



**Executive Committee Minutes
Wednesday, Sept. 5, 2018
Noon-1:30 p.m.
Governors Room, Kansas Union**

Call to Order

Michelle Ginavan Hayes called the meeting to order at 12:04 p.m.

Approval of Minutes

Motion: To approve the July 11, 2018 Executive Committee minutes. Motion made by Teri Chambers. Motion seconded by Robert Waller. Motion passed.

Motion: To approve the August 1, 2018 Executive Committee minutes. Motion made by Melody Lawrence. Motion seconded by Jenny Flinders. Motion passed.

Reports

President – Michelle Ginavan Hayes

The past month since the last meeting has been busy. University Senate committees have been chosen and all those who volunteered for Staff Senate committees have been shared with committee chairs. Ginavan Hayes appreciates the committee meetings being scheduled and including people who have asked to participate. Please invite everyone who volunteered until they take their names off. Ginavan Hayes and Robert Waller are dividing to attend as many committee meetings as possible. Ginavan Hayes and Kirk McClure are on the United Way committee, which has a goal of \$222,222 for this year. McClure said it is achievable and memorable. The KU campaign will run October through Stop Day. There will be a kick-off event in front of Watson Library/Stauffer-Flint; there will be games, a hot dog cart and tables with information about United Way agencies. More information will be forthcoming; that kickoff event date is Oct. 1. Waller asked if the United Way representative was coming to the Staff Senate meeting. Ginavan Hayes said they cannot come next week to the full Staff Senate and the October's meeting is when Provost is coming, so the representative is going to come to the November meeting. A November visit is still in the middle of the campaign and will be about 10 to 15 minutes. Ginavan Hayes and Waller met with the Provost, predominately about the faculty voluntary separation program and the next steps for the Staff Fellows Employee Value Proposition report. The Provost will be at the October meeting, giving Staff Senate time to plan for his visit. There was a positive meeting with the Chancellor; they discussed what has been committed from the budget and what has not (including the university jet and other hot topics) and discussed his priorities and Staff Senate priorities. His priorities were the budget, the overall student experience and conversations with the Board of Regents to push to restore funding to 2009 levels. Waller said that would be a fair amount of money (he thought he recalled a \$15 million amount). They discussed Staff Senate priorities of the Employee Value Proposition and efforts for tuition assistance for staff and dependents. Thanks to those who were at the special meeting last week. The consensus is to gather more information and make a statement as a Staff Senate about the budget at some point rather than to send a response to anything faculty sent; Ginavan Hayes will gather some points of clarification and learn more about the use of

Governance letterhead. The first SenEx meeting was last week and the first University Senate meeting is tomorrow. At the first SenEx meeting, a highlight was good conversation. Waller and McClure are working together on a proposed letter, which focuses the budget issue on administrative overhead, which all KU organizations pay, except Endowment. Athletics does pay it. Waller said the administrative overhead fee is placed by the university on every department and school and is 5.5% of any revenue that that unit brings in. If a disparity is presented in terms of the administrative overhead fee, with Endowment not paying any, perhaps that will be a way of helping people understand, as those involved with finances on campus understand the concept of administrative overhead and will relate to it. Endowment pays zero but Athletics pays a set amount depending on the line of revenue assessed. The numbers have been sent to Student Senate, McClure and Ginavan Hayes. This approach backs up the faculty letter but provides some contextual background to it for everyone. If everyone pays the administrative overhead fee, why doesn't Endowment? Chambers asked about Athletics; Waller said the Athletics fee that comes over is \$1 million or less. The administrative overhead for everyone will be distributed across campus soon, so this is a good time to nudge these conversations about the administrative overhead. This could be language everyone understands. Waller has a document and Holly Shriner can distribute it in letter form to the group. You can go to the budget office website and find more information about administrative overhead. Ginavan Hayes said next week will be the pictures at the full Staff Senate meeting. Photos will be taken of both the full Staff Senate and the Executive Committee. Emily Gullickson is the third SenEx rep and will begin attending the Staff Senate Executive committee meeting. The Provost is coming to University Senate meeting tomorrow; it was decided at the last SenEx meeting that the Provost will call on each Senate president to give a statement about the budget crisis, how that body was handling or approaching it. It will be a brief statement. There will likely be additional questions after those brief statements.

Treasurer – Melody Lawrence
 FY2019 Staff Senate Budget

Starting Balance:	\$ 4,702.00
Carry Forward	\$ 359.43
Total Funds:	\$ 5,061.43

Pepsi Funds:	
*Balance as of 9/4/18	\$ 1,040.16

*Allocations for Pepsi Fund, are for professional development only, and are not allocated until October or November 2018.

