



**Executive Committee Minutes
Wednesday, June 13, 2018
Noon-1:30 p.m.
Burge Union, Discovery Room**

Call to Order

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

Approval of Minutes – May 9, 2018

Motion: To approve the May 9, 2018 Executive Committee minutes, with no corrections needed. Motion made by Mary Murphy. Motion seconded by Teri Chambers. Motion passed.

Reports

President – Michelle Ginavan Hayes

Ginavan Hayes, Robert Waller and Kirk McClure participated in a SenEx planning meeting; it was long with a few topics taking most of the time. One discussion point was the University Senate committees with faculty chairs; Ginavan Hayes and Waller discussed if there was a way to have any staff as chairs going forward? Waller said per the code there is no designation that the chair has to be faculty. He suspects the faculty chair has been tradition, as is that the president is faculty. The Staff Senate Legislative Affairs committee will look at that code and make recommendations regarding if they think a staff representative could be president; there does not seem to be anything that that governance body does that would preclude staff members serving as president. Also discussed were athletics, including the new football facilities under construction, and the university jet. Ginavan Hayes met with the search firm for the Athletics Director position, as did McClure. There was a June 5 meeting with Clarence Lang, interim dean of the College of Liberal Arts & Sciences to discuss priorities of Staff Senate and the College and any potential collaboration. Ginavan Hayes and Waller met with Carl Lejuez, interim Provost; part of their discussion related to staff morale and happiness. The College has a group that has been looking at these and similar issues, which also are similar to those identified by the most recent Staff Fellows group. Waller said there is much work that needs to be done to take the recommendations from the Staff Fellows report and figure out how to move items forward. He said perhaps there needed to be a new ad hoc Staff Senate committee to work on this, or maybe pieces of the Staff Fellows recommendations need to be divided among existing Staff senate committees; Waller said moving the report past recommendations will be placed in the Staff Senate Executive Committee's laps, with the expectation that goals and timelines be established that could be presented to the Provost. Ginavan Hayes said they mentioned the Staff Senate 101 effort to the Provost; he liked the idea of the effort to have a more streamlined and effective transition for new Staff Senate committee chairs for duties such as taking minutes, establishing meetings, reviewing committee charges and more. Ginavan Hayes asked if Executive Committee members had attended Lejuez's Town Hall on the budget cuts, or if they had watched the live stream. She asked if anyone had anything they wanted to talk about; it is clear budget cuts will be a topic of conversation in the coming months. Waller reminded the group that the Provost

would be at the Staff Senate meeting in September and that it should not turn into a session during which to share complaints with Lejuez, but rather should be viewed as an opportunity for the Staff Senate to help shape what KU looks like for staff in the coming years. He urged the group to use the time wisely. Ginavan Hayes said Lejuez seems supportive of staff; he seems supportive of some version of the tuition assistance proposal and has indicated he had been discussing that issue with the Chancellor.

Treasurer – Melody Lawrence

There is no final year-end treasurer report yet, due to vacations and necessary people being out of the office. There is also an invoice yet to be paid for transportation for the Mini Wheat State Tour. A year-end treasurer report will be provided when finalized.

Diversity & Inclusion– Jeff Severin & Michelle Wilson

Severin said the committee continues to meet over the summer; members met on the 5th and reviewed charges to make sure everyone is clear on committee goals. They looked at upcoming projects, including the Staff Senate training next week. Cody Charles will do Social Justice 101 training; the July 18 training is still to be finalized with OMA, though it will likely be microaggressions. The training was not put in the learning management system. Annette Delaney has a prior commitment and asked if the session would be recorded. Wilson said it would not be, and there was no follow-up training planned, but updates on future training opportunities will be provided. Efforts are underway to get an accurate head count of those planning to attend. An ad hoc group committee is working on a future event based on the Unpacking Whiteness and Whiteness and the NCAA events last spring at The Commons. Questions were raised during those events but conversations have not continued; the group feels this is an opportunity to continue important conversations about topics such as whiteness in the workplace, inclusivity, privilege, intersectionality and more, but in a non-academic manner. All staff would be invited. The group realizes some staff might be uncomfortable with some of the topics, so they would be encouraged to still participate and be OK with discomfort. There could be potential small-group discussions about how staff view their own workplace, how to respond to or in particular situations; information would be shared about resources for faculty and staff. The committee wonders if resources could be shared via the online training for new staff, or potentially in the STEP training offered by HRM. Ola Faucher said the next iteration of the online orientation could have more enhanced options for personalized/group modules that would accommodate topic add-ons, so it's possible more resources could be added here; the basic training is available to current staff as well as new employees. Severin said the Office of Diversity & Equity is hopeful regarding new training for staff and faculty in the fall. Ginavan Hayes said that on Sept. 6 the author of the KU Common Book will be at the Lied Center. Edwidge Danticat will discuss their book *Create Dangerously: The Immigrant Artist at Work*; Ginavan Hayes suggested Executive Committee members mark their calendars. Waller asked of the Office of Diversity & Equity fall training would be in the learning management system and if it would be mandatory; Wilson said perhaps, though those details are still being considered by that office.

