

Minutes

K-State University Support Staff Senate

February 14, 2024 @ 1:00 pm

Cottonwood Room, K-State Student Union; Zoom Meeting ID: 910 3785 5092 Passcode: 861361

- I. Call to Order
- II. Roll Call: In person: Kimm Dennis, Mary Oborny, Regina Crowell, Dylan Lackey, Tara Fronce, Cassie Hall, Thomas Fish, Sandy Emme, Jessica Poling, Marla Carstenson, Maggi Denton. Online: Monica Curnutt, Justin Frederick, Tina Orwig, Shawn Funk, Kristin Copeland-Class, Gretchen Johnson, Erica Foster, Emily Johnson, Kerry McDonald, Bjogens, Angie Pfizenmaier, Denny Ryan, Jane Cleveland, jmax
- III. Minutes from December
Motion & vote to approve revised December minutes: Mary Oborny moved to approve minutes, Dylan Lackey 2nd motion. Motion passed.
- IV. Budget/Treasurer's Report – **Dylan Lackey**
Balance as 02/14/2024 for the following:
Foundation Account (C-21151-CS- For Professional Development & Meritorious) one contribution of \$265.00 for an ending balance of \$9,776.88. Mary suggested to put an announcement in the facilities newsletter. Mary noted to Dylan there will be a submission coming for reimbursement request coming for part of the book expense for an employee taking a class.
Foundation Account (C-21155-C -For Awards ceremony) no activity for ending balance of \$195.07.
Foundation Account (C-23750-CS -For Awards Ceremony) no activity for ending balance of \$3,434.82. Tara noted that the annual foundation deposit will be happening soon that is for the awards ceremony which is usually around \$2500.00.
State Account (NMAF205629 -For expenses allowed by state) no activity ending balance of \$3,356.59.
Motion & vote to approve Treasurer's report: Kimm Dennis moved to approve, Thomas Fish 2nd the motion. Motion passed.
- V. HCS Report – **Maggi Denton**
During our discussion with the library regarding training, AIM training was mentioned. Maggi identified that Kathy Buchanan does this. She would be happy to do any one-on-one trainings and group trainings. She can be reached by e-mail. From Comp & Organizational effectiveness, they have put a few key articles around weather of who is named an essential worker. Employee Relations & Engagement are working though the new performance management system. Developing a performance form for all staff in alignment with PPMs, to establish more uniform review approach along with toolkits for supervisors. The intent is to create an equitable staff performance evaluation. FMLA are under review but have transitioned to pulling administrations centrally as of January 2024. Each phase of changes will include training to those applicable. FMLA specialists will eventually take over all paperwork.
- VI. Administration and Finance Report – **Tara Fronce**
Two initiatives have been fast tracked: Concur, travel & expense system, will be going live on February 26th there will be trainings videos & in person trainings available. University Time system will be unified into single system, they are hoping for this summer. Keep an eye on K-State Today for additional information.
- VII. Unclassified Professional Staff Affairs Committee Report – **Monica Curnutt**
No new information to report.
- VIII. Office of Intuitional Equity Report – **Justin Frederick**
No new information to report, still processing complaints. Hoping for a May/June release of new regulations from the government. If those change any thing, he will have updates on their process.
- IX. USS President/Executive Council Report – **Regina Crowell**
Provost Taber retired. New Provost Mendez will be starting. President Linton holiday reception was nice and hope others were able to attend. Performance mgmt. committee has completed what they were set to do. Not sure of the release date. It will be different and will need to keep an open mind. Mary asked Maggi when it is planned to be implemented, she believes it will be rolled out this year. If set goals on old form they should be transitioned to the new form. Kimm asked if anything to get the process to function with a beginning meeting to set goals, etc as meant to. Currently that didn't happen, seen goals at time of completion of the final review. Compensation committee should start in March. Quarterly meeting with Dr. Stewart was on 2/1. He updated us on cybersecurity issue. Kimm mentioned that we spoke to him about shared governance and shared with him the KU model which showed they had faculty, staff and student on shared governance. Mary talked about that K-State is unique in that we are only regents school that does not have a combined UPS/USS senate. We are the only senate that is asked by HR why we want information.
Regina announced that Shanna Legleiter will be the USS Senate advisor, was appointed by Dr. Marshall Stewart. KBOR changed non-reappointment from 12 mths to 3 mths. Thought that about 1200 UPS

staff member affected by this. K-State was only school that did not have 3 mth prior. Invitations were sent out to attend Landon lecture with Governor. Only ones who mentioned plan to attend were Regina & Mary. President Linton holding February 20th a Q&A session. April 2nd from 3:30 – 4:30 at the Alumni center holding another Q&A session that will also introduce the new Provost.

X. Senate Standing Committees:

Communications – **Jane Cleveland**

Knows there are things needing done on the website. Also know the mission statement will need updated along with upcoming events. Kristin Copeland-Class will get with Jane to start helping with updating the website. Regina will put out an email to respond to if you would like to help with the new mission statement.

Recognition – **Kimm Dennis**

Due to the Excellence Awards not being completed yet the date has been moved to May 22nd for this year's recognition. Ballroom has been re-reserved, Dr Stewart and Ethan Erickson have all confirmed for the new date. Shanna Legleiter & President Linton are unavailable. We are working on the names in the program and making sure they are spelt correctly. Regina provided the excess 5 yr awards, now with that count the new ones will be ordered. Every senator needs to plan to be available to assist the day of the event. Shirts were discussed to be worn for the event. Shannon Rutter has shirts that can be seen and ordered with USS on them. Mary will get with her in Dykster Hall. It would be nice to have us all wearing senate shirts for the ceremony. If anyone would like to help with anything, please reach out. Please plan to be at Union Ballroom on the 22nd at 8:30. Ceremony is at 11 am.

XI. Campus Committee Reports:

Campus Recycling Advisory Committee –**Thomas Fish** no report

Campus Planning and Development Advisory Committee – **Regina Crowell**

Campus Environmental Health and Safety Committee –**Dylan Lackey** no report

President's Commission on Diversity, Equity, Inclusion and Belonging- **Thomas Fish** no report
KSUnite – Watch K-State Today for information

Parking Council – **Sandy Emme** Parking permit increase is being discussed. So far amount suggested have not been approved. Also looked at regulations about scooters. The current rules still work for personal ones brought onto campus. Having a problem with equipment being unplugged for the scooters. Looking at maintenance of some of the parking lots due to 71% being in poor condition. Kimm asked Sandy to check into having a day permit work in more than one location. Two lots will be closed in July & August due to construction.

President's Commission on Gender Equity – **Tina Orwig** no report

FS Salary and Fringe Benefits Committee – Mary has not heard anything. Regina was to let them know to add her and will follow up to confirm this is done with faculty senate.

FS Committee on Technology – **Regina Crowell** cyber incident is working on recovery mode.

FS Committee on University Planning – **Regina Crowell** no report.

XII. Old Business:

Swear in of Senator: Cassie Hall was sworn in as a senator.

Survey: About 80 people responded. Regina will check about getting this started for USS and then see about adding in UPS

XIII. New Business:

Shirts: Mary will reach out to Shannon and get information for us so that shirts can be ordered.

Next Meeting: Regina asked to have it moved to the week after spring break. Meeting has been moved to March 20th. Regina will arrange for a room with the union and send notification. Thomas Fish moved to move to March 20th, Marla Carstenson motion 2nd.

XIV. Adjournment:

Kimm Dennis moved to adjourn, Sandy Emme 2nd motion. Motion approved

Next meeting: ~~March 13, 2024~~ March 20th @ 1:00 pm – Union Cottonwood Room