The Pepsi fund transfer date was September initially but now could be October or November.

Diversity & Inclusion–Michelle Wilson & Jeff Severin

Michelle Wilson said the committee met in August and again yesterday; all of the new committee members have been added to the meetings. A lot of new members were present at the recent meeting. The committee has a number of action teams. One has the task of analyzing the June and July DEI trainings. That action team reported that the overarching conclusion was that they were a success overall. Recommendations for future trainings include actionable strategies; there could be small group discussions led by the Staff Senate. The analysis indicate white fragility might be used as a teaching point; a few white respondents said they felt frustrated and maligned by the topic and the style of the presenter, especially at the Social Justice 101 training. More time could be spend on people being in different places. They will plan continued trainings. The second action team is working on the unpacking whiteness event. Jeff Severin is leading the effort; that group is meeting on Friday to talk about two events. First will be personal reflection and the second will be more on whiteness from an institutional perspective. The first will be Sept. 25 from 12:30 to 2; the second will be Oct. 24 at the same time, both at the Burge Union. The format will be small groups with a series of questions or short videos or readings with time to discuss; both events will be facilitated. If anyone would like to facilitate, please let Severin know; there will be a brief training for facilitators. More information will come by end of the day Friday. Wilson said the third team is tasked with looking at the faculty and staff resource page on the diversity website, the staff online orientation and the community resource guide. They have started looking at the faculty and staff resource page and said there were a lot of acronyms; they will probably work with the Personnel Committee to see if they could link to the acronym website and suggested combining some information into categories for ease of use. They are still working on the tasks and more information will come later with a more thorough update. The fourth action team is on the STEP (supervisor) training, that team is spearheaded by Nicole Perry and is in the research phase and working with HR. Wilson had a question about an IOA/HR/Ombduds visit at the October Staff Senate meeting: could they move to another month since October is packed? Waller asked if the entire meeting was dedicated to the Provost? Ginavan Hayes said that was likely, and that a better date for IOA/HR/the Ombuds would be November's meeting. The committee is working on setting up a SafeZone training and awaiting a date and time. There is an event tomorrow night with the common book author. Waller wondered if more information could be distributed by Shriner for the Staff Senate regarding events; the committee will send a calendar of events to Shriner and she can distribute it. Wilson said the committee also has the task of working on the 360 evaluation piece that came from the Staff Fellows recommendations and they will have an action team to work on that. Ginavan Hayes said the Executive Committee would discuss the Staff Fellows efforts soon.

Legislative Affairs – Jenny Flinders

The committee's first meeting will be on Monday; Flinders plans for their meetings to be held in between Executive Committee meetings and full Staff Senate meetings. There has been good response from new volunteers. Flinders has been thinking about the tuition assistance policy and perhaps a survey to see if we can better understand who would be looking to use the assistance and how. Flinders has been informally asking people how they feel, given that we might be quickly to a last or best offer point with the Provost in regard to tuition assistance. Questions include how do people feel about a potential three credit hour bump, in light of the Staff Fellows Project? This one might move quickly, but we would take time to work through it wisely. Not everyone has children, so some might not be concerned about dependent assistance, nor is everyone married, so some might not be concerned about spousal assistance. We want to make sure everyone feels as though they get something. The committee has also been looking at University Senate Code in regard to language about staff members, including what positions within University Senate staff members can and cannot hold. The review has raised many

questions. Flinders hopes the committee can help think through things like Senate term limits which are different for staff members, and official affairs; for example, can staff be part of those discussions? The committee is looking at the number ratio of faculty, students and staff members. Regarding chairs to committees, there is different language in regard to student representation that isn't reflected for staff. The goal is to poke holes in the code and ask questions. Regarding the Staff Fellows efforts, the committee is ready to work. They also continue to monitor updates regarding the Kansas Board of Regents (KBOR) and the Legislature. Waller said once the Legislature was in session he could provide information. He said the Chancellor wondered if Staff Senate might consider going to KBOR about tuition assistance and that perhaps the group could more directly work toward a true waiver instead of a tuition assistance policy that works around the waiver issue. Ginavan Hayes said she will attend the meeting Monday.

Professional Development– Abby Ehling

Ehling was absent. Ginavan Hayes said there had been a committee meeting and the question was brought up about having rolling deadlines for professional travel awards and not just application deadlines in fall and spring, with perhaps a group reviewing applications every couple of weeks. Lawrence was at the meeting and used the example of someone wanting to apply but not having all of the details and the timing of deadlines may mean they miss out on applying. If there are rolling deadlines and reviews there would be more frequent application review. Waller asked if the money would be budgeted in two-week increments to divide it out. Lawrence said the committee was discussing if amounts should be larger per award or if there should be smaller dollar amounts spread more widely among more recipients. Ginavan Hayes said we would not want to use all of the available funds within a six-month time frame. Wilson asked when the next round of awards would open. Lawrence said soon and will check with Ehling about the next meeting.

