

FROM THE PRESIDENT OF THE CLASSIFIED SENATE

If you are like me, the school year has been flying by. Everyone has plenty of work to keep busy, and with noses to the grindstone, it can almost be a surprise to realize that the year is over half done. With that in mind, I'd like to briefly bring you up to date on some things that have been happening to benefit University Support Staff.

The Information Access and Public Relations Committee, having completed their excellent work to produce the brochure to help people know what the USS is and what we do for the University, is now working on new ideas to keep us more in the public awareness. One way to do that is for us to be involved in volunteer efforts of all kinds around Lawrence and Douglas County. The Committee has been researching opportunities to do this. Some we may choose to take on as a group. Others can be done as individuals. For example, a group effort could be to volunteer for the Adopt-a-Highway Program, and help keep a section of our roadways clear of trash and debris. Individuals could give time or donate supplies to local services such as the Lawrence Humane Society, or one of the local food pantries. The Roger Hill Volunteer Center works year-around to connect people with opportunities to assist in many programs and events. Doing these things gains us all positive exposure in the community. If you are interested, the IAPR Committee Chair, Kathy Stiers, can give you more information.

The University Support Staff Work Group has been working to improve your access to your personal information concerning pay status. Rather than waiting for the annual notice that tells you where you stand, this information will be available to you on line, any time you want to check on it. It will be updated every time there is any change in your status, and your previous information will be there as well to make it easier to see the gains being made with across-the-board increases, merit increases, and other pay improvements.

The USS Work Group has also been reviewing the first year of activity in the new Disciplinary Action Appeal Board. Persons who have volunteered to serve on the board receive annual training in the process. It is new training for new volunteers and re-training for the volunteers who are carrying over another year. We are very concerned that the board be as close to the impartiality of the old Civil Service Appeal Board as possible; therefore we are looking at what we have learned from the previous year and making adjustments where necessary so that these are reflected in our board's training.

The University Support Staff Senate has also signed on to general support of the University's budget priorities as it seeks approval of funding for the next year.

As you have been seeing in the news, the top of the list this year for all the Regents Schools is funding for the huge backlog of deferred maintenance. There is probably not a day that goes by on this campus that most of us don't find ourselves dealing in some way with the consequences of that deferred maintenance, and it generally makes our jobs harder.

Our number one priority, of course, remains improvements in USS salaries. The Kansas Legislature under the old classified employee system "deferred" for decades keeping the value of our earnings abreast of what it cost to live. Like the deferred maintenance problem that can't all be corrected in one big lump, it will take time to fix, but steady progress is essential.

Under the leadership of a new Provost for the first time in 13 years, there has been obvious interest in what that will mean for all of us in the KU community. In particular for University Support Staff who are in the transition to that new definition from our old civil service role, we are interested in administrative follow-through. Will the new campus leader understand where we were coming from, where we want to go, and continue to support the effort? I have been able to meet with Provost Lariviere several times now, and the short answer to those questions at this point seems to be "yes". Only time and experience will tell for certain, of course, but I am encouraged that we will continue to make progress.

We will very soon be making a proposal to the administration to expand tuition assistance for employees. If approved, persons may be able to let another person in their immediate family use the assistance if they do not choose to use it for themselves. There will be more information about this to come.

As always, if you have questions or ideas that affect University Support Staff, please contact me or any Senator with those issues.

Dennis Constance

TUITION ASSISTANCE

SUMMER SEMESTER DEADLINE IS 5:00 P.M., FRIDAY, APRIL 13, 2007.

The Tuition Assistance Program (TAP) is available to staff with six months of KU employment. The program normally covers tuition for one class per semester. Classes should be structured courses that meet on a scheduled basis with days and times published in the Timetable of Classes. The tuition assistance application form is available on the Human Resources website under forms download. For more information, contact Lynn George, at 864-7415. Applications should be forwarded to the Tuition Assistance Committee, c/o Human Resources, 103 Carruth-O'Leary Hall. Please note: fill in the amount of tuition to the best of your ability. Once tuition rates are set, the amount will be adjusted accordingly on your application.

