Meeting Minutes

Tuesday, Dec. 15, 2015 at 9:00 – 11:00 a.m. RSC 142

Present: Amy Barfield, Michelle Barger, Lisa Fitzsimmons, Tracee Friess, Lisa Hansen, Becky Hundley, Eric Maki, Lara Manning, Cheryl Miller, Becky North, Mark Porcaro, Sheryl Propst, Lyston Skerritt, Sheelu Surender, Frankie Kirkendoll, Brett Morrill,

Guests: Kevin Crabtree, Maria Thompson

I. Call to order RSC 142 – 9:01a.m.

II. Approval Minutes
   a. Nov 17, 2015 Senate meeting minutes
      Corrections:
      Pg 1 – Professional Development – Add Michael Yeung
      Pg 2 – Brett – his name is spelt with two “t’s”
      Motion – Cheryl Miller
      2nd - Sheelu

III. President Bardo Meeting Report

UP/USS Changes
   • President wants to make sure everyone on campus (especially USS) has information needed to make good decision.
   • Elections can start now, but the first “official date” is 1st day of new fiscal year (June 9th). At the time any USS position that is vacated will be filled as UP. You can make updates now to vacant positions as well.
   • If election is made now, change will be made now.
   • Informational meetings will start in January – everyone will be open to attend.
   • There is a difference in the UP/USS Vacation accrual currently, but it is planned to be voted on by legislature if they will update this to be the same.
   • Looking at reclassification of UP staff that are teaching. If that does happen, they have to teach more than 50%.

Concurrent Enrollment
Cost of classes ($100 per credit hour) is making “waves” with CC’s in area. President believes this is a necessary step to be competitive for Concurrent Enrollment.

WATC
   • Senate bill 155 pays for tuition at WATC for students taking technical courses. This staying in place is key to the merger happening.
   • 1st draft has been complete of plan. 2nd draft happening now to put into KBOR format.
   • KBOR has meet with WATC/WSU steering committee – lots of questions asked including “What do you mean by affiliation?” The note was made that it was more like a merger and WATC would become a college within WSU.
   • One of the biggest items to consider is open enrollment at WSU with no specific admission requirements and how they transition would happen to WSU. The model being considered is similar to the Shocker Pathway that is already in place.
   • Discussion of new degree programs that will be available: Hospitality Management and Facilities Management.
   • Expansion as well of Engineering Technology with merger.
   • HLC would like to see same document as KBOR and then it will be determined what accreditation track we will be on and what we will need to do.
Gun Safety
It is good that we are having discussions, but it is important to understand there is not a lot a sign on the door will do to stop illegal gun activity.

IV. New/Old Business
Weapons Safety – Update
- Survey was sent to random selection of people. If you still want to, but didn’t get to, you can receive the link again to complete – please email Charlie Burdsal. Belief that other universities have sent out random selection as well.
- Hopefully Chief Morris will be on the agenda in the spring to discuss campus safety.

Becky’s update from Gun Forum:
- Media story was good representation of what people said in the meeting.
- Peer really lead meeting – Becky really took notes
- Brett – talk happening at K-State that a faculty member has started to actively get signature to repeal decision. Thought is that those actions could damage the relationship of that University with legislature.
- Mark – appreciative of Peer’s understanding that Faculty concerns are different compared to Faculty/Staff.

“myPerformance” – Frankie Kirkendoll, Sheryl Propst
- New and will go live in 2016
- Designed for employees more active in process and in line w/ University plan
- Designed for manager to work with employee throughout year
- 2nd level manager has access to everything as well
- Simple process with 5 steps
  - Step 1 – Employee and Manager
  - Step 2 – Optional Employee Self-Evaluation (will not rate – but will be able to give input)
  - Step 3 – Manager Review (assign actual ratings and comments – system will tally information)
  - Step 4 – Review and Electronic Signature (employee and manager have options to have input.
    Electronic Signature – no hard copies needed)
  - Step 5 – Submit to HR
- Competency based model – fitting directly into University Strategic Plan
- 3 Categories of Employees
  - Individual Contributor
  - Manage Employees (Student or FT/PT)
  - Budge Officer/Budget Review Officer
- Will be able to track goals and track performance – will not weigh into overall review
- myPerformance will start with 16/17 planning and evaluations
- USS Staff Conversion:
- UP Staff Two Options:
  - 15/16 evaluations completed using current format, due 4/30/16. Begin planning of 16/17 evaluations using new system May 2016
- New annual cycle will be for March 1-Feb 28/29 for USS and UP Employees
- Training sessions will start Feb 2016, can register through myTraining. Training will be offered for managers and employees separately.
- President’s executive team has been made aware of and will make sure that Academic Affairs offices know as well about this new process.
• Performance Improvement plans also available through this system.
• Reporting structure is different than budget structure.

V. Reports from Committee Chairs
a. Service – Michelle Barger, Tracee Friess, Lyston Skerritt
   • Items will be dropped off to Catholic Charities today by Michelle
   • Angel tree has received items
b. Professional Development – Becky North, Matt Forney, Sheryl Propst, Amy Barfield and Michael Yeung
   • Meeting Jan 11th
   • Sheryl has developed nice survey for them to use regarding
   • Please contact Becky if questions or suggestions exist
c. Awards/Recognition – Becky Hundley and Amy Barfield
   • Process has started and will be sending emails to those that have been have been awarded in the past two
d. Grievance – Frankie Kirkendoll
   • No Update
e. Election – Lisa Hansen / Sheryl Propst
   • Starting planning process for upcoming elections
   • Updates will be coming
f. UPS Website – Kevin Crabtree
   • Call out to look at website to see if information is correct
g. RSC Board of Directors – Tonya Witherspoon
   • No Updates – Tonya is absent
h. Traffic Appeals – Eric Maki and Sheelu Surender
   • No Updates
   • Ed Catlin is retiring and will be replaced on committee.
i. Unclassified Professional Staff Council – Brett Morrill
   • Will likely be invited in January to speak again to KBOR. Will work to with other offices
j. Library Appeals – Belinda Bishop
   • 10 appeals/8 denied/2 lowered
k. University Traffic Police Advisory Committee – Michelle Barger, Laura Manning, and Lisa Hansen
   • No Updates
l. Communications Committee – Tracee Friess, Cheryl Miller
   • No Updates

VI. As May Arise
• Question – we had our UP General Session and then 3 days later talking football – why? We have been working hard not to find out new information in the media. Mark knows information is getting to Lou, but not sure what is happening after to get information to us.
• “Tobacco Free Wu and Me” is continuing to make progress. Working with different groups to partner – (example: UPD identify high volume areas for smoking) to get information out there for February 2016 with implementation of 2017. Proposal will be brought to President regarding cost and implementation.

VII. Announcements
Next Meeting:
Tuesday Jan. 19, 2016, 9:00-10:00 a.m. RSC 142 (Harvest)

VIII. Adjourn – 10:07 am
Motion - Cheryl Miller
2nd – Michelle Barger

Submitted by Lisa Hansen