

Minutes
K-State University Support Staff Senate
November 8, 2017
4061 Business Building

I. Call to Order: Meeting was called to order at 12:35 p.m.

II. Swearing in of Senator Barb Wells and Vice-President Becki Bohnenblust - will be at the next meeting, December 13th.

III. Roll Call:

Present: Roxann Blasi, Becki Bohnenblust, Jane Cleveland, Carrie Fink, Stephanie Fox (Alternate Becky Wolfe), Tara Fronce, Steve Greinke, Vickey Grochowski, Aimee Hawkes, Susan Hazelbaker, Annette Hernandez, Kelly Ingalsbe, Emily Johnson, Doug Kraemer, Randall Lindstrom, Gina Lowe, Brenda Nowakowski, Cyreathia Reyer, Dennis Ryan, Susan Shuman, Barb Wells, Debra Wilcox.

Excused: Ruth Bundy, Joy Knutson, Carol Marden, John Wolf.

IV. Minutes: November 8, 2017: Cyreathia Reyer moved to accept the October Meeting Minutes. The motion was seconded by Roxann Blasi. Motion Carried.

V. Budget/Treasurer's Report: Kelly Ingalsbe reported the ending balances as of 11/08/17 for the following: Foundation Account (C-21151-CS) ending balance is \$10,161.84. 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 \$1,344.14. Total Funds available as of 11/08/17 is \$11,748.33. Jane Cleveland moved to accept the budget/treasurer's report. Cyreathia Reyer seconded the motion. Motion Carried.

VI. HCS Liaison, Gina Lowe

Employee Relations & Engagement:

We have trained 422 individuals this year (2017) with ½ of those being outside of the Introduction to Supervision. We have two other training sessions scheduled this year – one in Great Bend for Extension staff and one for specifically for a department on campus.

Through September, we have worked 270 cases. The cases have been initiated by: 89 USS employees; 27 faculty members, 1 student, and 153 unclassified employees. This does not include ADA issues, wage and hour investigations, or team engagements.

Compensation & Organizational Development:

Received 107 reclassification requests and have processed 36 of those – processed meaning that the departments have been notified of outcome. The COE staff is taking the time necessary to look closely at the requests to ensure accuracy of placement.

OIE:

Would you be able to ask USS Senate if they would like OIE to present its annual report to them. If yes, scheduling can happen through Deb.

VII. Admin & Finance Liaison Report: Tara Fronce reported President Myers has charged Cindy Bontrager with a security camera audit. This includes what equipment we have and who operates it. After we have an inventory then we can determine if more equipment needs to be added.

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

a. Diversity and Inclusion – The K-State Unity walk will be Tuesday, November 14 from 1pm-3pm. The KSUnite program is based around principles of community, improve diversity, and we are family. 40+ people are involved in putting this event together which will be streamed live for those that cannot attend.

b. Callback feedback / Review of Layoff policy – No layoffs are being considered at this time. The policy has been reviewed. Traffic lights, crosswalks, and bus shelters at 12th & Bluemont.

c. Supervisor training – Senate discussed the importance of mandatory for all supervisors regardless of their classification to ensure performance evaluations are done in a timely manner and scores are being used appropriately. This topic will be discussed in New Business.

d. City Fund – The flooding and crosswalk options had the most interest and it was discussed if Senate had any comments or concerns about moving forward with those two options.

IX. Old Business:

a. Time Clocks - Discussion continued at Senate about everyone using time clocks in the future. This would be easier and faster than the current method.

X. New Business:

a. The importance of supervisory training was discussed, specifically the areas that are handled by Employee Relations. By concentrating on these areas, the biggest impact on employees would occur. Randall Lindstrom made a motion to have executive council draft a letter, and present it to the President. Steve Kraemer seconded the motion.

XI. Senate Standing Committees:

A. Communication Committee – Will meet next month. Working on the Roar – stay tuned.

B. Governmental Affairs Committee – Met and discussed additions and changes to the bylaws. Information will be drafted and presented to the Senate.

C. Recognition Ceremony Committee – Joy will discuss more at the December meeting.

D. University Affairs Committee – No report.

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. Commission on the Status of Women – No report.

E. Search for Deans and Above –

i. **Provost** – They have met and the process continues.

ii. **Global Campus** – They have interviewed 2 candidates.

iii. **Interim Dean of Veterinary Medicine** – Nothing further to report. Can be removed.

G. Parking Council – The meeting date might be changing.

H. Other XIII.

Adjournment: Meeting was adjourned at 2:05 p.m.

Annette Hernandez moved to adjourn the meeting. Cyreathia Reyer seconded the motion. Motion Carried.

Next meeting: December 13, 2017 – **12:00 p.m.** – Cottonwood Room – Student Union