

Minutes

K-State University Support Staff Senate
March 8 @ 1:00 pm

Cottonwood Room, K-State Student Union; Zoom Meeting ID: 940 8276 3637 Passcode: 349461

- I. Call to Order at 1:01 pm
- II. Roll Call: Mary Oborny, Kimm Dennis, Regina Crowell, Denny Ryan, Jane Cleveland, Sandy Emme, Thomas Fish, Dylan Lackey, Michelle Hay McCammant, Bryan Hone
- III. Minutes from January – Attached
Motion to approve January Minutes by Regina Crowell, 2nd by Sandy Emme. January minutes approved.
- IV. Budget/Treasurer's Report – **Regina Crowell**
Balance as of 3/8/23
Foundation Account(C-21151-CS) one contribution of \$10.00, for an ending balance of \$9,633.88
Foundation Account (C-21155-CS) no activity for ending balance of \$195.07
Foundation Account (C-23750-CS Awards Ceremony balance of \$2,730.67.
State Account (NMAF205629) One expense of \$60.73 for ending balance of \$3,568.21
Total Funds Available as of 3/8/2023 are \$16,127.83
Motion to approve by Kimm Dennis, motion seconded by Thomas Fish. February 2023 treasure's report approved.
- V. HCS Report – **LaVerne Williamson**
HCS Staffing changes: New Benefits director Kati Wolfgang and Nicholas Garrett is a new Benefits Specialist. They now have a full benefits team. Diana McElwain has resigned and moved to a new position with Arts & Sciences. They are actively searching for a new Executive assistant for Jay Stephens. Supervisory Training has started and will continue throughout April. Please encourage supervisors to attend. Charlotte Self is actively trying to find out more information regarding the reclassification section of PPM 4080.
- VI. Administration and Finance Report – **Tara Fronce**
- VII. Unclassified Professional Staff Affairs Committee Report – **Mishelle Hay McCammant**
Received a proposal from a faculty member about COLA's. It is a proposal that we look at COLA's because everyone is impacted by inflation. Talks about prices being the same for everyone to purchase items at the store. If COLA is given based off percentage, you are not helping those who make the smaller wages and there continues to be a larger gap in wages. There are examples within the proposal. An example was to give all full-time employees the same flat rate. This is different than merit raises that have been said should be a percentage. COLA raises however need to be more equitable. The President and Provost were asked their thoughts. President says that sometimes KBOR's dictates how to do these. (Was asked where this is documented that KBOR has dictated in the past) The President has tasked the Faculty Senate leadership with coming up with a proposal that he could take the Councils of Presidents to say, this is what we're asking for, this is why we support this. Professional Staff met yesterday and are in full support. Faculty Affairs met and had one opponent to it.
Provost provided information about faculty and staff turnover. Faculty national average is 7 – 9% for turnover, K-State is at 8%. So sitting right in the range and this includes retirements. For staff the national average was 11-12%. S-State is at 19% including retirements. Acknowledged that there is a problem with us being at 90% turnover. This sits with the docking survey showing around 70% looking for other jobs. Which KBOR did take notice of from the survey and said this is a problem. (Is unknown if the staff numbers are UPS, USS, or both) Felt it would be a good idea to have USS submit a letter of support for the COLA proposal
Committee is looking a Appendix Q. Regarding each department having a process for faculty evaluations. There is to be a vote every 5 years. There are several colleges that have nothing on file for unclassified staff. Discussion followed about the review process and problems all employees having.
- VIII. Office of Intuitional Equity Report – **Justin Frederick**