Personnel Affairs– Ranu Pal & Annette Delaney

Delaney said the committee met on Aug. 28 and reviewed some of the Personnel Affairs committee tasks in the past and items that rolled to this year, including the inclement weather issue. HR will run some draft HR policies by the committee for review periodically. There was a charge recently to look at KUCR and Shared Service Centers to get some feedback. There were new members at the meeting but conversation was not very interactive. This is all new business for new members and they might need more time to feel a bit more engaged. Flinders asked about the KUCR and SSC topics. Delaney said it came up at the July Executive Committee meeting and there were some concerns and frustrations with the amount of time it was taking for some items to work their way through the systems. The charge would be identifying more of the issues. Delaney said the committee does not want to just hear complaints and venting but rather would want to come up with solutions and remedy any concerns.

Public Relations– Mary Murphy & Teri Chambers

Teri Chambers said the committee met last Friday and is finding its footing. They plan to publish a newsletter Oct. 8, and the copy deadline is Sept. 17. They would like something from all committee chairs, such as a short paragraph about the committee efforts, goals, etc. There will be information about elections and getting people out to vote. Please have submissions to Chambers or Mary Murphy for that newsletter. The next meeting is Sept. 24 at 3:30 p.m. to put it all together. Waller asked about the D&I information; we have the newsletter but is there a way for Public Affairs to do a monthly event calendar? Chambers said they want to talk about social media (Facebook page) and that the committee wants to talk about. How many people look at the Staff Senate page? Is it being used? Do we want it more for a place to put events? The newsletter

will come out two times a year so it will not include everything. Chambers is open to taking about ways of getting information out. Maybe the newsletter should mention the Facebook page. Ginavan Hayes has seen more Twitter use at KU and wondered if this was something to think about? Gullickson asked what are the goals for each media method? In the communication plans with which Gullickson works, their Twitter is for live tweeting during events and they have certain outcomes that are set. Instagram is more about the culture of the office (the Office of Multicultural Affairs) and Facebook is for older people. Not many first-year students indicate they use Facebook. They use Instagram, Twitter and Snapchat. Gullickson could be a resource if more information is helpful, or Laura Kingston. Lawrence said their office, prefers Facebook over the others.

Elections Chair – Chris Wallace

Wallace was absent

HRM – Ola Faucher

There has been a change to the tuition assistance policy to alleviate the one-year of continuous service confusion; the one-year service date is as of August 1 for the fall semester, January 1 for the spring semester and May 1 for the summer term. Faucher would like to ask about another change based on difficulty of staff taking courses at other institutions, though the primary focus is for staff to take courses at KU. Some staff live out of state and take courses out of state at different institutions. It is difficult to set up payment processes with these different universities. It takes a great deal of time and effort, and some do not even understand what KU is attempting to do. They have checked tax and payment implications and would like to have the process change to a reimbursement one for these staff at institutions with whom there is not an established payment arrangement. This is a small group of staff; they would pay the institution at which they are taking a class and get reimbursed. For example, there are recruitment staff who live in Chicago, but working with the institution there is hard and takes a lot of staff time; it becomes difficult for the staff member trying to take the course because the timing can impact their ability to be in class at the start of the semester. Waller asked about the tax issue; Faucher said there is no tax impact. Waller asked about the timing of the reimbursement. Faucher said this aspect would not be handled via HR but would be a financial transaction through the appropriate Shared Service Center. Waller wondered if we were talking a week for reimbursement or a month. KU reimburses at the KU rate. Severin asked if the reimbursement would be made after the class was completely taken? Would staff pay first and then get reimbursed at the end? The number of staff in this scenario has been small, perhaps six or less. Flinders said it was worth figuring out as remote work policies are becoming more popular. The Executive Committee indicated to Faucher that the reimbursement approach seemed reasonable. Faucher said an email was sent today about LinkedIn Learning with Lynda through the talent development system.

