

**Minutes**  
**K-State University Support Staff Senate**  
**September 13, 2017**  
**Cottonwood Room – Student Union**

**I. Call to Order:** Meeting was called to order at 12:40 p.m. (USS Senate photo was taken at 12:30 p.m.)

**II. Guest speaker on Legal Matters:** Robert Large, General Counsel

**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, Doug Kraemer, Randall Lindstrom, William Johnson (alternate for Gina Lowe), Carol Marden, Brenda Nowakowski, Cyreathia Reyer, Dennis Ryan, Susan Shuman, Debra Wilcox.

**Excused:** Cathleen Stotts, Barb Wells, John Wolf.

**Unexcused:**

**IV. HCS Liaison, William Johnson (alternate for Gina Lowe)**

**Benefits:**

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.

**Learning & Development:**

Business officers and human resource professionals may be interested in registering for the CUPA-HR Kansas Chapter Annual Conference which is scheduled for Nov. 8-9 at the K-State Alumni Center. Dues are \$60 through September 30 and then fees increase to \$75 for the 2 day conference which includes one hot breakfast, two lunches, and an evening reception. There is a keynote speaker on diversity, a legislative update and 23 break-out sessions. Next year's conference will be in Wichita so all are encouraged to take advantage of this opportunity. Further details are on the website at <http://chapters.cupahr.org/ks/events/2017-annual-conference/>.

Introduction to Supervision series begins on Tuesday, October 3.

**Talent Acquisition:**

-The university is actively seeking applications and nominations for the following leadership roles- Dean for Global Campus, Associate Vice President for Student Life/ Multicultural Student Affairs, Chief Diversity Officer, and Chief Security Officer (IT position).

-Based on continuous improvement process and feedback from faculty staff that completed online training, Talent Acquisition has revised Introduction to Search Committee Roles and Responsibilities 2017-2018 training. The training will be available by October 2017. To complete training, visit [www.ksu.edu/hcs](http://www.ksu.edu/hcs) learning and development and select the course. All members of the search committee must complete the online training.

**V. Admin & Finance Liaison Report:** Tara Fronce reported the next KBOR meeting is September 20, 2017. There is a letter coming to the Union members concerning the one-time adjustment to leave time.

**VI. Minutes:** September 13, 2017: Becky Bohnenblust moved to accept the August Meeting Minutes. The motion was seconded by Annette Hernandez. Motion Carried.

**VII. Budget/Treasurer's Report:** Kelly Ingalsbe reported the ending balances as of 8/31/17 for the following: Foundation Account (C-21151-CS) ending balance is \$9,667.72. 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 \$2,844.54. Total Funds available as of 9/11/17 is \$12,754.61. Cyreathia Reyer moved to accept the budget/treasurer's report. Joy Knutson seconded the motion. Motion Carried.

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

1. The Vice President position is open as Cathleen Stotts has taken an unclassified position. The election will be held next month to fill the position.
2. The reclassifications will happen in the next couple of weeks. She has met with Jay Stevens.
3. Update on the Smoking Ban: The ban is moving forward. The plan is to be smoke free in Spring 2018. The ban does include vaping and electronic devices. Administration will be discussing smoking in vehicles and while driving through campus. The no smoking policy will be enforced as the no liquor policy is enforced. This is a cultural change and based on the sense of the community that smoking is not acceptable. Kelly Ingalsbe and Carol Marden will represent the USS on the committee.
4. Central Food Pantry will be in the Union courtyard. The kickoff is at 1:30 p.m.
5. The State of the Union address by President Meyers on September 29 at 3:30 p.m. will be streamed live.
6. The Benefits fair is October 5.
7. Carrie said she appreciated everyone serving on a search committee. The help is greatly appreciated.

**IX. Old Business:** None

**XI. New Business:**

- A. **Benefits Fair:** Volunteers and Giveaways – A signup sheet was passed around. Some ideas for giveaways were shared. Please let the committee know of any ideas you have.
- B. **City/University Fun ideas:** All the Senates get together and discuss. Each Senate gets a consensus. Please share your ideas with Carrie.
- C. **Vice-President 2017-2018:** Cathleen Stotts has accepted an unclassified position. Please consider this opportunity. We will vote next month.
- D. **Discussion on Compensation:** This is a priority and will be a topic discussed at the KBOR meeting.

**XII. Senate Standing Committees:**

- A. **Communication Committee** – Roxann reported they hope to get Roar published next week. .
- B. **Governmental Affairs Committee** – Will meet today to review bylaws.
- C. **Recognition Ceremony Committee** – The ceremony will be on April 18, 2018 in the Student Union. The Union has already been booked for the 2019 ceremony. Sub-committees will be formed soon.
- D. **University Affairs Committee** – Benefits Fair is October 5, 2017 in the Student Union. Open Forum is October 12, 2017 from 1:30pm-2:30pm in 105 Umberger Hall. .

**XIII. Campus Committee Reports:**

- A. **Campus Recycling Advisory Committee** – Did not meet. Thanks for listening to the presentation at last month's meeting.
- 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** – Submit applications for professional development – match department funds.
- E. **Weapons Advisory Council** – Encourage everyone to take the online training. No incidents reported.
- F. **Search for Deans and Above** –
  - i. **CIO** – Gary Pratt is the new CIO and will start October 1.
  - ii. **Global Campus** – They are accepting applications.
  - iii. **Interim Dean of Veterinary Medicine** – 2 candidates so far.
  - iv. **Dean/CEO at Polytechnic** – is upcoming.
- G. **Parking Council** – No report.

H. **Other** – Would like to have a metal shelf for the Senate closet in Kedzie Hall. Need to get rid of expired items and organize the room.

**XIV. Adjournment: Meeting was adjourned at 2:51 p.m.**

Cyreathia Reyer moved to adjourn the meeting. Steve Greinke seconded the motion. Motion Carried.

**Next meeting:** October 11, 2017 – 12:30 p.m., Cottonwood Room – Student Union