



Staff Senate Minutes
Wednesday, March 15th
12:00 p.m. – 1:30 p.m.
Kansas Union, Big 12 room, 5th Level

Rules of Engagement

Be on time

Be respectful

Ask questions

State your name for the Senate before initiating conversation

Call to Order

Called meeting to 12:04

Approval of Minutes-February 15, 2017

They were not ready.

Reports

President-Liz Phillips

Liz, we have had a lot of different things come out of Senate, University and Exec. We met with Provost last week that Brian will mention.

Brian mentioned:

Virtual handbook need to be available for Fall 2017 per Provost.

Mini-Wheat State tour-Provost is looking into lunch during this event or something else.

Concerns about Health Quest about obese and getting numerous emails and see if we can opt out of those. Ola informed that this is a state entity and the university has no say. They are also concerned with the cheek swab to check on nicotine.

Provost was going to take up with KBOR, up until now we have been able to report twice a year, they took out the line that the USS & UPS groups will be able to make their reports and stay on KBOR.

The need for managers to allow time for staff to do things on university governance and other committees around campus.

Secretary – Deb Deering

No Report

Treasurer – Michelle Ginavan-Hayes

Treasurer's report for 3/8/17 Executive Council meeting

General Senate funds

\$4,702.00		general senate funds for FY17
	142.45	Funds spent for August KBOR USS meeting hosted at KU
	23.84	Battery Charger purchase approved in Nov. Exec Council meeting
	27.44	Extension cord purchase approved in February Exec Council meeting
	53.23	Anticipated FY17 Budget Rescission (still pending)

\$4,455.04		
	1,500.00	Approved in 1/18/17 full senate meeting to go to Prof Dev travel awards
	2,000.00	Approved in 1/18/17 full senate meeting to go towards Mini Wheat State Tour
\$955.04		Remaining balance currently uncommitted from general funds
	143.00	Pending approval - estimated expenses for May 11 KBOR meeting (115+28)
\$812.04		Current remaining uncommitted funds in general state funds

Professional Development

\$2,000.00		Provost funds specifically for Prof Dev
	(1,000.00)	committed to fall 2016 PD travel awards
1,000.00		Uncommitted/available for PD
1,500.00		approved from general use Senate funds for Prof Dev travel awards
2,000.00		approved from general use Senate funds for Mini Wheat State Tour
4,500.00		
	(2,500.00)	committed for spring 2017 PD travel awards
\$2,000.00		Currently available to Prof Development allocated to MWST

One correct append approval, is that the parking pass will be \$115.00. The current \$840.04, \$2000 remaining in the professional development account that will go to the mini-wheat state tour. David Day made a motion and Kevin Liu seconded, all approved.

Diversity and Inclusion Chair-Michael Chavez

Add executive report from Michael reported by Liz Phillips. David Day committee has been meeting regular, there are 2 student groups, (multi culture & student senate). Diversify student senate. Looking on how to maybe get ready of the coalition dissolved.

Legislative Affairs – Robert Waller

When they met about bill that was going on in January, in February the legislator had a delaying with turn around day. This month, it seems like no items are going anywhere. Pass a rescission bill introducing budget bill for 2018/2019.

Tuition assistance proposal which was directed by the Legislative group. Ola Faucher will go over it later today.

Professional Development Chair – Tanya Spacek

Right now working on the registration to get it up and running for the Mini Wheat State tour.

Full itinerary for the Mini-Wheat State Tour – June 2, 2017

- 7:30 am - Meet at Lied parking lot (closer to Dole Center)
- 7:30-8:30 am – Drive to Kansas City
- 8:30-10:30 am - Roasterie Tour: free, two split tours lasting 45 minutes
- 10:30-11:00 am – Drive to Nelson-Atkins
- 11:00-12:00 pm - Nelson-Atkins
- 12:00-1:00 pm – Lunch – people can choose Nelson, or nearby places

- 1:00-3:00 pm – Nelson-Atkins
- 3:00-4:00 pm – Meet back at bus, drive back to Lawrence

Personnel Affairs Chair – Annette Delaney

We have charge to work on the virtual handbook, they are working on getting a meeting for after spring break with Ola to get this updated.

Public Relations Chair – Chris Wallace

Infinity group's calendar has been updated to the Staff Senate Facebook page. Also added a few other meetings.

