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 thing 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

<table>
<thead>
<tr>
<th>General Senate funds</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,702.00</td>
<td>general senate funds for FY17</td>
</tr>
<tr>
<td>142.45</td>
<td>Funds spent for August KBOR USS meeting hosted at KU</td>
</tr>
<tr>
<td>23.84</td>
<td>Battery Charger purchase approved in Nov. Exec Council meeting</td>
</tr>
<tr>
<td>27.44</td>
<td>Extension cord purchase approved in February Exec Council meeting</td>
</tr>
<tr>
<td>53.23</td>
<td>Anticipated FY17 Budget Rescission (still pending)</td>
</tr>
</tbody>
</table>
$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
<table>
<thead>
<tr>
<th><strong>Current Tuition Assistance Practices/Policy</strong></th>
<th><strong>Proposed changes to Tuition Assistance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current benefit covers tuition and course fees for one regular class per semester</td>
<td>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</td>
</tr>
<tr>
<td>Employees become eligible for benefit at 6 months of employment</td>
<td>Employees become eligible for benefit at 1 year of employment</td>
</tr>
<tr>
<td>Doctoral degree holders can take classes needed for licensure, certifications or related purposes; tuition assistance eligibility is determined case by case</td>
<td>Doctoral or equivalent degree holders will be ineligible for tuition assistance</td>
</tr>
<tr>
<td>Employee performance not considered currently</td>
<td>Employee must have most recent performance evaluation rating of at least “meets expectations” and free of disciplinary action within the last 12 months</td>
</tr>
<tr>
<td>Academic misconduct not considered currently</td>
<td>Employee must be free of academic misconduct for last 12 months</td>
</tr>
<tr>
<td>Employee must maintain overall GPA of 2.0 for undergraduate courses and 3.0 for post-baccalaureate courses</td>
<td>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</td>
</tr>
<tr>
<td>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</td>
<td>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</td>
</tr>
<tr>
<td>Employees who are awarded the benefit, but do not enroll in a course, remain eligible for the benefit in subsequent semesters</td>
<td>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</td>
</tr>
<tr>
<td>Employees are sometimes allowed to repeat a course under the benefit</td>
<td>Employees cannot re-take the same course under the benefit unless the classes are Readings, Topics, or Seminars with different subjects</td>
</tr>
<tr>
<td>Employees can request tuition assistance to be moved to another course after classes start</td>
<td>Tuition assistance cannot be move to another course after classes start</td>
</tr>
<tr>
<td>Late or incomplete applications are accepted when extenuating circumstances are present</td>
<td>Late or incomplete applications will not be accepted</td>
</tr>
<tr>
<td>Upon initial application for the benefit, employees must supply a transcript or a Degree Progress Report (DPR) form for any prior college course work</td>
<td>Upon initial application for the benefit, employees do not need to document prior college coursework</td>
</tr>
</tbody>
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