Faculty – Kirk McClure

The one topic right now is the budget cut. The letter he sent has received 97 responses from faculty, 2 from retired faculty, 1 from a staff member and 2 from legislators. The response has been supportive, with the only objections being that the letter did not go far enough and ask for enough. The responses said to hit harder. Any reconfiguration regarding the airplane has not yet been announced but is in the works, though that is a small number. The big numbers seem to be in regard to Athletics as a unit that takes from the university rather than contributing to it and Endowment, which could improve their contribution. McClure is disappointed because while the Provost has enormous influence on the budget, the big ticket items come out of the Chancellor's office and the Chancellor does not provide many yes or no responses to issues. The Provost is moving forward with the 6% cuts from all units and not pursuing the idea of other funds being identified. Faculty is trying to decide what to do tactically. There was a meeting with Endowment with a request for them to look at a variety of things, such as refinancing of the Central District (figures - \$326 million cost, \$23 million a year, refinancing would reduce the cost by about \$3.5 million a year, which is not trivial when administration is looking to cut). The Chancellor said almost nothing and Provost said it probably would not work. The new general counsel is becoming corporate counsel to athletics. McClure objects on basis of conflict of interest. Both interested parties have heard administrators say that it is on faculty/staff and not on the other organizations. He is looking forward to meeting tomorrow but is not hopeful. Gullickson commented on general counsel wearing both hats. The prior general counsel was split. Gullickson asked about other AAU or Big 12 universities' general counsel and if they were also dual to the university and athletics? McClure was not sure, but institutions use both models. When Faculty is seeking legal guidance they have to be very careful. The arrangement results in a lack of confidence in general counsel. Flinders wondered if in regard to other institutions with shared counsel, if that was at universities where athletics was contributing more financially to the institutions? McClure believes it to do with scale and said he thinks the norm is that athletics is part of the university and not a completely separate business corporation as it is here. Waller said others might be set up that way so that Legislature cannot get state general funds mixed in with the private dollars. The split allows them to be an affiliate but the Legislature cannot sweep that money. McClure said the trend in the conference is for significant contributions to the academic institution by athletics over and above; they are not asking for something that is pie in the sky. It is happening in NCAA Division 1 schools.

Student – To be named for AY 18-19

Unfinished Business

Staff Fellows project – Waller said he and Ginavan Hayes took the Staff Fellows' recommendations and put boxes next to what they thought would be an appropriate home committee and/or an initial attempt to come up with committee responsibilities. This was a preliminary look. Diversity & Inclusion said that committee would take the 360 evaluation suggestion. There could be multiple committees and multiple chairs working on similar efforts and we will need to work collaboratively to make sure efforts are not duplicated or that committees are not working at cross-purposes. Ginavan Hayes said not all committees had a fit, such as Elections and Public Relations. Gullickson said maybe Public Relations could help in the roll out of the information, with the marketing strategy, that perhaps that committee should be the public face? Wilson asked about timeline. Ginavan Hayes said we will talk at full Staff Senate so when the Provost comes in October we can have an effective meeting. The full Staff Senate could put together timelines, various reports, presentations, etc. We will need to make sure that we are coordinated and that coordination cannot just be monthly at these Executive Committee meetings. Wilson asked if the efforts needs a project manager, Waller said his

thought was for a preliminary report to be completed before this particular Senate ends in April. If more were done that would be great. Ginavan Hayes said the longer it takes the longer it takes for any changes to be implemented or occur. Waller said when we know who has what we can put more definitive dates on things. Waller said he would suggest himself as the project manager. Wilson said some of the things can get done and actioned and we can be working; not all items will need to wait until a preliminary report. Faucher asked if the desired outcome was series of policies? Waller said outcomes could include policies, implementations, guidelines, programs, benefits, or more. Ginavan Hayes proposed looking at the document and providing comments in the next few days for a potential revised document before full Staff Senate next week. Waller will work on a new document and provide it to Shriner to be sent with the Staff Senate agenda and minutes in advance of that meeting. Faucher volunteered to provide a list of policies that might fit in with these topics. Waller will think about the best way to share information, such as the best place to save information centrally.

New Business

Chambers said there used to be letters that went to Staff Senate members' supervisors from the Provost or Chancellor saying they supported the activity or involvement and Chambers wondered if those letters were still sent. Faucher said the letter was sent from the Provost and existed when the Staff Senate was structured differently. Ginavan Hayes said some University Senate committees send letters. Wilson said she was to be on the University Senate Diversity & Inclusion committee but has not been invited to any meetings and has not heard anything. Ginavan Hayes suggested bringing it up with Jennifer Hamer. Gullickson suggested contacting Kathy Reed to see if that committee has been meeting. Faucher encouraged any efforts regarding inclement weather, as it is September.

Call to Adjourn – Robert Waller made the motion to adjourn at 1:35 p.m. Seconded by Teri Chambers. Motion passed.

Next Meeting Schedule

FULL SENATE

Wednesday, Sept. 12, 2018, 12:00 PM - 1:30 PM, The Jay, Kansas Union

EXECUTIVE COMMITTEE

Wednesday, Oct. 3, 2018, 12:00 PM - 1:30 PM, Discovery Room, Burge Union