

Minutes
K-State University Support Staff Senate
May 11, 2022 @ 1:00 pm
Cottonwood Room, Union

- I. Call to Order Meeting called to order at 1:00pm
- II. Roll Call: Mary Oborny, Monica Macfarlene, Kimm Sanchez, Kelly Ingalsbe, Jane Cleveland, Denny Ryan, Teresa Adams, Regina Crowell, Marla Cain, Sandy Emme, Bryan Hone, Thomas Fish, Jerry Rogers
- III. Guests: Renee Gates, Tara Fronce, Stephanie Lott, LaVerne Williamson, Emily Johnson
- IV. Minutes from April – Change word agenda to minutes at top. Motion to approve minutes as submitted with one correction for April by Jane Cleveland, seconded by Regina Crowell. Motion passed
- V. Budget/Treasurer’s Report – **Kelly Ingalsbe** (attached)
Balance as of 5/11/2022
Foundation Account(C-21151-CS) one contribution of \$10.00 for an ending balance of \$9,690.88
Foundation Account (C-21155-CS) no activity for ending balance of \$195.07
Foundation Account (C-223750-CS Awards Ceremony) Transfer deposit of \$2,450.00, Balloons for recognition expense of \$458.00 for ending balance of \$6,248.63.
State Account (NMAF205629) Expense of nametags of \$112.59 for ending balance of \$3,832.04
Total Funds Available as of 5/11/2022 are \$19,966.62
Motion to approve by Thomas Fish, motion seconded by Sandy Emme. May 2022 treasure’s report approved.
- VI. HCS Report – **LaVerne Williamson**
Summer supervisory training sessions starting June 13th. Retraining recommended as often as needed as the training is updated as often as possible. New team member in Employee relations & Engagement, Justin Wild. Benefits wanted to share that Rachel Wise will be presenting an introductory session on KPERs. COLA & Merit raises were discussed. HCS has guidance for increases. There were concerns regarding reviews and what USS are being told by supervisors.
- VII. Administration and Finance Report – **Tara Fronce**
Budget office will be issuing their preliminary allocations to departments on Friday. President Linton going to announce university compensation plan in K-State today. HCS will provide some guidelines. Still waiting for our tuition proposal to be approved by KBOR.
- VIII. Unclassified Professionals Committee Report – **Renee Gates**
Looking at changes to the handbook wording. Submitted employee spotlight information to President Linton, have not received response yet. Resolution for support of central staff policy has gone to Faculty Affairs, SGA, Graduate council they have all come back mostly in support. Stephanie shared that they would start requiring training on PPM 3010 – non-discrimination in the Fall of 2022. Will be required every 2 years for existing employees.
- IX. President/Executive Council Report:
Staff leadership met in April to draft a document to President Linton as a follow up to our meeting which was sent to him on May 3rd. He replied that many of the issues and ideas have been brought forward by other groups also and would be best handled as part of our overall strategic planning process that Lynn Carlin will lead. Staff will be incorporated into our process.

The shared governance group has met twice and will continue work on our staff recommendation to administration.

The state meeting was held on April 17 and Jennifer Whitmer (FHSU) presented to the Council of Presidents (KBOR) that week. (Copy of her report attached). Next meeting will be May 17th.

Congratulations to Senate on the May 2nd recognition event! I heard many positive responses from attendees and leaders from across campus. Thank you all for your hard work on planning and implementing this huge event in such a short time frame!

The Docking survey has been completed and a completion report has been attached. KSU finished at 31.49 % which is up from 2019 but below the KBOR average of 43.34%.

The Office of the Provost has sent out the list of university committees that will need USS representation next year. Monica will be submitting those recommendations. Attached is the list for your review and consideration.

Installation of our new officers will be held at the June meeting so please come in person if possible although we will still have a zoom option available.

X. Senate Standing Committees:

Communications - **Jane C**

Has updated what she could do on the website. Let her know if there is anything

Recognition Ceremony – **Regina/Kelly** – Wrap Up

Good job everyone! Want to change the time for next year so that more can come. Would like some solid notes made on this year's. Would also think it would be nice to show employees appreciation from KSU not just from USS. Kelly is doing the Thank you cards. Need to make sure and get certificate covers earlier for next year's event.

Discussion of recognizing retired employees during academic year instead. Currently at \$3,775.29 but will also have postage still. For next year the thought is that should spend more money that we receive for this event. Have the certificate showing next time??

X. Campus Committee Reports:

Campus Recycling Advisory Committee – check their website for updates

Campus Planning and Development Advisory Committee

Campus Environmental Health and Safety Committee – **Need 1 more (currently Rob Greves)**

KSUnite – see website for updates

Parking Council – **Teresa Adams** –

President's Commission on Multicultural Affairs – **Open**

President's Commission on the Status of Women – **Monica M/ Kimm**

FS Salary and Fringe Benefits Committee – **Open**

FS Committee on Technology – **Open**

FS Committee on Planning – **Monica M**

Search Committees for Deans and Above: HHS Dean – Failed search, CFO/VP

Operations/COO, VP-Communications and Marketing, VP-DEIB

XI. Old Business:

a. Docking Survey update-See above

XII. New Business:

a. Elections:

Monica McFarlane – President,

Jerry Rogers – Vice President, Motion by Denny Ryan, Seconded by Sandy Emme

Kimm Sanchez – Secretary, Motion by Denny Ryan, Seconded by Jane Cleveland

Kelly Ingalsbe – Treasurer, Motion by Denny Ryan, Seconded by Teresa Adams

Denny Ryan – At Large, Motion by Kelly Ingalsbe, Seconded by Sandy Emme

Mary Oborny – Ex-Officio

b. Committee assignments

Mary sent out the request from the provost office. Contact Monica if you would like to serve. Otherwise, a list of opening needed filled will be sent out.

XIII. Adjournment: Meeting adjourned at 1:58 pm

Next meeting: June 8, 2022 @ 1:00 pm