

Minutes
K-State University Support Staff Senate
September 11, 2019 – 12:45pm
K- State Polytechnic, Salina

I. Call to Order: Meeting was called to order at 12:35pm.

II. Roll Call:

Present: Teresa Adams, Maria Beebe, Roxann Blasi, Becki Bohnenblust, Thomas Fish, Steve Greinke, Vickey Grochowski, Annette Hernandez, Mary Oborny, Georgia Perez, Kylie Rethman, Cyreathia Reyer, Cynthia Slover, Debbie Webb, Barbara Wells, Debra Wilcox, LaVerne Williams

Excused: Jane Cleveland, Tara Fronce, Aimee Hawkes, Kelly Ingalsbe, Michael Seymour II, Dennis Ryan, Susan Hazelbaker

Unexcused:

III. Minutes: August 14, 2019, Mary Oborny moved to accept the August meeting minutes. The motion was seconded by Roxann Blasi. Motion Carried.

IV. Budget/Treasurer's Report: Kelly Ingalsbe (presented by the President) reported the ending balances as of 8/01/2019 for the following: Foundation Account (C-21151-CS) ending balance is \$ 11,422.55. The Foundation Account (C-21155-CS) ending balance is \$216.75. The Foundations Account (C-23750-CS Awards Ceremony) ending balance is \$0.00. The State Account (NMAF205629) ending balance is \$2,950.00. Total Funds available as of 9/11/2019 is \$14,589.30.

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

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

HCS Associate Vice President, Shanna Legleiter:

-Enrollment is now open for Supervisory Foundations. Employees must be a current supervisor at the time of enrollment. Supervisors can register through the HCS website click Development, Courses then K-State Supervisory Foundations.

-To assist K-State leadership and employees through the various changes and transitions occurring a Managing Change Toolkit has been assembled on the HCS Website. The toolkit is comprised of workshops, team engagements and resources that may assist employees through times of significant change. (click Development then Managing Changing Toolkit).

HCS Director of Benefits, Amanda McDiffett:

-Open Enrollment will run from October 1-31. This will be an active enrollment again this year. All will just enroll unless currently waived. We will be monitoring enrollment and reminding employees to enroll throughout the month.

-Benefits Fair is October 3. Invites will be going out soon.

-We are currently doing a Financial IQ challenge for all benefit-eligible employees.

USS Layoffs:

- There are a few departments who are affected by the layoffs but it is not a mass layoff across campus. Human Capital Services is working diligently to support and assist in job placement for University Support Staff who are going through layoffs.

-HCS is also supporting supervisor who have probationary employees affected by the layoff probationary freeze. Supervisors with probationary employees should still continue to do the Probationary Performance Evaluations and forward those to HCS. Once the freeze is over employees who have been identified by departments as having a "Meets"/request for permanent status will be made permanent. *Departments may still request dismissal during the freeze for probationary employees who do not meet performance expectations and or expected behavior/conduct.

VI. Admin & Finance Liaison Report: Tara Fronce, Executive Assistant to the Vice President for Administration and Finance – (Sam reported the answer that was asked last meeting) The security staff was reduced by 2 positions. Due to Budget reasons. Security staff are not being eliminated.

VII. Unclassified Professionals Committee Report: Maria Beebe -

- UPS Committee meets twice per month
- We are inviting Jay Stevens to a meeting to discuss the conversion of USS positions to UPS Term positions. Term appointments differ from regular appointments as there is no one-year notice of non-reappointment and no tuition benefits for dependents. In addition there is no grievance process for UPS term appointments.
- We are also inviting the Director of Parking Services to one of our meetings.
- In collaboration with USS Senate, we are looking at including UPS in Recognition Ceremony.

VIII. President/Executive Council Report: Cyreathia Reyer–

- Interviews were held 8/30-9/10 for the Vice Provost for Enrollment Management.
- Survey results will be presented by the Docking Institute to COPS and BOR at the BOR Meeting 9/18. Results without comments should be posted prior to the meeting (9/16) – after presented to the BOR then they become public information.
- Received a request for a USS to serve on the Dean of Engineering Search Committee.
- After the leadership of USS and Professional Staff Affairs Committee presented the Docking Institute Survey to the President, he formed a Communications Committee to aid in better communication to staff.
- USS are now able to receive overload payments for work beyond their normal work load.
- The format of the forum will be changing to allow the panel to provide a short overview of what their office/areas are doing on the behalf and in support of USS.
- There is a freeze on probationary status until all layoffs can be placed.
- Please send Sam any ideas for City/University funds.
- UPS are now being hired in Term Contracts.
- Susan Hazelbaker has resigned. Annette Hernandez is no longer a USS employee and has resigned.

IX. Senate Standing Committees:

A. **Communication Committee (Jane Cleveland/Aimee Hawkes)** – No Report

B. **Governmental Affairs Committee (Annette Hernandez/Denny Ryan)** – Looking for new senators.

C. **Recognition Ceremony Committee (Kelly Ingalsbe/Debra Wilcox)** – – Maria Beebe will join our committee to work toward joining USS/UPS in 2021 Recognition Ceremony.

D. **University Affairs Committee (Mary Oborny/Steve Greinke)** – Fall Forum is being held on Monday, Sept. 29 from 10-11 am. Each panelist has been asked to give a 2-3 minute update on initiatives in their areas that affect USS and then we will proceed into the Q & A portion of the forum. USS staff have been asked to submit questions by Sept. 20th to ussenate@k-state.edu and we will accept questions on the day of the forum. Signup sheet was passed around.

Benefits Fair will be Thursday, October 3rd in the Union Ballroom. Our giveaways have arrived and were shown to the Senators. A bag was given to Annette Hernandez to distribute to the Salina USS employees. The display board is being updated and during the fair, we will also be distributing a short survey. Signup sheet was passed around.

X. Campus Committee Reports:

A. **Campus Recycling Advisory Committee –Campus Planning and Development Advisory Committee** – No Report

- B. **Campus Environmental Health and Safety Committee** – Presentation at Arts and Sciences/Engineering
- C. **KSUnite** – No Report
- D. **President’s Commission on the Status of Women** – No Report
- E. **President’s Commission on Multicultural Affairs** – We are working toward making a recommendation for a Strategic Diversity Plan for the University.
- F. **Parking Council** – No report.
- G. **Other** – No report.

XI. Old Business:

Coat Drive Update - Borrowed coat racks and hangers from UPC. K-State Hands On has graciously offered to let us use an office for the coat drive in Rm 254 Leadership Studies Bldg. Still waiting on the flyer from Communications and Marketing. Other than that, we are ready for the coat drive donations that starts on 9/16/2019. Coats will be available to pick up on 9/23/2019.

XII. New Business:

December meeting - Proposal - Instead of having a luncheon at the December meeting, why don't we take those funds and have a meet and greet with snacks provided for our constituents?

XIII. Adjournment: Meeting was adjourned at 1:25pm. Becki Bohnenblust moved to adjourn the meeting. Debra Wilcox 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.