**JUST A REMINDER:
UNIVERSITY SUPPORT STAFF
EVALUATIONS ARE DUE BY MARCH 1**

Talk Back: Make Your Job Better

As you read this, you have probably received, or will very soon receive your annual performance evaluation. I wanted to take a few moments to encourage you to make that experience the two-way communication tool it is meant to be.

Recently, staff from HR/EO commented to me that the Employee Feedback Form that is part of the evaluation process seldom gets used. Their concern is that the two-way conversation that is supposed to be a part of this annual event is not happening.

Every year at least a few days before you meet with your supervisor for the evaluation, you should receive the Employee Feedback Form. This piece of paper allows you to provide your opinion of how well you did your job: What *you* think you did well at, what *you* think are areas you would like to improve. It is provided ahead of time so that you have some time to think about it, and write it down, and thus be better prepared to participate when you meet with your supervisor. Evaluations are meant to be a two-way experience, not something you just sit and let happen to you.

The feedback is valuable whether you disagree or agree with your supervisor. First and best, it helps yours and his or her understanding of what your job is, and what it takes to be good at it. Second, and almost as good, your feedback form, whatever you choose to write on it, gets attached to the evaluation and becomes part of the official file. In other words, your side of the story becomes part of the record as well. Third, it reinforces the idea that your opinion about your job matters, and this is important not only in the evaluation, but when it comes to the merit pay process as well. You have the right to ask, if you aren't being told, how your merit pay was determined.

Don't miss this opportunity to be heard.

Dennis Constance

STAR PROGRAM BENEFITS AND SERVICES

Please visit the HR Website address to find out more about these benefits and services that you can utilize as a state employee. Examples include services here in **Lawrence** from the following:

Enterprise Car Rental (both locations)
Best Buy
Old World Pottery
Googols of Fun
Crown Chevrolet/Toyota/Scion
Body Boutique
Arbonne International
Gabby Goodies
That's A Wrap
EN-TIRE Car Care Center
Francis Sporting Goods
Hometown Games
AVON-Annie Auf Der Heide
Advanced Systems of NE Kansas
Campbell Insurance
Lawrence Otolaryngology Associates, PA
Stampin' Up with Beth Ridenour
Laser Logic, Inc.

Other Vendors

Thrifty Airport Parking (MCI Airport)
Thrifty Car Rental (MCI Airport and Kansas City, MO)
Marriott Hotels
Hewlett Packard
Jazzercise
CitiMortgage
Enterprise Rent-a-Car (Statewide)
FedSave.com
USAFlorist
Apple
Dell
Gateway
IBM
BESTFLOWERS.COM
FragranceNet.com
Mrs. Fields Gifts, Inc.
GoAwayTravel.com
DiscountContactLenses.com
1-800-FLOWERS.COM
Shorts Travel Management
Alltel
Cingular Wireless
Sprint (Cellular Phone)
Verizon

If you live in other areas outside Lawrence, please look at the HR website on the left side for vendors in your area.

EMPLOYEES OF THE MONTH



Jodi Wente – Administrative Professional in the Animal Care Unit – October 2006.

Carol Gonce – Administrative Professional in the Department of Mechanical Engineering – November 2006.

Virginia Saylor – Administrative Professional in the Graduate School International Program – December 2006.

Congratulations to all of you for the recognition of your hard work and for your representation of University Support Staff at KU!



UNIVERSITY SUPPORT STAFF SENATE MEETING SCHEDULE

The University Support Staff will meet on the following dates from 10:30 a.m. – Noon, in the Kansas Union. All meetings are open to the public.

02/14/07	301 Relays Rm – Burge Union
03/14/07	Jayhawk Room
04/11/07	Jayhawk Room
05/09/07	Jayhawk Room
06/13/07	Jayhawk Room

EXECUTIVE BOARD MEETING SCHEDULE

The University Support Staff Senate Executive Board will meet on the following dates from 11:30 a.m. – 1:00 p.m., in the Kansas Union.