Legislative Affairs – Jenny Flinders

Flinders said meetings will be established after there is a more defined sense of what the committee will focus on in the coming year; many potential items have been with Ginavan Hayes and Waller. Waller asked if the weather policy had been worked on; he explained to the committee that there were suggestions that Staff Senate should make a recommendation to change the existing policy. Currently if classes are cancelled that does not mean an automatic closure of campus; classes can be cancelled but campus could still be open and staff required to be at work. Some staff has suggested the recommendation be made that the policy be changed

that if classes are cancelled campus is closed. After Legislative Affairs works on the suggested changes they will be provided to the Executive Committee for review before potentially being moved to the full Staff Senate, in addition to suggested changes regarding staff serving as committee chairs and president, potentially, of other governance bodies discussed earlier in this meeting.

Professional Development– Abby Ehling

Ehling was out of town, but provided the attached year-end report. Additionally Ehling had shared via email:

The Mini Wheat State tour took place on Friday, June 1. We had 85 in attendance, which included two members of the Professional Development committee to facilitate. Overall, here were our numbers:

Original Number of Registrants: 112

Number on Waitlist: 15

Final Number Attended: 85

Costs:

\$2,021 – Two buses (one is handicap accessible)

\$510 – Flint Hills Discovery Center admission (\$6 per ticket)

I think the day went pretty well. Everyone seemed to enjoy the activities. I've made a few notes for next year, mostly some information to provide beforehand, both to the attendees and the bus service.

Teri Chambers asked about the timing of the event; is it at a time when many staff can attend? Chambers also asked if the group felt the Mini Wheat State event itself was worthwhile currently? Ginavan Hayes said the Wheat State tour the Staff Senate event is based on was eliminated years ago and asked the Executive Committee if they felt it was time to for the Professional Development Committee to focus solely on training opportunities and on-campus professional events? Delaney asked if a post-event survey would be sent to see what attendees thought? Severin said it was interesting how quickly the event historically fills up, so it doesn't sound as though there's a lack of interest. Flinders said perhaps there could be a different method of sharing information and having staff sign-up for the event, as this event and the Staff Leadership Summit offered by HRM seem to fill up so quickly because staff want to grab an opportunity to attend an event, but then later need to ask for supervisor permission or have later professional conflicts. Lawrence asked if a survey is sent if it could ask of those who signed up and didn't attend why they cancelled?

Personnel Affairs– Ranu Pal

Pal asked if staff taking online courses could have a price break? Mary Murphy said some staff had asked her why online courses aren't covered in the tuition assistance proposal; it was clarified that the proposal doesn't restrict online courses for KU staff members, but does do so for spouses and dependents. Murphy asked why the Pepsi professional development funds couldn't be used for online courses. Ginavan Hayes said perhaps the requirements regarding that fund could be looked at. Pal asked if it was possible for staff to receive free CPR training through a professional organization such as the Red Cross. Delaney said Watkins Health Center used to offer CPR training. Faucher said one of the issues that came up years ago was an institutional concern about associated liability; Faucher encouraged the committee to contact Watkins for more information or background. Training could also be taken through Douglas County; Pal said certainly, but she would love to see training on campus. Faucher said the issue,

to her knowledge, hasn't been raised in many years and is worth investigation. Chambers mentioned a previously attended mental health first aid training and said it had been very beneficial and that CPR training could also prove to be beneficial, especially if there is an incident related to conceal carry. Severin said the mental first aid class is \$30 through the Bert Nash Community Mental Health Center. Faucher said the topic would be added to HR discussions to see what others in that department thought about CPR training at an institutional level or about the idea/topic. Delaney said the committee needed to follow up on the acronym website project and recalled that the outstanding issue was what department or office would "own" the site and its maintenance. Delaney said the committee would reach out to offices including Marketing Communications to see who might ultimately be determined as the owner.

