

Minutes
K-State University Support Staff Senate
January 8, 2020 – 1:00pm
Bluemont Room K-State Student Union

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

II. Roll Call:

Present: Maria Beebe, Roxann Blasi, Jane Cleveland, Tara Fronce, Brittany Green, Vicky Grochowski, Kelly Ingalsbe, Mary Oborny, Georgia Perez, Kylie Rethman, Cyreathia Reyer, Dennis Ryan, Cynthia Slover, Barbara Wells, Debra Wilcox

Excused: Teresa Adams, Becki Bohnenblust, Thomas Fish, Debbie Webb, LaVerne Williamson

Unexcused: Penny Crawford, Monica Curnutt, Michael Seymour

III. Guest Speaker: Bridget Seeman, Assistant Director, Human Resources Administrative Support Center

Kronos Questions

How do you request time off at the wall clock other than full day or 1 hour? We have directions on our website on how to request the time-off using the wall clock. It is definitely more complicated than at a computer or on your phone. We are looking into some new clocks that Kronos has coming out this year.

Using Internet Explorer browser – after signing in to Kronos, when you sign out it signs me out of KSIS and webmail. Is that normal? IF so, can we change that? This is the first time that anyone in our office has heard about this. IT says that KSIS/HRIS/webmail/eProfile are all Single Logout, which is the highest level of security and how K-State wants to operate its systems. That means that we cannot change this.

Using Firefox desktop browser, starting up Kronos it always asks to run Adobe Flash every time. How do you get it to quit asking to run Adobe Flash every time? We can't get this to stop but we are upgrading Kronos in the next few months so that we will no longer need to use Flash.

From a smartphone, Kronos App, when I click on "Punch Time" I get the error message "Server Not Found" How do I fix this? Please give us a call so we can meet with you at your office. It is much easier to help people one on one with phone issues. I suspect that there is an error in the server address that you have entered.

The lunch break/hour does not have the 7 minute grace time, why not? The practice at K-State on paper timesheets, lunch was treated as a block of time, whenever you started you took your allotted amount and it ended 30 minutes or an hour later. We replicate that practice in Kronos, treating lunches as a block of time.

Why was the decision made to use Kronos instead of what is in HRIS? We did actually review the HRIS system and found that the practice of self entering time meant that we were frequently not accurately paying staff. The system in HRIS allows for staff to enter their own time but it did not incorporate leave into the system or allow for as much live information as Kronos does.

Using the desktop app, requesting time off is confusing. You have to enter a start time and then how much time you want to take off. Can that be changed to entering a start and end time? This is how Kronos is set up so that can't be changed. If you are struggling and need some help please reach out to the ASC we would be happy to help you.

After more individuals have been added to Kronos, have we compared the time employees, supervisors, managers, your staff, and HCS staff spend tracking employee time? Have we compared those hours to how many hours were spent before Kronos? And what were the results of the comparisons, is Kronos showing as an efficient use of time management?

I don't have data on employee pre and post Kronos. I can tell you that we find that after 6 months of using Kronos most of our managers and employees say that they like the system and find it easier to track time off and their hours

The ASC is spending about 40 hours per pay period, a reduction of 180 hours Dropped from 6 people working 30 hours every pay period (180 hours per pay period)

HSC is spending less time on the back end because we have a 50% reduction in errors

IV. Minutes: Dates, November 13th and December 11th, 2019, Kelly Ingalsbe moved to accept the two months meeting minutes. The motion was seconded by Georgia Perez. Motion Carried.

V. Budget/Treasurer's Report: Kelly Ingalsbe reported the ending balances as of 01/08/2020 for the following: Foundation Account (C-21151-CS) ending balance is \$11,814.07. The Foundation Account (C-21155-CS) ending balance is \$195.07. The Foundations Account (C-23750-CS Awards Ceremony) ending balance is \$0. The State Account (NMAF205629) ending balance is \$1,233.32. Total Funds available as of 01/08/2020 is \$13,242.46.

Jane Cleveland moved to accept the budget/treasurer's report. Debra Wilcox seconded the motion. Motion Carried.

VI. HCS Liaison Report: LaVerne Williamson, EE Relations & Engagement Spec – HCS – No Report

VII. Admin & Finance Liaison Report: Tara Fronce, Executive Assistant to the Vice President for Administration and Finance –

- Elliot Young has been hired as the Assistant Vice President, University Risk and Compliance Officer. He will start on February 17, 2020.
- Steve LaFever, director of Internal Audit, is retiring January 24, 2020. No details yet on when a search to fill his position will begin.

VIII. President/Executive Council Report: Cyreathia Reyer–

- A. The Docking Institute results were presented to the Kansas Board of Regents and the Council of Presidents (COPS) at the December KBOR meeting. The presentations went very well. COPS agreed to fund the survey to be done every 3 years. KBOR encouraged the senates to work with legislators for funding Higher Education.
- B. USS Senate Leadership and Unclassified Professional Leadership are working with Jeff Morris and Gary Pratt and will be holding listening sessions in February based on the Survey results
- C. Cyndi Slover and Cyreathia (SAM) Reyer have a meeting scheduled with President Myers on Friday, January 10. Goal is to get meeting with him at least annually and possibly twice a year to start a more direct dialog.

