

Minutes
K-State University Support Staff Senate
October 10, 2018
Cottonwood Room – Student Union

I. Call to Order: Meeting was called to order at 1:05 p.m.

II. Roll Call:

Present: Roxann Blasi, Becki Bohnenblust, Jane Cleveland, Carrie Fink, Tara Fronce, Steve Greinke, Vickey Grochowski, Susan Hazelbaker, Annette Hernandez, , Emily Johnson, Joy Knutson, Gina Lowe, Mary Oborny, Jayme Reid, Cyreathia Reyer, Dennis Ryan, Michael Seymour II, Cynthia Slover, Debbie Webb, Barbara Wells Debra Wilcox, Eva Peterson.

Excused: Aimee Hawkes, Kelly Ingalsbe, Carol Marden, Kylie Rethman

Unexcused:

III. Guest Speaker: Roberta Maldonado-Franzen, PHR, SHRM-CP, Director of Talent Solutions and Jenny Dowell, SHRM-SCP, SPHR, Manager of Compensations and Organizational Effectiveness.

III. Minutes: September 12, 2018: Jane Cleveland moved to accept the September Meeting Minutes. The motion was seconded by Cyreathia Reyer. Motion Carried.

IV. Budget/Treasurer's Report: Debbie Webb reported the ending balances as of 10/10/2018 for the following: Foundation Account (C-21151-CS) ending balance is \$11,743.68. 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 \$2597.87. Total Funds available as of 10/10/2018 is \$13,561.54. Annette Hernandez moved to accept the budget/treasurer's report. Steve Greinke seconded the motion. Motion Carried.

V. HCS Liaison Report: Gina Lowe:

Benefits:

Our biggest communication is that open enrollment is happening currently. Open Enrollment is for health insurances, life insurances, and several other options. All open enrollment can be found on our website, <http://www.k-state.edu/hcs/benefits/open-enrollment/index.html>.

We also have been working with a core group for quite some time and have an electronic incident reporting portal that will be up and running soon. We will be training HCS Liaisons and communicating as we bring about the first few departments to go live with this new system.

Employee Relations:

The new Supervisory Foundation program will launch Summer 2019 versus Spring Semester 2019. Therefore, the current supervisory program will be conducted October and most likely the last one conducted Spring 2019.

Resignation and retirement announcements. Samantha Roberts resigned effective 9/1/18; Deena Schmelzle retired effective 9/22; Alma Deutsch has announced her retirement at the end of the year.

Learning & Development:

Shanna Legleiter has hired Megan Hoelting as a Learning and Development Consultant who replaced Samantha Roberts. Megan will be working to assist with training needs as well as delivering training.

VI. Admin & Finance Liaison Report: Tara Fronce - Kronos electronic time and leave went live for all employees in units supported by the Administrative Support Center on Sunday, Sept. 9. There have been some hiccups, but the ASC team is working through them and things seem to be going well overall. All employees using Kronos had the opportunity to attend employee training and manager training, if applicable, before the system went live. There are also many resources available on the Administrative Support Center website (<http://www.k-state.edu/admsupport/hr/time-kronos.html>).

VII. President's report: Becki Bohnenblust

- A. Rep needed for Parking Council – John Wolf and Roxann Blasi (to replace Vickey Grochowski)
- B. Rep needed for Lab Safety Renovation Working Group – Jayme Reid and Roxann Blasi
- C. Discussion on Veterans Preference – this was eliminated when Classified employees converted to USS. We are working with HCS and Administration to get this restored.
- D. Jay Stephens provided information that 60% of the increases approved during the year were for employees making \$40,000 or less.

VIII. Senate Standing Committees:

A. **Communication Committee (Jane Cleveland/Aimee Hawkes)** – Met prior to USSS meeting. Looking at other ways to communicate with University Support Staff and met with Communications and Marketing for ideas. Stay tuned more to come. Working on updating information on the USSS webpage.

B. **Governmental Affairs Committee (Annette Hernandez/Denny Ryan)** – Met prior to USSS meeting. Discussed the replacement of Vice President of USSS Doug Kraemer.

C. **Recognition Ceremony Committee (Cyreathia Reyer/Debra Wilcox)** – Met prior to USSS meeting. They contact a potential speaker and report at November meeting.

D. **University Affairs Committee (Vickey Grochowski/Cynthia Slover)** – Met prior to USSS meeting. Forums are scheduled for November 1 in Umberger, Room 105, from 3-4pm and March 7, 2019, in Forum Hall. Feedback should be requested after the November 1 forum to see if changes to the format should be made or continued.

IX. 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** – A USSS representative is needed on the Lab Renovation Proposal Committee.

D. **President's Commission on Multicultural Affairs:** Carrie Fink will be the USS Rep to this committee. No report.

E. **Search for Deans and Above:** No report.

F. **Parking Council** – Roxann Blasi volunteer to replace Vicki Grochowski. No price increase for 2019.

G. **Other** – None.

X. Old Business: None

XI. New Business:

A. November meeting/retreat will be held in Salina at Kansas State University Polytechnic Campus. Lunch provided, brief meeting and a tour of campus. Van transportation will be available to USSS members. Van will depart at 11:00 a.m. and return 3:30 or 4:00. A Doodle Poll will be sent to Senators to confirm number of members requiring transportation.

B. Election of Vice President – Cyreathia (Sam) Reyer elected

XII. Adjournment: Meeting was adjourned at 2:15 p.m.

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

Next meeting: November 14, 2018 – Polytechnic Campus, Salina. Transportation and Lunch provided.

*** No Executive Council or committee meetings prior to regular monthly meeting. ***