Public Relations– Mary Murphy & Teri Chambers

Murphy and Chambers have a plan for upcoming Staff Senate newsletters. The current plan is to aim for one to be published in late September as the fall newsletter with another in late February as the spring newsletter. The fall newsletter will include brief committee reports and information about the university's United Way campaign. Chambers asked if the newsletter should promote the Staff Fellows program; Faucher will check with the person who manages the Staff Fellows program to see if any additional promotion would be helpful. Chambers and Murphy said the goal is for the newsletter to remain at 2 pages as that avoids excessive printing for those who need the print version, and keeps the newsletter short enough for easy reading. The February newsletter focus would be election information and a wrap-up report with transition from the outgoing President to the President-Elect. Waller asked if the issue regarding Staff Senate's ability to email the newsletter to staff directly had been resolved? Murphy said Kathy Reed in University Governance was verifying that it had been agreed that Reed could distribute the newsletter via email to staff on Staff Senate's behalf, rather than have it be handled by Public Affairs. Chambers and Murphy will meet with the past chair Deb Deering to make sure the template previously used can continue be used for consistency. Chambers asked who was responsible for the Staff Senate website; Andy Jackson said historically it has been the Technology Officer; he is the incoming Technology Officer and has access to update the website. Kathy Reed can also update it.

Elections Chair – Chris Wallace

Wallace was not present; he indicated there was no report.

HRM – Ola Faucher

HRM continues to work through the background checks for employees who were hired before background checks were part of the offer/onboarding process. The next area of focus will be student service areas. The effective date for the tobacco-free campus policy is July 1. The policy allows only smoking in private vehicles, but all forms of tobacco use are banned otherwise. There is a reporting form on the tobacco-free website for reports to be made about those in violation should employees want to file a report; those reports will go to HR. A number of flyers in multiple languages (including Chinese and Spanish) have been displayed. Other communications have been signage in buses, videos, temporary signage in buildings, social media tweets and more. Flinders said perhaps faculty could begin adding the policy to syllabi. Delaney asked if students are required to acknowledge the policy at enrollment. Faucher said ABS students conducted a survey that showed the largest percentage of smokers were international students; ABS will follow-up with a 1-year assessment survey. The university has worked with neighbors adjacent to university property; the tobacco free website has maps of university property.

Faculty – Kirk McClure/Amalia Monroe-Gulick

McClure said some faculty were concerned about details related to having an interim Provost, including if policy changes will slow or cease. There is also curiosity about the timeline for a search for a Provost; there don't seem to be many updates currently available. The larger issue is that of the budget; while it's applauded that there do seem to be efforts to communicate and the interim Provost is promoting transparency, faculty governance is concerned that the decision was made to proceed with the \$20 million across-the-board cut as the singular way to proceed: is the cut in the base as is moving forward the *only* or the *best* way to manage the situation? Faculty governance appreciates the interim Provost working with deans on the issues, though there is concern that the focus on the budget obfuscates other issues or eliminates debate over issues (the university jet, etc.). Are decisions going to be made in silos? Are we marching down a path that will ultimately be destructive? These are issues that will occupy the faculty governance.

Student – To be named for AY 18-19

Unfinished Business

None

New Business

Ginavan Hayes asked about the potential dates for Staff Senate 101; she was looking at July 12 but it is day after next Executive Committee meeting and wondered if people didn't want to have meetings two days in a row. July 23 is also a good date. July 12 was determined to be the preferred date; the meeting will likely be in Carruth-O'Leary Hall from 1 to 3 p.m.

Next week's Staff Senate meeting will be the diversity training; there will be no regular business or reports.

Call to Adjourn – Jeff Severin made the motion to adjourn at 1:26 p.m. Seconded by Mary Murphy. Motion passed.

Next Meeting Schedule

FULL SENATE – Diversity, Equity & Inclusion training

Wednesday, June 20, 2018, 12:00 PM - 1:30 PM, Burge Union, Forum A

EXECUTIVE COMMITTEE

Wednesday, July 11, 2018, 12:00 PM - 1:30 PM, Burge Union, Discovery Room