May 1, 2013 Executive Committee Meeting-Approved

Attended: Teri Chambers, Betty Colbert, Debora Deering, Le-Thu Erazmus, Mary Murphy, Peggy Palmer, Peggy Robinson

Excused: Kathy Chaney, Margaret Mahoney, Terry Proctor

Meeting called to order by President Peggy Palmer at 11:35 am. We do not have minutes to approve at this time.

**Treasurers Report** (Peggy Robinson):

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>April balance</td>
<td>$171.02</td>
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<tr>
<td>Carry forward</td>
<td>+ $980.00</td>
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<tr>
<td><strong>Balance</strong></td>
<td><strong>$1,160.02</strong></td>
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- Expenses: IT contract for the USS laptop is $432 plus cost of trip to Pittsburg, KS.
- Balance of $728.02 will be used to buy a new I-Pad possibly with the keyboard option.
- Need to spend the remaining balance by mid-June since we will not be able to carry the balance forward.

**Communications** (Mary Murphy): USS newsletter will be sent out electronically. Kathy Chaney concerned newsletter would not reach everyone. Peggy Robinson noted more KU staff has access to a computer thus eliminating the concern over distribution of the newsletter. A hardcopy of the USS newsletter could be placed at each zone break room or near the time clock (a location with access to F.S. staff) with Jay Phillips’ approval. F.S. would be asked to contribute newsworthy articles for the USSS newsletters. Peggy Palmer noted that any email sent to all the staff would have to go through channels and be approved before doing so.

**Membership** (Le-Thu Erazmus): Le-Thu suggested possibly contacting the KU Police Department to see if anyone is interested in joining USSS since this EEO category is lacking representation on senate. Peggy Robinson mentioned she will work on recruiting a few F.S. staff to USSS. A discussion followed regarding the challenge of getting KU staff from night shift to join USSS due to the morning USSS meeting time. Le Thu suggested perhaps she and Peggy Palmer should meet with the supervisors from F.S. and let them know who and what USSS is and how staff can join. Peggy Palmer noted that K-State is hosting an open house to get senate members and maybe we could have one in September (something to announce in the newsletter) with snacks provided thus helping use up some of the remaining USSS funds. We will talk about this more.

**Personnel** (Deb Deering): Deb highlighted the Personnel Committee’s discussions at their last meeting.
- New smoking policy proposal brought up by the student council in which the committee is in favor of, but would like to see the changes in phases not all at once.
- JAQ, Job Analysis Questionnaire, response that was provided by the staff and their supervisors. Results on who responded to the questionnaire and interested in the outcome which should be sometime in June. There was concern from KU staff on whether the survey could affect their jobs.

Betty Colbert asked if they would be offering higher pay as a result to this. Deb mentioned they are going to do a market comparison rate and would like to see about changing rates but with the constraints with legislation we just don’t know what to expect. She also mentioned the news article about more hiring state employees but if you looked closely you would see that most of the new hires were temps.

**Legislation Committee** (Betty Colbert): There will be a conference call on May 2nd at 10:00am with Classified Support Staff Council (CSSC). Meeting will discuss where we are and what has transpired with the legislators. The same group will meeting in person on June 14th at PSU from 10am – 2pm. If anyone can attend, let Betty know as soon as possible. The September meeting will take place at Emporia. There’s concern KU is in jeopardy since we don’t know what the legislators’ plans or intentions are for the university.

**ALC-Work Group** (Peggy Palmer): There is a meeting today at 3:00pm. She, Le-Thu, and Chris Wallace are working on the university personal handbook with Ola Faucher, Rachel Rolf (KU Associate General Counsel), and Amy Smith (Director, Provost Office) to review and make changes to the handbook. Changes do not include any policy changes. Ola wanted to know what USSS planned to do with the revised handbook. Peggy suggested giving USSS members a hardcopy of the spreadsheet listing what changes were made. It would not be feasible to distribute the entire revised handbook to USSS since this document is extremely large. We will discuss more once we have an updated spreadsheet.

**EAC** (Peggy Robinson): Peggy noted the group is new but headed in the right direction. The group was originally formed in 1961 in the University Senate. In 1981 it was changed to the Senate body. There have only been two meetings, so it’s a work in progress. Peggy told the group, F.S. supervisors have been notified to allow their employees to attend these meetings since attendance at these meetings is considered work time. Concerns voiced by F.S. staff addressed to Jay or Vince would remain confidential. A secure (locked) and managed suggestion box will be made available for each zone and possibly at the unions, and garage. There was concern regarding the lack of nominations for employee of the month. There was a discussion about having an F.S. employee of the quarter. F.S. staff still continue to have problems using a computer due to the lack of knowledge on how to use the computer, thus training is needed. Steve Levenson (Associate Director of F.S.), is the new safety coordinator
whom USSS plans to have as a guest at one of their upcoming meetings. Betty asked if any safety training had taken place since Steve came on board. Peggy said there was asbestos training for all F.S. staff and Steve is planning more training opportunities.

**Old Business:** The July USSS retreat will be held at the School of Pharmacy (west campus) on Wednesday, July 10th from 1:00pm – 4:30pm. Lunch will be at noon at the Pestle & Mortar. A menu will be available to select food options.

Meeting adjourned at 1:05 pm.