03/07/07	International Room
04/04/07	International Room
05/02/07	International Room
06/06/07	International Room

OFFICERS

President – Dennis Constance
 Vice President – Doug Carter
 Secretary – Kathy Stiers
 Treasurer – Sharon Lee Green
 Ex-Officio – Kathy Jansen

COMMITTEE ASSIGNMENTS

LEGISLATIVE AFFAIRS

Mike Auchard - co-chair
 Jay Barnard - co-chair
 Brad Gilges Ruth Hatfield
 Joseph Morgison Renee Wiggins
 Maxine Younes

IAPR

Kathy Stiers – chair
 Sharon Lee Green Delores Leonard
 Maxine Younes

ELECTIONS

Wayne Hathaway – Chair
 Jay Barnard Doug Carter
 Linda Gerdes Sharon Lee Green
 Judy Greenberg

PERSONNEL

Maxine Younes – chair
 Janice Andes Jenna Coker
 Brian Hanabury Kathy Jansen
 Diana Koslowsky Bev Nightingale
 Pauline Sanders Cindy Sexton
 Kathy Stiers Renee Wiggins

COMMUNICATIONS

Delores Leonard – Chair
 Teri Chambers Betty Childers
 Allen Eastland Sharon Lee Green
 Ruth Hatfield Diana Koslowsky

UNIVERSITY COUNCIL REPS

Mary Ann Baker Doug Carter
 Kathy Jansen
 Dennis Constance, ex-officio

UNCLASSIFIED SENATE REP

Maxine Younes

SENEX REP

Doug Carter

UNITED WAY

VACANT

ACADEMIC COMPUTING AND TELECOMMUNICATIONS

Brian Hanabury

ACADEMIC PROCEDURES & POLICIES

Kathy Stiers

CALENDAR COMMITTEE

Cindy Sexton

INTERNATIONAL AFFAIRS

Renee Wiggins

ORGANIZATION & ADMIN.

Mary Ann Baker

PLANNING & RESOURCES

Kathy Jansen

PARKING COMMISSION

Bette Luther (2008)
 Kathy Reed

RETIRES RIGHTS AND BENEFITS

Linda Gerdes
 Jeanne Torneden, retired staff member

LIBRARY APPEALS

Position alternated every two years with
 Unclassified Staff

LIBRARIES

Mary Ann Baker

SENATORS

Ruth Hatfield - EEO 3 Rep

Brian Hanabury

Mary Ann Baker - EEO 4 Rep

Janice Andes Teri Chambers
 Betty Childers Jenna Coker
 Sharon Lee Green Lindsey Hoover
 Diana Koslowsky Delores Leonard
 Joseph Morgison Cindy Sexton
 Kathy Stiers Renee Wiggins
 Maxine Younes

Jay Barnard - EEO 5 Rep

Wayne Hathaway - EEO 6 Rep

Mike Auchard Allen Eastland
 Russell Benke

Pauline Sanders - EEO 7 Rep

Brad Gilges Jared Shearer
 Chris Wallace

Representative At Large

Linda Gerdes Judy Greenberg
 Bev Nightingale Linda Orr
 Kathy Reed

WEB SITE UPDATE

www.ku.edu/~clsenate/
 Please visit our website and feel free to
 e-mail the Webmaster (clsenate@ku.edu).
 Your input is appreciated.

HELPFUL WEB LINKS

KU Home Page

www.ku.edu

KU Staff Benefits

www.ku.edu/~kuhr/faculty_staff/benefits/

Meeting Schedules For KU USS Senate

www.ku.edu/~clsenate

On the menu, select 'Meeting Schedules'. Full Senate meetings are open to anyone who would like to attend.

Visit the Academic Computer Center www.ku.edu/acs/ and check out the new Spring 2005 classes and online registration.

KU News, Arts, & Events are available at www.ku.edu/news/.

This newsletter created and designed by Delores Leonard, Chair, Teri Chambers, Betty Childers, Allen Eastland, Sharon Lee Green, Ruth Hatfield, and Diana Koslowsky. The University Support Staff Senate Communications Committee meets quarterly. If you have suggestions for articles, please call Delores Leonard (864-9720) or email us at clsenate@ku.edu. ©2005-2007 KU University Support Staff Senate

The next meeting of the University Support Staff Senate will be on February 14th at 10:30 a.m. in the 301 Relays Room of the Burge Union.

UNIVERSITY OF KANSAS SUPPORT STAFF SENATE

33 Strong Hall

Lawrence, KS 66045