

Minutes
K-State University Support Staff Senate
August 14, 2019 – 1:00pm
KSSU Cottonwood Room

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

II. Roll Call:

Present: Teresa Adams, Maria Beebe, Roxann Blasi, Becki Bohnenblust, Jane Cleveland, Thomas Fish, Tara Fronce, Steve Greinke, Vickey Grochowski, Annette Hernandez, Kelly Ingalsbe, Mary Oborny, Cyreathia Reyer, Dennis Ryan, Michael Seymour II, Cynthia Slover, Barbara Wells, Debra Wilcox, LaVerne Williams

Excused: Aimee Hawkes, Susan Hazelbaker, Georgia Perez, Kylie Rethman, Deb Webb

Unexcused: Debra Enos

III. Minutes: Becki Bohnenblust moved to accept the July meeting minutes with amendments. The motion was seconded by Mary Oborny. Motion Carried.

IV. Budget/Treasurer's Report: Kelly Ingalsbe reported the ending balances as of 8/14/2019 for the following: Foundation Account (C-21151-CS) ending balance is \$11,390.86. The Foundation Account (C-21155-CS) ending balance is \$216.75. The Foundations Account (C-23750-CS Awards Ceremony) ending balance is \$0. The State Account (NMAF205629) ending balance is \$2950.00. Total Funds available as of 8/14/2019 is \$14,557.61.

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

V. HCS Liaison Report: LaVerne Williamson, EE Relations & Engagement Spec – HCS

- **Jenny Dowell Manager of Compensation & Organizational Effectiveness sent information concerning:**
 - The Fall reclassification window will open on September 1st – reclassification requests will be accepted **September 1st – October 15th**.
 - After the last reclassification window Jenny met with several representatives from USS Senate and as a result of that discussion has been working on ways to increase communication and provide additional support for managers/supervisors that have requested a reclassification. Specifically, we will provide tools and guidance for managers/supervisors for how they can communicate the result with their staff member. Additionally, if a reclassification request is looking like it will be declined – Jenny reaches out to the manager/supervisor to check COE's understanding of the position and talk about the preliminary determination. This was an addition to our process in the Spring and seemed very well received by our customers across campus.
 - Question – is training related to reclassification something that would be helpful for your group/your constituents? We've offered training each of the last two windows and had little interest in the Spring. We can meet in small groups/departments if that's helpful.

- **Amanda McDiffett Director of Benefits sent information concerning KPERS Retirement Session and upcoming events.**
 - October 3 is the benefits fair – more information to come.
 - We will be having a fun financial wellness challenge in September. More information to come.

KPERS Pre-Retirement Session Stats:

General Session

Invited by direct email: 241

Attended: 98 employees (a handful of spouses but we didn't track spouse attendance)

Survey Results: n=44

How satisfied were you with the overall quality of the workshop?

Extremely Satisfied 71%

Somewhat Satisfied 25%

Somewhat dissatisfied 2%

Extremely dissatisfied 2%

NOTE: Of those that marked dissatisfied (n=2) they said they would recommend this workshop to a colleague

The workshop provided information valuable to me in preparing for retirement?

Strongly Agree 80%

Somewhat Agree 20%

The workshop met my expectations.

Strongly agree 69%

Somewhat agree 29%

Neither agree nor disagree 2%

1-on-1 Session

Invited by direct email: 241

Attended: 22

Survey Results not yet available

➤ **PRC & Appeals Board:**

- LaVerne shared that Vice President, Chief Operating Officer Cindy Bontrager would like all to know that she believes it is important for the USS employees from all areas to volunteer and she is in full support of employees volunteering for the PRC and Appeals Board. Vice President Jay Stephens is also supportive of employees serving in these capacities.

➤ **Dispute Resolution Report:**

- LaVerne informed senators they would receive a report through the listserv detailing statistics on Dispute Resolution involving USS and Unclassified employees that is shared with Faculty Senate once a year.

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

No Report

VII. President/Executive Council Report: Cyreathia Reyer–

- A. Introduced Maria Beebe and indicated that she will be joining our meetings and Sam will be attending the Unclassified Professionals meetings every month.
- B. Handed out the sample questions for the Communications Survey and asked for feedback.
- C. Asked for those that haven't responded to let her know if they are planning to attend the Senate meeting in Salina next month. Sam also extended the invitation to LaVerne, Tara and Maria to join us.
- D. Announced the All In for K-State applications will go out September 25th with the due date on November 1st. The winner will be announced March 2020. Last year \$320,000 was raised for the Cats Cupboard. The application opportunity needs to be broadly applicable, fundable – solved with dollars. The impact of the funding needs to be reportable.
- E. Cyndi Slover reported: The Coat Drive, we are still waiting on a room from Heather Mills. Looking for portable coat racks to use during the 2 week event. Talked to Cat's Closet, they are excited about the event but do not have any spare racks to loan out. Communications and Marketing will be working on a flyer for the event (at no cost). We will have to pay for any printed flyers.

VIII. Senate Standing Committees:

A. **Communication Committee (Jane Cleveland/Aimee Hawkes)** – Updates have been made to the USSS webpage. Other updates are ongoing and should be completed in the near future. The tentative date for the next ROAR is September 16th.

B. Governmental Affairs Committee (Annette Hernandez/Denny Ryan) – We are still working on finding a viable Senator Representative matrix. We tried to sort all USS by job families to see how that would play out. Doing it this way results in only 6 different groups of Senators, one of which only has 9 employees. Going this route would be pretty drastic change to how we've historically populated the senate.

C. Recognition Ceremony Committee (Kelly Ingalsbe/Debra Wilcox) –

1. Recognition Ceremony is Wednesday, April 29, 2020
2. Keynote Speaker is Provost Charles Taber

D. University Affairs Committee (Mary Oborny/Steve Greinke) – Fall Forum is on Monday, September 30th at 10am in the Forum Hall. Mary sent around a signup sheet for the Forum. We need additional help at the welcome table and the microphone to ask the panelist questions.

The Benefits Fair is on Thursday, October 3rd, K-State Union Ballroom. We need help staffing the table from 8am to 3pm. We have decided to order 500 units of a silicone phone wallet for the giveaway and we also have the remaining chip clips from last year.

Mary will bring the signup sheets to the September meeting.

IX. Campus Committee Reports:

- A. **Campus Recycling Advisory Committee –Campus Planning and Development Advisory Committee** – No Report
- B. **Campus Environmental Health and Safety Committee** – No Report
- C. **KSUnite** – No Report
- D. **President's Commission on the Status of Women** – No Report
- E. **President's Commission on Multicultural Affairs** – No report
- F. **Search for Deans and Above** –
- G. **Parking Council** – No report.
- H. **Other**

X. Old Business: Approve the Principles of Community

Annette Hernandez moved to accept the Principles of Community. The motion was seconded by Becki Bohneblust. Motion carried.

XI. New Business: *New Shirts for the Senate*

Kelly Ingalsbe, found new shirts at the N-Zone. They will run about \$700.00. Senators like the idea of new shirts.

Becki Bohnenblust moved to accept buying new shirts for the Senate. The motion was seconded by Cyndi Slover. Motion carried.

XII. Adjournment: Meeting was adjourned at 1:50pm. Cyndi Slover moved to adjourn the meeting. Annette Hernandez seconded the motion. Motion Carried.

*Next meeting will be held on October 9, 2019 at 1:00 p.m. in the KSSU Cottonwood Room. Executive Council at 12:00, committees will meet at 12:30.