Elections Chair – Andy Jackson

Reminder that next month is elections for all chairs. We have enough people in every category to fit the number of seats we have open. The only change is one less in the administrative category from last year. Hope to send out by Friday and have it open until March 31st.

HRM – Ola Faucher

Ola Faucher will discuss the Human Resource Management and a work group of Staff Senate members have revised the Tuition Assistance policy and practices to stay within the allowable fiscal allocation of the fund which is attached.

Work group has been working on all the policies. They had two meetings about the tuition assistance. The Deans are willing to cover the school differential portion. There seems to be a very prominent opinion about if they don't get all the money, they don't want any money. So they are going to work on a scenario about awarding the full amount up to \$1000. They added the criteria on who could get the tuition. So they will work on other models but worried that this will not be in place to deal with Summer tuition assistance. Therefore we need to get it ready by Fall.

Brian Moss asked if they have asked about more money. Ola mentioned that the Provost office is looking into seeing where and how they would get funds but at this time nothing has been promised.

There was much discuss about what could, should or possible changes to the tuition assistance.

Faculty – Amalia Monroe-Gulick

Absent

Student – Justin Moen

Absent

Unfinished Business

None

New Business

Letter about 5% parking increase-What point do you want legislator to address.

Call to Adjourn

Greg Smith made a motion, Lorne Jordan seconded; all approved

Upcoming Meeting Schedule

Executive Council

Wednesday, April 12, 2017, 12:00 PM - 1:30 PM, Alcove G, 3rd Level, Kansas Union

Full Senate

Wednesday, April 19, 2017, 12:00 p.m. – 1:30 p.m., Kansas Union, Malott Room, 6th Level

Senators excused from meeting: Abby Ehling, Jenny Flinders, Emily Gullickson, Melody Lawrence, Jill Marietta Mignacca, Andrea Pitt, Peggy Robinson and Melody Stratton

Senators absent from meeting: Kristoffer Dover, Sean Festag, Rita-Marie McFadden, Justin Moen, Amalia Monroe-Gulick, Mary Murphy and Eric Williams

Current Tuition Assistance Practices/Policy	Proposed changes to Tuition Assistance
Current benefit covers tuition and course fees for one regular class per semester	Benefit will provide financial assistance up to \$1000 (amount determined by number of qualified applicants and funds available for the semester) for one class per semester
Employees become eligible for benefit at 6 months of employment	Employees become eligible for benefit at 1 year of employment
Doctoral degree holders can take classes needed for licensure, certifications or related purposes; tuition assistance eligibility is determined case by case	Doctoral or equivalent degree holders will be ineligible for tuition assistance
Employee performance not considered currently	Employee must have most recent performance evaluation rating of at least “meets expectations” and free of disciplinary action within the last 12 months
Academic misconduct not considered currently	Employee must free of academic misconduct for last 12 months
Employee must maintain overall GPA of 2.0 for undergraduate courses and 3.0 for post-baccalaureate courses	Employee must receive a C or above for undergraduate courses, or a B or above for graduate courses funded by tuition assistance. Employees who do not meet these grades will need to complete 6 credits hours on their own before being eligible for the benefit again
Employees provide a verification of grades for prior courses completed through the tuition assistance program either with subsequent applications, or upon completion of the class	Grades for prior tuition assistance funded classes must be provided to HRM by the start of classes. An Advising Report for KU classes or an unofficial transcript for non-KU classes will only be the documents accepted
Employees who are awarded the benefit, but do not enroll in a course, remain eligible for the benefit in subsequent semesters	Employees who are awarded the benefit, but do not enroll in a course must notify HRM prior to the start of classes or they will be ineligible for the benefit for one calendar year
Employees are sometimes allowed to repeat a course under the benefit	Employees cannot re-take the same course under the benefit unless the classes are Readings, Topics, or Seminars with different subjects
Employees can request tuition assistance to be moved to another course after classes start	Tuition assistance cannot be move to another course after classes start
Late or incomplete applications are accepted when extenuating circumstances are present	Late or incomplete applications will not be accepted
Upon initial application for the benefit, employees must supply a transcript or a Degree Progress Report (DPR) form for any prior college course work	Upon initial application for the benefit, employees do not need to document prior college coursework