do a promotional video of support.

#### Faculty – Jonathan Mayhew

- No report. Let him know if you have any information that can be provided to chairs and directors.

## Unfinished Business

### New Business

- Blood Donations Time & Leave Policy – Sara Crangle
  - Question. Ola states allowed for time off if campus sponsored activity. KU Policy was implemented on state policy, took timeframe of state. Question on whether consulted with Red Cross, not sure. Send note to Ola with source and can address. This is a leave program, so doesn't mean university doesn't have to commit time or the money. Should be taken into consideration.
- Review of COFSP Faculty/Staff Gun Survey Results

### Call to Adjourn

- Easan motions, Paula seconds, all in favor, none oppose, adjourned 1:18pm

### Upcoming Meeting Schedule

#### **EXECUTIVE COMMITTEE (*STAFF SENATE*)**

Wednesday, March 09, 2016, 12:00 PM - 1:30 PM, Alcove G, 3rd Level, Kansas Union

#### **FULL SENATE (*STAFF SENATE*)**

Wednesday, February 17, 2016, 12:00 PM - 1:30 PM, Malott Room, 6th Level, Kansas Union

Excused from meeting: Cody Case, Steven Levenson, Precious Porras

Revised 3/15 TS