

University Support Staff Senate Meeting

July 9, 2014

Present – Matt Albers, Connie Basquez, Bryan Carter, Matt Houston, Addie James, Ali Levine, Shirley Lewis, Angela Linder, Robbie Norton, Stacy Salters, Stephanie Sauls, George Schroeder, Randy Sessions, Michelle White, & Carrie Wyatt.

Excused absent – Johnetta Buchanan-Spacheck, Shaleah Fields, Michael Hinkle, Anton Hubl, Shelly Kellogg, Amy McClintock, Sheryl McKelvey, Connie Wells, Jennifer Williams, Micah Thompson, Renea Goforth.

Unexcused absent – Brenda Achey, Sherry Alexander, Denecia Angleton, Christina Clarkson, Walter Mayne, Angie Tucker.

Guests – Matt Conklin, Jackie Boyles, Darryl Carrington, Debbie Lynch

- I. **Tobacco-Free Campus Proposal Presentation** – Matt Conklin, Student Body President, Jasmin Douglas, graduate student in Psychology, Tara Nolan, Sedgwick County Health Department
 - The group presented a brief to move all WSU campuses to Tobacco-Free. This would eliminate all tobacco products on campus not just in buildings as it is now. Matt wants to open up dialog for feedback from all university students, faculty & staff. He would like to have a joint proposal from all groups in support of this. Jasmin indicated that a coalition is being started & would like to do focus groups of smokers along with other projects to study the issue. They anticipate the process to take about a year or two for a vote. They have applied for a \$25,000 grant to help them in this process.
 - A recommendation was given to speak with the students living in on-campus housing specifically the international students because this would impact them as well.

- II. **Committee Sign-up**
 - Hand-outs were passed around for senators to sign-up
 - Ali Levine contacted Christine Schneikart-Luebbe about the Heskett Committee who said they are reevaluating that committee this year. It's unclear yet if this committee will exist. Please sign-up with the understanding that it may or may not actually meet.

- III. **CSSC/USSC Meeting Report: Emporia State**
 - Ali Levine, Renea Goforth & Micah Thompson attended.
 - WSU will host the next meeting
 - They are drafting a letter to the University Presidents to change the amount of vacation leave earned to 6.77 that was removed from the proposal when classified staff voted to move to university support staff. They hope to get this resolved soon. Andy Schlapp, WSU Legislative Liaison, thinks that all University Presidents can come together & petition KBOR. A copy of the letter will be made available as soon as all the other university senates have approved it.
 - There was concern that it could cause a negative result in how we take our leave time. Changing it from ¼ hour to 4 hour increments. Leave time may be a result of exempt vs non-exempt rather than university support staff vs unclassified professional and have no bearing on the vacation accrual. Ali Levine will ask about this as the paper is created.
 - They also talked about CBIZ, the company that will be reviewing salaries & job positions. KU has been happy with CBIZ for the most part. They have also used another company called Huron. KU said that Huron is used for a different program & they did not like the service. Huron should not be confused with CBIZ.

- IV. **ASC Final Update**
 - KBOR Meeting
 - Vacation changes to White Papers – see note in the previous section
 - Randy Sessions indicated that there's nothing to update.

V. Classification and Compensation Review Committee

- Ali Levine, Bryan Carter & Randy Sessions attended a webinar from CBIZ who gave information on their process. This is the company the KU is using.
- KU gave an option for university support staff to move to unclassified professionals & 300 people did. However, WSU has indicated that this is not in their plans currently.
- CBIZ will do all the market research. They will do Job Analysis Questionnaires (JAQ) that are 9-10 pages long for the staff to find out what their responsibilities are as well.
- Bryan Carter's concern is that CBIZ seems like a small company & all the Regent schools are looking at using their services. Can they keep up with the demand? How long will it take if all the schools are using them?
 - Angela Linder thought that not using the same company would cause any potential diversity to be highly questionable & potentially upsetting.
- A few other universities are looking at different companies but WSU isn't at the moment.

VI. As May Arise

- Jackie Boyles asked if tuition assistance has been increased to 6 hours. Darryl Carrington said they are waiting until the spring to start that. He indicated that they are able to implement a part of the policy now, receiving scholarships & tuition assistance. The policies need to be rewritten.
 - Angela Linder recommend that a group stay on top of this policy change. Ali thought the Tuition Committee would be a good group for that.
- Bryan Carter is hearing that the pay raises aren't correct. The consensus is that the individual is calculating the pay raise wrong or just not understanding how much to increase. However, anyone who has questions, please contact Ellen Abby who will be able to help everyone understand.
- Darryl Carrington mentioned the article in the Sunflower about the raise in tuition & asked if that is the reason for our raises. How can we thank them?
 - Yes, our raises have been funded through the tuition increases. A letter sent to the Sunflower was suggested & supporting their needs or what they want, i.e. the Tobacco Free Policy presented earlier.
 - Matt Conklin said, from the student perspective, they understand the reason for the increase. It's part of paying for their education.
- Debbie Lynch asked if there is a maximum age of employees.
 - There is no limit.
- Debbie Lynch asked about the pay matrix & what happens if someone tops out on the matrix.
 - The matrix will change as the pay increases.
 - CBIZ will also move away from a matrix to pay ranges.
- Debbie Lynch also asked about parking & the fees associated with any change. The information about these changes aren't being shared with employees. She would like to see the senate share more.
 - Parking increased due to the pay raise that moved people to a different range for the parking fee. The \$120 increase is for students not employees. The reserved parking also increased.
 - Senators should be more attentive to share information with constituents.
- Approval of Minutes
 - There is one change to excuse Addie James
 - Change the motion to adjourn previous meeting was made by Shelly Kellogg, second by Robbie Norton
 - Move to approve minutes – Robbie Norton, second Michelle White
- Move to adjourn the meeting – Randy Sessions, second Matt Albers