IX. Senate Standing Committees:

A. **Communication Committee (Jane Cleveland)** –

B. **Governmental Affairs Committee (Denny Ryan)** – No Report

C. **Recognition Ceremony Committee (Debra Wilcox/ Kelly Ingalsbe)** – Letters requesting Administrative Unit and College's EOY Selection were sent to respective HCS liaison's by Diana in HCS, deadline to get their selection to the committee is February 21st. Years of service and retiree lists have been requested from HCS and will be divided between committee members when received to verify information with employee's department. Decision was made to have more USS Senate members at the entryway of the ceremony so we can try to get raffle tickets to only USS members and retirees; will also have signage at the doors stating "USS – remember to get your raffle ticket" or something similar. Request for donations/discounts are going to campus food vendors for refreshments at the ceremony.

D. **University Affairs Committee (Mary Oborny)** – contacting the President for possible dates of the Spring Forum to be scheduled at least after Feb 12th which is after the first two Docking survey group sessions. Spring forum may change in format in order to include these results to a wider audience based on the first two small group sessions.

X. Campus Committee Reports:

- A. **Campus Recycling Advisory Committee** – RecycleMania planning is underway and will start February 1, 2020. 33 new recycling bins have been placed across campus. New bins can be ordered on their website.
- B. **Campus Planning and Development Advisory Committee** – Did not meet, No Report
- C. **Campus Environmental Health and Safety Committee** – Safety updates were received from the Biosecurity Research Institute (BRI) and Hale Library. The next Safety Fair will be held on November 5, 2020. EH&S is in the final stages of launching the Vivid Online Training to the campus community
- D. **KSUnite** – Weekly updates in the K-State Today
- E. **FSCOT (Faculty Senate Committee on Technology)** – Did not meet, No Report
- F. **FSCOUP (Faculty Senate Committee on University Planning)** – (Emailed report from Becki Bohnenblust)
 - 1. K-State 2025 “refresh” – Faculty Senate is looking at the emphasis areas and making sure there is good representation on committees. The Climate Survey was briefly discussed though these two do not directly connect.
 - 2. Budget Modernization – This is an ongoing topic where questions or comments continue to be addressed.
 - 3. E-Scooters – a committee was being formed and was scheduled to meet on December 19 to review proposals from companies for providing e-scooters.
 - 4. Multi-year City/University Fund proposals – There is about \$85,000 in City/University funds we can propose ideas for spending this year. Student Senate has a proposal which has been endorsed by USS Senate. (Not aware who endorsed this proposal or when USS Senate discussed it). Here is the information I have from the Student Body President:

In conjunction with the City Manager’s office, there was information gathered from a survey from both landlords and tenants in relation to the safety of off-campus housing and the accessibility of resources provided that can hold both tenants and landlords responsible. One of the largest takeaways from that survey and event was that many students, faculty, and staff are unaware of the resources available for potential/current renters and that K-State lacks the proper staff/resources/information to adequately advocate and aid in complaints and concerns.

SGA leadership, Linda Cook, and many of the city commissioners have been helping brainstorm ideas of ways we can help promote and enrich these resources. One project that is being brought to fruition to the City Commission in February 2020 is adding an addendum to lease agreements that provides information on resources for renters as well as landlord anti-retaliatory information. The second is the creation of a Tenant Landlord Advisory Council that will be housed under the City. These are both being actively worked on and expected to come before the Commission at the beginning of next semester.

With that, there is much more we can do on the K-State side to help students faculty and staff. Currently we have one part time student employee who handles all renters disputes which is inadequate for serving a campus of our magnitude. **We have interest in submitting a 3-year recommendation to support this off-campus housing position and resources to better serve students, staff, faculty, and community members.** This would allow time for us to analyze what level of service is best for our community and operationally support the off-campus housing staff to educate and advocate for students, faculty, and staff.

This is not something new that has come up over the last couple of days, rather a semester-long discussion on how K-State can better provide resources for off-campus housing. Dennis Marstall confirmed this idea would also prove advantageous to the City (a main component of how these funds should be utilized). Going forward, Justin, Jacob, and myself will draft a comprehensive proposal for our group to discuss which will include history, scope, purpose, and all pertinent information.

- G. **FSSFB (Faculty Senate Salary and Fringe Benefit Committee)** – 12/19/2019
 - Salary alignment still a concern
 - Benefit Alignment
 - Benefits more uniform

Only 1 difference is Term Employee no dependent tuition assistance –

Now that we are Budget driven – cost is a big concern
Ethan shared cost would be considerable if open to all term employees
Cost drops to manageable if employee required to have been here 5 years
Amanda to ask Ethan for updated estimate on employees 5 years

Is the new budget model true cost

Extra dependents in course (cost to instruct course is small, cost to student services is higher)

Noted parents are having families later in life

Need to ask Ethan if the Opportunity Cost has been figured in (more positions are moving from regular to term, so less regular employees to take advantage of dependent tuition assistance because they are now term employees)

Supervisor training needs to address bullying – Accountability on the supervisor

Supervisor training overview – doesn't address bullying directly, but Amanda will pass this on to Shana

Amanda to ask Shana to come to one of our meetings in February to provide an overview of the new supervisor training.

H. **Parking Council** –The working groups are making progress with their assigned tasks.

I. **President's Commission on the Status of Women** – No Report

J. **President's Commission on Multicultural Affairs** – No Report

K. **Other** – No report.

XI. **Old Business:** N/A

XII. **New Business:** N/A

XIII. Adjournment: Meeting was adjourned at 2:40 pm. Debra Wilcox moved to adjourn the meeting. Jane Cleveland seconded the motion. Motion Carried.

*Next meeting will be held on February 12, 2020 at 1:00 p.m. in the KSSU Cottonwood Room. Executive Council at 12:00, committees will meet at 12:30.