

Minutes
K-State University Support Staff Senate
March 14, 2018
Cottonwood Room – Student Union

I. Call to Order: Meeting was called to order at 12:31 p.m. by Vice-President, Becki Bohnenblust.

II. Guess Speaker: Scott Jones, Director of Office Institutional Equity.

III. Roll Call:

Present: Roxann Blasi, Becki Bohnenblust, Ruth Bundy (Alternate Pam Warren), Jane Cleveland, Stephanie Fox, Tara Fronce, Steve Greinke, Aimee Hawkes, Annette Hernandez, Kelly Ingalsbe, Emily Johnson, Doug Kraemer, Randall Lindstrom (Alternate Mike Seymour), Gina Lowe, Brenda Nowakowski, Jayme Reid, Cyreathia Reyer, Dennis Ryan, Susan Shuman, Barb Wells, Debra Wilcox.

Excused: Carrie Fink, Vickey Grochowski, Susan Hazelbaker, Joy Knutson.

Unexcused: John Wolf.

IV. Minutes: March 14, 2018: Cyreathia Reyer moved to accept the February Meeting Minutes with one change. The motion was seconded by Susan Shuman. Motion Carried.

V. Budget/Treasurer's Report: Kelly Ingalsbe reported the ending balances as of 3/13/18 for the following: Foundation Account (C-21151-CS) ending balance is \$11,282.78. 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 \$343.506. Total Funds available as of 3/13/18 is \$11,868.63. Emily Johnson moved to accept the budget/treasurer's report. Roxann Blasi seconded the motion. Motion Carried.

VI. HCS Liaison Report: Gina Lowe reported:

Benefits:

USS credits towards discount: under 10 credits – 26.1%; 10-39 credits – 21.8%; 40 + credits – 52.1%

Unclassified credits towards discount: under 10 credits – 27%; 10-39 credits – 26.0%; 40+ credits – 46.8%

Compensation and Organizational Effectiveness:

The reclassification window closes at midnight on 3/15. All three parts of the form (supervisor, employee, and manager) must be in by the deadline for the reclassification to be reviewed.

Talent Acquisition:

Based on feedback we received from the Administrative Efficiency taskforce and they requested we make revisions to our hiring resources to include best practices in the hiring process. I am pleased to announce that with input from over 40 stakeholders, we revised our Hiring Top Talent Best Practices training and it is available online. All search committee and interview panelist participants are required to complete the training on an annual basis.

VII. Admin & Finance Liaison Report: Tara Fronce reported:

Electronic Time and Leave Update:

- All units supported by the Administrative Support Center will be using the electronic time and leave system. (Admin & Finance, DCM, VPR, President's Office, Provost Office).
- Right now the implementation group is working on answering a large questionnaire to provide additional information to Kronos.
- They plan to start piloting the system with DCM in April after the HRIS upgrade is complete.

- They have to have everyone in the divisions supported by the ASC using the system by July 1.
- Non-Exempt employees will use the system for time and leave tracking and reporting. Exempt employees will use the system for leave reporting and managing time if they supervise non-exempt employees.

Smoke Free Promotion Committee:

- President Myers announced the university is moving forward with a smoke-free policy on all university-owned property effective June 1, 2018.
- The new policy, FAQs and cessation resources are available online at ksu.edu/cleanair.

VIII. President's report: Vice President, Becki Bohnenblust reported:

A. The Docking Institute at FHSU is working with the KBOR USSC to get the survey sent and will process the collected data. Contact Carrie Fink with any questions.

B. According to conversations with Cindy Bontrager, there will be no further callbacks for FY18. FY19 permanent cuts are yet to be determined.

C. Facilities has a group called APPA (Association of Power Plant Administrators) on campus looking at efficiencies of the custodial, grounds and maintenance services. APPA should identify areas of concern and provide recommendations on solutions.

D. Reminder of the USS Forum scheduled for March 15 at 10:30am in KSSU Forum Hall.

IX. Old Business: None

X. New Business:

The USS Senate Code and By-Laws were revised. Annette Hernandez moved to accept the revised by-laws. Cyreathia Reyer seconded the motion. The motion carried.

XI. Senate Standing Committees:

A. **Communication Committee** – No report.

B. **Governmental Affairs Committee** – By-Law revisions.

C. **Recognition Ceremony Committee** – On schedule for the ceremony scheduled for 2pm on April 18, 2018 in the KSU Ballroom. Volunteers are needed.

D. **University Affairs Committee** – Ready for the Open Forum tomorrow at 10:30am in the K-State Union Forum Hall. May have a raffle prize. Volunteers are needed. The event is being streamed.

XII. 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. **Search for Deans and Above:**

- Dean of Polytechnic Campus** – there will be an interim Dean until the position is hired.
- Dean of Vet Med** – Roxann reported the committee is formed and the position is posted.
- Provost** – The last candidate is on campus today.

E. **Parking Council** – John reported they have been discussing ATV usage on campus and if there will be a parking space provided at the Cats' Cupboard.

F. **Smoking Ban** – The website is up. The ban will go into effect June 1, 2018.

G. **Other** – none.

XIII. Adjournment: Meeting was adjourned at 1:56 p.m.

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

Next meeting: April 11, 2018 – **12:30 p.m.** – Cottonwood Room – Student Union. Executive Council meeting immediately following.