

Minutes
K-State University Support Staff Senate
August 8, 2018
Cottonwood Room – Student Union

I. Call to Order: Meeting was called to order at 1:00 p.m.

II. Roll Call:

Present: Roxann Blasi, Becki Bohnenblust, Jane Cleveland, Carrie Fink, Tara Fronce, Steve Greinke, Vickey Grochowski, Aimee Hawkes, Susan Hazelbaker, Annette Hernandez, Kelly Ingalsbe, Joy Knutson, Doug Kraemer, Gina Lowe, Mary Oborny, Kylie Rethman, Cyreathia Reyer, Dennis Ryan, Michael Seymour II, Cynthia Slover , Debbie Webb, Barbara Wells, Debra Wilcox.

Excused: Emily Johnson, Carol Marden, Jayme Reid

III. Guest Speaker – Lori Goetsch, Dean & Professor, Hale Library, gave a presentation on the Hale Library fire, progress, future plans and timeline. She provided information on the restoration of books, displaced employees and thanked the K-State Community for coming together to find space for students to study during renovation.

IV. Minutes: July 11, 2018: Cyreathia Reyer moved to accept the July Meeting Minutes. The motion was seconded by Jane Cleveland. Motion Carried.

V. Budget/Treasurer's Report: Kelly Ingalsbe reported the ending balances as of 8/8/18 for the following: Foundation Account (C-21151-CS) ending balance is \$11,585.23. The Foundation Account (C-21155-CS) ending balance is \$229.55. The Foundations Account (C-23750-CS Awards Ceremony) ending balance is \$0.00. The State Account (NMAF205629) ending balance is \$2,720.00. Total Funds available as of 8/8/18 is \$14,534.78. Annette Hernandez moved to accept the budget/treasurer's report. Mary Oborny seconded the motion. Motion Carried.

VI. HCS Liaison Report: Gina Lowe reported:

Benefits:

Movement Challenge - We are doing the Movement Challenge again this year. It will run from 08.19.2018 – 09.22.2018. The challenge will be five weeks long and will count minutes of activity as opposed to steps like we have done in the past years. Our focus is to encourage healthy behaviors within the workplace that then can translate into employee's personal lives as well. It will run very similarly to years past.

Benefits Fair – The benefits fair is October 4 this year. We will have benefits open enrollment as well as life insurance and short-term disability open enrollment.

Accident Reporting – We are working on an electronic incident “accident” reporting process to be piloted in early fall with a go-live of mid-to-late fall.

Employee Relations:

- The revised PPM 4040 Reassignment of University Support Staff has been published on our website.
- The Understanding Policies sessions were cancelled and will be rescheduled at a later date.
- We have the Appeals Board set and are in the process of scheduling the training. It is important for you, as Senators, to remember that members of this committee must have 5 years of experience with the university.
- A survey was sent out to all USS employees asking if they were interested in serving on the PRC. I am waiting on names from Bill Glover to complete the committee. We must have a member of the panel

that is covered under the agreement when the appellant is covered by the agreement. If I don't hear from him by the end of the day, I will contact some employees who are covered and ask if they are willing to serve.

VII. Admin & Finance Liaison Report: Tara Fronce.

Time and Leave

- Held 3 open forums in July
- Training on how to use the time clocks and Kronos system has already been held for the pilot group which goes live on August 12.
- Currently working through an issue with single sign on, but are hoping to get it resolved this week.
- The second pilot group will start on August 26 and everyone else will go live on September 9.

ERP Vendor Demos

- Three vendors will be on campus this week and next week to demo Enterprise Resource Planning (ERP) systems.
- The ERP task force is trying to get people proactively thinking about what is possible with a new ERP system and what K-State needs.
- These are just demos to give the campus community an idea of what options are available with current systems and to get feedback from campus. Not a vendor selection at this point.
 - Workday: August 8, 1-3 p.m.
 - Ellucian: August 13, 1-3 p.m.
 - Oracle Cloud: August 14, 9-11 a.m.
 - All sessions will be held in Wildcat Chambers (formerly Little Theater) in the Union
- The demos will be available via Zoom and will also be recorded.

VIII. President's report: Becki Bohnenblust

- For the first time, USS has been invited to the Annual KSU Leadership Retreat on 8/16/18
- Forums within Administrative Units/Colleges will have a panel of decision makers of the respective areas, unlike the All-University Forum with President Myers, Cindy Bontrager, Jay Stephens, etc. These are being scheduled by Carrie Fink.
- Our new Provost, Dr. Tabor is on sight and has hit the ground running.

IX. Senate Standing Committees:

- A. **Communication Committee (Jane Cleveland/Aimee Hawkes)** – Met prior to USSS meeting. Discussed sending out a survey to USSS members to determine the best way they can communicate information.
- B. **Governmental Affairs Committee (Annette Hernandez/Denny Ryan)** – Met prior to USSS meeting. Will contact Human Capital Services to obtain list of USSS employees per area.
- C. **Recognition Ceremony Committee (Cyreathia Reyer/Debra Wilcox)** – Met prior to USSS meeting. Planning on setting up a group email for committee members to communicate more efficiently. Discussed timelines.
- D. **University Affairs Committee (Vickey Grochowski/Cynthia Slover)** – Met prior to USSS meeting. Discussed Benefits Fair. Will review give-a-way item options and select one. Will have sign-up sheet for Senator's to volunteer throughout the day.

X. 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. **President's Commission on Multicultural Affairs:** Discussed 2nd annual KSUnite. Possible date of October 9, 2018.
- E. **Search for Deans and Above:** Interim Dean named for College of Ag – Ernie Minton
- F. **Parking Council** – No report.
- G. **Other** – None.

XI. Old Business: None

XII. New Business:

- A. President Becki Bohnenblust asked Senators to submit goals for the upcoming year.
- B. A request was made to Gina Lowe to provide information on the “formula for living wage”.

XIII. Adjournment: Meeting was adjourned at 2:16 p.m.

Cyreathia Reyer moved to adjourn the meeting. Debbie Webb seconded the motion. Motion Carried.

Next meeting: September 12, 2018 – **1:00 p.m.** – Cottonwood Room, KSU Union.

*** Executive Council meeting at Noon with Committee meetings at 12:30 prior to regular meeting ***