

University Support Staff Senate Meeting

August 13, 2014

Present – Denecia Angleton, Connie Basquez, Bryan Carter, Renea Goforth, Matt Houston, Addie James, Shelly Kellogg, Ali Levine, Shirley Lewis, Angela Linder, Sheryl McKelvey, Robbie Norton, Stacy Salters, George Schroeder, Randy Sessions, Connie Wells, Michelle White & Carrie Wyatt.

Excused absent – Matt Albers, Sherry Alexander, Johnetta Buchanan-Spacheck, Michael Hinkle, Anton Hubl, Walter Mayne, Amy McClintock, Stephanie Sauls, & Micah Thompson

Unexcused absent – Brenda Achey, Christina Clarkson, Shaleah Fields, Angie Tucker & Jennifer Williams.

Guests – Janet Brandes, Director of One Stop Office

I. Presentation by Janet Brandes, Director of the One Stop Office

II. Approval of July Minutes

- Robbie Norton moved to approve, Sheryl McKelvey seconded

III. Vacation update

- Ali Levine reported on the process of the letter written to request an equal accrual rate to our counter parts. A debate among the USSC started regarding whether or not this issue should go before COPs (Council of Presidents at KBOR), KBOR or the State Legislature. Ali wrote to KBOR to find out who makes the decision about accrual of vacation & it was confirmed that the legislature must approve changes. The KBOR representative also stated that in the past another school had attempted to make a change but because there had been no coordinated effort made between KBOR & other universities it had failed. In a meeting with President Bardo, he indicated that he wants to help us get this passed. Since President Bardo is the Chair of the Council of Presidents at KBOR, he is requesting a letter from the USSC to present to COPs for a vote. Assuming they all approve it, COPs will present it to KBOR requesting it for their university support staff. Assuming KBOR approves it, KBOR will then go to the Legislature for us. President Bard did request that Mary Herrin's office will need to approve that this is fiscally feasible.
- A vote was taken: Do you support requesting equal vacation accrual rates as our UP counterparts, 6.77 per pay period? Yes – unanimously.

IV. SaVE Survey (Sexual Violence Eliminate Act)

- All new employees after July 1 have to take it. It is also recommended that Senators take it.
- Renee Goforth indicated that the Act requirements have messed up the ePAF system. Shelly Kellogg responded that it had more to do with SSN retention rather than SaVE & that it all happened at the same time.

V. New Performance Management Software with HR: Ellucian/Cornerstone

- Stacy Salters, Randy Session & Ali Levine were invited to meetings about the new Performance Management Software. This will replace CEEDS. No updates yet.

VI. Committees

- Final sign-ups were requested. They will be posted on the website.

VII. USSC September Meeting at WSU

- Meeting will possibly be on September 25 at WSU. Senators recommended to contact admissions & Delinda Royce to obtain WSU items to give away. Ali Levine is looking at different rooms that will accommodate 25 people with catering. Welcome Center was a suggestion.

VIII. August Meeting with President Bardo: Concerns

- Bryan Carter suggested asking for comments/recommendations regarding the tuition committee. There were recommendations from Senators to add the UP & Faculty presidents, or representatives, to the committee along with the Registrar's Office & HR.
 - Shelly has updated the website with all the new guidelines. Due to the changes with the USS vote, the administration of tuition assistance has become more complicated. HR has made some changes to simplify the process. One change is to the requirement of a 'B' grade. Now, as long as a person obtains higher than a 'D-', they are ok. If a class is dropped or failed, the bill will come back to the person. For specific details, contact Shelly Kellogg.

IX. As May Arise

- CBiz – contracts are being reviewed. If approved, a questionnaire will be sent out to all employees to find out what their responsibilities. CBiz will process them & make recommendations for Human Resources. There is no timeline yet.
- Angie Linder said that it would be nice if the announcements to changes in policy would include what was changed for easy reference. It was mentioned that Chris Cavanaugh sends out an email with this information. A recommendation was made to include all USS Senators to the list so they may share it with their constituents.
- Bryan asked about the processes for handling a grievance. As a Senator, do we have the right to sit in & assist other employees? It was the consensus that a Senator does have the right to assist all employees. Every situation will be different & it would be a good idea to include HR or other University administrator regarding legalities.
- Shelly Kellogg moved to adjourn the meeting, Shirley & Robbie seconded.