

Minutes
K-State University Support Staff Senate
December 13, 2017
2024 Throckmorton

I. Call to Order: Meeting was called to order at 12:30 p.m.

II. Swearing in of Senator Barb Wells and Vice-President Becki Bohnenblust: Senator Barb Wells was sworn in and Vice-President Becki Bohnenblust will be sworn in at the next meeting, January 10, 2018.

III. Roll Call:

Present: Roxann Blasi, Ruth Bundy, Jane Cleveland, Carrie Fink, Stephanie Fox, Tara Fronce, Steve Greinke, Vickey Grochowski, Aimee Hawkes (Alternate Kylie Rethman), Susan Hazelbaker, Annette Hernandez, Kelly Ingalsbe, Emily Johnson, Doug Kraemer, Randall Lindstrom, Gina Lowe, Brenda Nowakowski, Cyreathia Reyer, Dennis Ryan, Barb Wells, Debra Wilcox, John Wolf (Alternate Lois S.).

Excused: Becki Bohnenblust, Carol Marden, Susan Shuman.

Unexcused:

IV. Minutes: December 13, 2017: Cyreathia Reyer moved to accept the November Meeting Minutes. The motion was seconded by Annette Hernandez. Motion Carried.

V. Budget/Treasurer's Report: Kelly Ingalsbe reported the ending balances as of 12/12/17 for the following: Foundation Account (C-21151-CS) ending balance is \$10,440.59. The Foundation Account (C-21155-CS) ending balance is \$242.35. The Foundations Account (C-23750-CS Awards Ceremony) ending balance is \$0.00. The State Account (NMAF205629) ending balance is \$763.46. Total Funds available as of 12/12/17 is \$11,446.40. Cyreathia Reyer moved to accept the budget/treasurer's report. Annette Hernandez seconded the motion. Motion Carried.

VI. HCS Liaison, Gina Lowe

HCS Leadership is going through several sessions to determine goals for 2018.

Employee Relations & Engagement:

We are offering 4 sessions tomorrow, December 14, on completing the annual performance reviews for USS. All 4 sessions are the same, but we wanted to offer multiple time slots in order to accommodate the most people possible.

On Friday, December 15, we will have a walk-in clinic in Edwards where supervisors who need assistance completing the reviews or have very specific questions can come and get help. All three of the Employee Relations & Engagement staff members will be available during the clinic hours.

In the next Introduction to Supervision course, a segment titled "ADA, How to Manage Reasonable Accommodation Requests" has been added.

Compensation & Organizational Effectiveness:

We have finalized 63 reclassifications, so there are a little over 40 to finish, and many of those are in various states of review. The majority (66%) have been upgrades.

VII. Admin & Finance Liaison Report: Tara Fronce reported there is no discussion of layoffs. As a reminder your 2017 Discretionary day needs to be used by December 30th. The 2018 Discretionary day is available December 31st.

VIII. President's report: Carrie reported the following:

a. USSC Council update - The Five Regent schools met. We are the chair school and will be creating a survey for all USS employees at all schools in the new year. The survey results should be available in April. Carrie gave an

update to COPS at the meeting in Wichita. Carrie would appreciate it if you would share any ideas you have for incentives, this information will be taken to the Council of Presidents in the spring.

IX. Old Business:

Working on drafting letter to administration for mandatory supervisor training regardless of classification.

X. New Business: None

XI. Senate Standing Committees:

A. **Communication Committee** – The committee met and are working on articles for the Roar.

B. **Governmental Affairs Committee** – No report.

C. **Recognition Ceremony Committee** – Will have a meeting soon. The location and speaker have been confirmed for the ceremony.

D. **University Affairs Committee** – Working on plan for Spring Open House.

XII. Campus Committee Reports:

A. **Campus Recycling Advisory Committee** – No report.

B. **Campus Planning and Development Advisory Committee** – No report.

C. **Campus Environmental Health and Safety Committee** – No report.

D. Search for Deans and Above:

i. **Provost** – They have met with the search firm and will accept candidates through January.

E. **Parking Council** – The meters will be replaced use call in with phone.

F. **Smoking Ban** – The committee is meeting every other week. The ban will go into effect June 1, 2018. An article will be published in January.

H. **Other** - Nominations for the President's award of excellence for unclassified professionals will be in January.

XIII. Adjournment: Meeting was adjourned at 1:30 p.m.

Randall Lindstrom moved to adjourn the meeting. Cyreathia Reyer seconded the motion. Motion Carried.

Next meeting: January 10, 2018 – **12:30 p.m.** – Cottonwood Room – Student Union. Executive Council meeting will immediately follow.