

Minutes
K-State University Support Staff Senate
October 11, 2017
Cottonwood Room – Student Union

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

II. Guest speaker on Employee Relations regarding Performance Review standards: Associate Director Human Capital Services, William Johnson and Human Capital Services EE Relations & Engagement Specialist, Gina Lowe.

III. Roll Call:

Present: Roxann Blasi, Becki Bohnenblust, Ruth Bundy, Jane Cleveland, Carrie Fink, Stephanie Fox, Tara Fronce, Steve Greinke, Vickey Grochowski, Aimee Hawkes, Susan Hazelbaker, Annette Hernandez, Kelly Ingalsbe, Emily Johnson, Joy Knutson, Randall Lindstrom, Gina Lowe, Carol Marden, Brenda Nowakowski, Cyreathia Reyer, Dennis Ryan, Susan Shuman, Barb Wells, Debra Wilcox.

Excused: Doug Kraemer, Carol Marden, John Wolf.

Unexcused:

IV. Minutes: October 11, 2017: Cyreathia Reyer moved to accept the September Meeting Minutes with one change. The motion was seconded by Becki Bohnenblust. Motion Carried.

V. Budget/Treasurer's Report: Kelly Ingalsbe reported the ending balances as of 10/10/17 for the following: Foundation Account (C-21151-CS) ending balance is \$9,883.09. 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 \$1,462.14. Total Funds available as of 10/10/17 is \$11,587.58. Annette Hernandez moved to accept the budget/treasurer's report. Cyreathia Reyer seconded the motion. Motion Carried.

VI. HCS Liaison, Gina Lowe

Talent Acquisition:

Upcoming training offered: Interview Designer- Utilizing Competency-Based Interview Questions on October 24, 2017. Participants will learn how to select relevant competency-based interview questions and how to drill down on an experience in order to consistently assess an applicant. Sign up via HRIS to attend.

Social Media: Please follow us on Twitter and Facebook @KstateCareers to learn more opportunities and topics on how to prepare for interview, etc.

Update on executive searches: Dean for Global Campus open forums 2p-315p on November 2, 3, and 6; Associate Vice President for Student Life Diversity/Multicultural Affairs on campus interviews the middle of October; Chief Diversity and Inclusion Officer accepting applications till October 12th.

Benefits:

This is an active enrollment – everyone must enroll even if you want the same plan as you have now. The Benefits website has a lot of information with comparisons of the plans, premium rates and the steps to enroll, information about the HealthQuest Rewards, common terms, and information about HAS (Health Savings Accounts) and HRA (Health Reimbursement Account).

Open Enrollment is in October, as usual. The benefits fair is October 5 and will have two SEHP presentations. Webinars will also be available and will be communicated in October. There are more options this year so

employees need to pay close attention to opportunities to learn about them in order to make an educated choice for what works for their family.

VII. Admin & Finance Liaison Report: Tara Fronce – no report.

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

a. Update on USSC – The group will be looking at incentives and policies at Kansas State agencies (example KDOT or Dept. of Commerce). While the group has looked at these items and compared amongst Regent schools, it will now be expanded to these agencies which operate under the same rules and regulations. The October presentation will be replaced with the Board of Regents visiting the K-State campus. Our Senate leadership will have the opportunity to meet with the Regents during this visit.

b. City Funds update – The list of ideas has been combined with the other ideas from the other Senates. In addition to our ideas, the list include ideas about the Natatorium, bus shelters, bike racks, flooding on North Manhattan to name a few.

IX. Old Business:

a. Based on last month's Senate meeting, an email was sent to Vice-President Jay Stephens to follow up on questions. Below are some of the answers to questions regarding HCS:

i. There is no policy that states USS cannot supervise Unclassified professionals.

ii. Questions about performance management and definitions of ratings should be

somewhat

consistent. Bill Johnson and Gina Lowe visited with Senate about this subject earlier in the meeting.

iii. Guidelines for distinguishing between USS and unclassified are not currently being considered. While there is a transition that is occurring, the first step our Senate will

need

to take is compiling a list of how this transition is impacting USS.

iv. The Memorandum of Agreement with KAPE has since been approved.

X. New Business:

a. Vice-President elections: Becki Bohnenblust and Cyreathia Reyer were nominated. Becki Bohnenblust was elected Vice-President.

XI. Senate Standing Committees:

A. **Communication Committee** – No report. Working on getting Roar published.

B. **Governmental Affairs Committee** – Will meet next month, reviewing bylaws.

C. **Recognition Ceremony Committee** – No report.

D. **University Affairs Committee** – Open Forum is October 12, 2017 in 105 Umberger Hall. Will setup at 1pm. The USS storage room – possibly look for a new room. Will submit a work order for the current room.

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** – Carrie is on the search committee. They have met and started the process.

ii. **Global Campus** – No report.

iii. **Interim Dean of Veterinary Medicine** – Bonnie Rush has been named Interim Dean.

F. **Parking Council** – The meeting date might be changing.

G. **Other** – October is cybersecurity awareness month so please beware of phishing scams. Protect your personal information. The identity saved could be your own.

XIII. Adjournment: Meeting was adjourned at 2:14 p.m.

Emily Johnson moved to adjourn the meeting. Roxanne Blasi seconded the motion. Motion Carried.

Next meeting: November 8, 2017 – 12:30 p.m., ***4061 Business Building.***