- IX. USS President/Executive Council Report – **Mary Oborny**
 FS Constitution Committee Meetings – talk has centered mainly around general caucus composition. Debate is ongoing on whether administrators should be represented in general caucus or be placed in their college caucus. Representatives from Olathe attended the last meeting to address the need if any for a dedicated seat in general caucus for an Olathe representative. It was brought to the committee’s attention that secret ballots in Faculty Senate meetings violate the open meetings requirement. No other senate body at Kansas Regent schools allow for secret ballots.
 The President’s Strategic Planning committee met on Feb. 23. The six task forces have been formed and all met the week of Feb. 20-24th. There were 400 nominations received. Task force members are highly engaged, and several recurring themes have emerged from their first meetings.
 The Budget Model Review Panel met on Feb. 23rd and received an update from Provost Taber and COO Ethan Erickson.
 The Shared Governance committee met on Feb. 24th and discussed the results of the USS survey and next steps. The topic will be brought up in open discussion at the next Senate meeting on March 21st so that we can gauge support/opposition and determine next steps. We will start meeting with individual senators to discuss the merits of the proposal. In my meeting with Chief of Staff Marshall Stewart, he supported our efforts to improve shared governance and protect the voice of USS employees. He would like to attend a future senate meeting after the spring session of the KS legislature closes
- X. Senate Standing Committees:
 Communications – **Jane Cleveland** – No Report
 Recognition – **Regina Crowell/Kimm Dennis**
 Trying to determine the date due to President, Provost & VP Admin & Finance unavailable. Discussion of the time for ceremony as either 11 or 1. Keep watching for updates. Regina handed out informational sheet of what needs to be done. Keep an eye out on Teams or email. Plan to stay after meeting to discuss ceremony more.
- XI. Campus Committee Reports:
 Campus Recycling Advisory Committee –**Thomas Fish** – No Report
 Campus Planning and Development Advisory Committee – **Regina Crowell**
 This committee looks at deferred maintenance. Their view of where funds should be spent differs. They want to beautiful areas instead of taking care of fixing such things air conditioner and bathrooms for example to make working conditions better for employees across campus. Another example, some buildings have cockroach issues and that should be considered more important due to the health issue than making a building look beautiful.
 Campus Environmental Health and Safety Committee –**Dylan Lackey**
 Move to Dykstra Hall seems completed, just needing to put things in place so meetings will be scheduled soon.
 President’s Commission on Diversity, Equity, Inclusion and Belonging- **Thomas Fish** No Report
 KSUnite
 Parking Council – **Sandy Emme** – No Report
 President’s Commission on Gender Equity –
 FS Salary and Fringe Benefits Committee –
 FS Committee on Technology – **Regina Crowell**
 Meeting was yesterday and they discussed the student’s being added to DUO and reminder to do Cybersecurity. There was discussion about TikTok and a chat gpt software.
 FS Committee on University Planning – **Regina Crowell**
 Also discussed deferred maintenance and efficiently using the funds. Talked about further out goals and the infrastructure.
- XII. Old Business:
 1. Recognition Ceremony- Stay after meeting to discuss.
- XIII. New Business:
 Day of Service: Saturday March 25th has been designated as day to volunteer to help clean up and beautify the campus grounds and buildings. Consists of such things as helping do things outside like mulching and painting or extra projects. Regina suggested everyone look at volunteering to help that day.

XIV. Adjournment: Regina Crowell moved to adjourn, motion 2nd by Thomas Fish

Next meeting: April 12, 2023 @ 1:00 pm - Cottonwood Room

After meeting Recognition discussion:
date and local agency questions

Discussed the time of the ceremony and it was agreed that this year's ceremony will be at 11:00 am. Regina will have the invites made. We discussed the speaker. President Linton, Provost Taber and Ethan Erickson are all unable on April 19th. We are trying to find out about May 3rd. (Update: Also, unavailable May 3rd) Regina/Mary are trying to find out about the president, Kimm will check about the Provost, Ethan and Jay. The banner will be put on the stage. Kimm is arranging the ballroom confirmation on set up and Balloons for picture station. Regina will get the photographers scheduled. Regina will arrange the save the date in K-State today. Regina will work with Tom to take care of the food from JP's. The retired employees have an invitation mailed to them. Regina will look at files from Kelly to find what was mailed in the past and get this year's taken care of. Confusion last year about who was included and time frame. It is based on calendar year. Extension is not included since they have their own ceremony. Vet Med will be included also union will be included. Regina received template for certificate, she will have student workers take care of doing those over spring break. Discussion about certificate covers. Will go with the plum with emblem, pending we do not find enough in the USS closet. (Update: found several padded in the closet and Regina was able to get the small additional needed) Regina will have student worker do the certificates, plaque lists & program over spring break. Please make sure when certificate is presented that it is open so it can be seen in the picture. Kimm ordered the 5-year acrylics. It was determined only 25 needs ordered as Regina found 20 in supplies from Kelly. Even number people will just stand to be recognized. (Receive a pin from the state given to them at different time) Regina will ask Mary about Excellence award people. (Who buys plaque – think HCS?) but it is presented at our ceremony and then given back so that it can be presented again at university ceremony. Food: last years has been fruit cups, veggie cups, cookies, water, and soda. In reviewing costs from past years, it was found that only \$300 more was spent last year then the prior year. Regina feels it is best to use as much money as possible since with all the changes we don't know what could happen to funds. Ceremony money at the least needs all spent, no reason to leave so much money sitting. Prizes were discussed. Felt more should be spent to benefit the employees. There have always been several for the drawing. Last year Monica arranged shopping with the union bookstore manager. Need to ask that be arranged again to shop with a discount. Are there any businesses/contractors that could be contacted to donate items for prizes? How much can be spent? Also need to see about get the prize of Days off, Regina will contact President office. Kimm made prize slips that we will write what the prize is, and the employee will need to print their name. This will prevent the issue we had last year with needing to know who won certain prizes. Regina discussed that we need to set rules on the Day off prizes. Decided only those who are actively still an employee are eligible. Need to announce before drawing. Either announce for active employees or have separate tickets for the retirees of different color so known not eligible for day off. Any numbers not claimed will be redrawn.

2. Senate Lunch- Talked about having a lunch again this year that could be covered by state fund account.
3. Shirts – still need to get these ordered. Regina asked if anyone could take that over. Discussed the shirts and sizes. Regina has shirts at her office. Regina will call to see if have an extra-large, she would like to have here for us to wear at recognition. Thinks dress and polo would be nice. Regina will send out what she has.