

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

I. Call to Order: Meeting was called to order at 12:32 p.m.

II. Guest Speaker: Chief Information Officer, Gary Pratt.

III. Swearing in of Vice-President Becki Bohnenblust: President, Carrie Fink swore in Senator Becki Bohnenblust as Vice President.

IV. Roll Call:

Present: Roxann Blasi, Becki Bohnenblust, Jane Cleveland, Carrie Fink, Stephanie Fox, Tara Fronce, Steve Greinke, Vickey Grochowski, Aimee Hawkes, Susan Hazelbaker, Annette Hernandez, Emily Johnson, Randall Lindstrom, Gina Lowe, Carol Marden, Dennis Ryan, Susan Shuman, Barb Wells, Debra Wilcox, John Wolf (Alternate Lois S.).

Excused: Ruth Bundy, Kelly Ingalsbe, Joy Knutson, Doug Kraemer, Brenda Nowakowski, Cyreathia Reyer

Unexcused:

V. Minutes: January 10, 2018: Roxann Blasi moved to accept the December Meeting Minutes. The motion was seconded by Annette Hernandez. Motion Carried.

VI. Budget/Treasurer's Report: On behalf of Kelly Ingalsbe, Tara Fronce reported the ending balances as of 1/10/18 for the following: Foundation Account (C-21151-CS) ending balance is \$9,455.96. 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 \$649.93. Total Funds available as of 1/10/18 is \$10,348.24. Jane Cleveland moved to accept the budget/treasurer's report. Susan Shuman seconded the motion. Motion Carried.

VII. HCS Liaison, Gina Lowe

Benefits:

1. HealthQuest starts over at the beginning of 2018. Employees can start earning credits and contributions (for those on Plans C, N, J, and Q) immediately.

2. Your log in information to Cerner should work this year again. If not, please just "forget your password" and start over.

3. Below are the incentive guides for 2018. Plan A -

http://www.kdheks.gov/hcf/healthquest/download/PlanA_SOK_IG.pdf

Plans C, Q, N, & J - http://www.kdheks.gov/hcf/healthquest/download/PlanCQNJ_SOK_IG.pdf

4. Currently there is a 2018 HealthQuest overview video and quiz worth three credits that is helpful to learn about the 2018 HealthQuest Program. It can be found on the left side of the home screen on the HealthQuest website.

Compensation:

Finishing up reclassifications from the fall window, and the next window will be open from February 1 through March 15, with all changes effective 06/17/18 (Beginning of the Fiscal Year).

Labor Relations:

In Meet and Confer with the police unit.

Talent Acquisition:

HCS rebranded the employment website from KStateJobs to KStateCareers. We are also using @KStateCareers on Twitter and Facebook. For more information, an article will be in K-State Today on Wednesday.

Learning and Development:

We have Introduction to Supervision scheduled for February. The schedule is online with most of the sessions taking place in the Student Union. <http://www.k-state.edu/hcs/learning-development/courses/introsupervision.html>

An announcement will be coming out soon regarding our work and progress relative to Needs Assessment and programming goals. An unclassified supervisory certificate is the priority and will be developed in coordination with Employee Relations and Engagement in 2018.

Employee Relations and Engagement:

Conducted 4 sessions on completing USS performance reviews in December and 2 sessions in Salina on January 8. We had 21 people attend the Manhattan sessions and 10 attended in Salina. We also held walk-in clinics on 12/15 in Manhattan and had 4 people come in and on the Salina campus no one took advantage of the walk-in clinic.

VIII. Admin & Finance Liaison Report: No Report.**IX. President's report:** Carrie reported the following:

Online access to make changes to direct deposit should happen soon, they are continuing to work on the matter. Evaluations are due by January 31st.

X. Old Business: None**XI. New Business:**

Reviewing bylaws for upcoming Senate elections.

XII. Senate Standing Committees:

- A. **Communication Committee** – No report.
- B. **Governmental Affairs Committee** – No report.
- C. **Recognition Ceremony Committee** – Working on ceremony details.
- D. **University Affairs Committee** – Working on Open Forum.

XIII. Campus Committee Reports:

- A. **Campus Recycling Advisory Committee** – Have met.
- B. **Campus Planning and Development Advisory Committee** – No report.
- C. **Campus Environmental Health and Safety Committee** – No report.
- D. **Search for Deans and Above:**
 - I. **Provost** – Moving ahead. Plan to review applications beginning of February.
- E. **Parking Council** – No report.
- F. **Smoking Ban** – No report.
- H. **Other** – None.

XIV. Adjournment: Meeting was adjourned at 2:37 p.m.

Susan Shuman moved to adjourn the meeting. Vickey Grochowski seconded the motion. Motion Carried.

Next meeting: February 14, 2018 – 12:30 p.m. – Cottonwood Room – Student Union. Executive Council meeting will immediately follow.