

Unclassified Senate Meeting
Wednesday, Sept 9, 2015
Noon-1:30 p.m.
Alcove G, 3rd Floor, Memorial Union

Call to Order

- 12:01 pm

Approval of Minutes

- Deb motions to approve, Cody seconds, all in favor, none oppose, approved 12:41 pm

Reports

President – Chris Wallace

- Smoking Policy, currently in HR review, will update at a later point
- Conceal and carry, January 1, 2016 new state rules, implementation in the fall of 2016, committees being formed by the university
- Student Senate discrimination policy update, representation of minorities on committees
- University Senate will meet tomorrow, Sept 10
- Idea of next year not starting meetings until September due to multiple conflicts this year, unless something major arises
- Question from Deb on FLSA standard updates brought up by Ola last meeting, Liz mentions this is in process at Federal level but no update
- Robert Waller on Legislative Affairs committee, interested in being co-chair, but not in Staff Senate, question regarding if this is allowable, as senate by-laws state chairs must be Senate members, but since this is a co-chair, could bring this up at the next Full Senate meeting. Current senate members would have precedent, if expressing interest.
- Potential committee members were reviewed and emails were sent out by Liz for joining. Shortage of USS members interested. Disciplinary Action board committee has to have an equal representation of peers, i.e. USS and UPS member's representation must be balanced.

Secretary – Tim Spencer

- No report

Treasurer – Paula Hinman

- Excused, notes from Treasurer provided below
- The Staff Senate has General purpose funding available in the amount of \$4,702. Ola was going to check if HR would provide their \$500 special allocation for professional development funding. The Education chair will need to contact the Provost's office to see if they will provide their \$2,000 special allocation for professional development funding this year.
- We had \$270 of carryover funds from last year related to professional development. The expenditure from last year's Spring Professional Development awards of \$270 was paid out on August 18th, zeroing out the carryover funds.
- This leaves us with an unobligated balance of \$4,702.

Legislative Affairs – Dawn Shew

- Meeting occurred last week. Met with Peggy Palmer to obtain past information and guidance on previous work, events, etc. All new members, none from previous years.
- Brownbag meeting will occur in the fall, with a second brownbag in the spring.
- Looking for new ideas, ideas of how this committee can help educate about the new state conceal and open carry guns laws, as well as other issues. Liz advises that the conceal carry and open carry information be passed by General Council first. Obtain names of references, but must keep stances out of discussion, purely factual information. Committee is young and ready for getting involved.
- Cody mentions in past, events were not publicized widely, interested in expanding awareness of these events. Liz mentions we have access to Facilities for holding events.
- Sept 29th next meeting at 2:30pm

- Question from Chris on meeting objectives, Dawn and other committees to provide these objectives to the Senate.
- Easan mentions that review or updates to code were in the past started by going through Legislative Affairs before continuing through the Staff Senate. Amendments can be updated easily (vote), as long as it doesn't affect the University Senate code.

Professional Development Chair – Debbie Forsyth

- Waiting on funding confirmation from Treasurer, once received will propose deadlines
- Question from Cody on when these are awarded, Deb mentions that they are annual awards, but are called on twice a year for recipients

Personnel Affairs Chair-Steven Levenson

- Meeting tomorrow in Carata conference room, across from Pharmacy building, to discuss topics. Interested committee members are concerned with smoking and carry
- Transitional policy, i.e. Facilities has someone who is hurt, placed in transition position before they return to their official position.
- EAP information, Employee Assistance Program, doctor, therapist, attorney, etc. covers certain visits, but services are not widely known
- Early intervention on ergonomic injuries, mentions that work station evaluation person in HR can assist, but most people don't know the process or policies
- Notice of non-reappointments vs hiring/firing employees, members were not aware of the difference between the two. Steve mentions non-reappointment is purely financial, or lack thereof, from the University standpoint. Looking to provide clarity on this information.

Public Relations Chair – Cody Case

- Waiting for new website to be approved from Drupal to official from Web Services, told that 30 days is the estimated waiting time
- Set up new email account staffsenate@ku.edu, Tim set up as proxy for meeting schedules and announcements
- Next step on website to update agendas and meeting minutes, Tim will provide
- 10 interested in PR committee, will have a meeting in the next few weeks
- Notebooks, need information from Chris on what is requested, Easan mentions that SENEX has their notebook that Cody could reference, Liz mentions that USS may have had one as well, Chris will find a copy
- MyCommunity use this year. SharePoint product, includes a beta client called OneDrive for business use, wait until the fourth quarter when emails go out to start using. OneDrive is essentially storing university data on a cloud network, but there are issues with work computers and cloud (1TB to unlimited) with syncing back and forth. OneDrive will not replace Hawk Drive, as Hawk Drive still assists with ticketing system, DCM, Facilities, etc. that OneDrive cannot currently provide (firewall permissions, etc.).
- Request to obtain list of committee members, to update site on MyCommunity to have contacts listed, and have committees share documents through this site. Could possibly post minutes as well.
- Unclassified Senate website is closed.

Elections Chair – Andy Jackson

- Excused, notes from Elections Chair provided below
- Currently reaching out to Ola/HR to obtain a list of Staff Senate members and their respective categories. Once we have this data we can evaluate the current breakdown of senators as to how many we have in each category. Once we know this, we can then start the process of replacing the various vacant senator spots.

HRM – Ola Faucher

- Absent

Unfinished Business

- None

New Business

- **None**

Upcoming Meeting Schedule

FULL SENATE (*STAFF SENATE*)

Sept. 16, Gridiron Room, 1st Level, Burge Union

EXECUTIVE COMMITTEE (*STAFF SENATE*)

Oct. 14, 2015 Alcove G, 3rd Level, Kansas Union

Excused: Andy Jackson, Paula Hinman

Absent: Ola Faucher

Easan motions to adjourn, Liz seconds, all in favor, none oppose, adjourned 12:42pm