

AGENDA

K-State University Support Staff Senate
October 11, 2023 @ 1:00 pm

Union Room 205, K-State Student Union; Zoom Meeting ID: 910 3785 5092 Passcode: 861361

- I. Call to Order 1:02pm
- II. Roll Call
In Person: Regina Crowell, Kimm Dennis, Emily Johnson, Sandy Emme, Tara Fronce, Thomas Fish, Carla Woodyard, Samantha Purdy
Zoom: Cecelia Scaler, Becky Beckley, Dennis Ryan, Michelle Musser, Cassie Hall, Maggie Denton, Monica Curnutt, Scott Jacobs, Pam Geihlsler, Tina Orwig, Brenda Heptig, Matthew Jordan, Jane Cleveland, Rebecca, Troy Lynn, Shelli Dowd
- III. Minutes from September
Regina Crowell carried forward the minutes from September until November meeting to be voted on.
- IV. Budget/Treasurer's Report – **Dylan Lackey**. Regina reported for Dylan the funds in each account.
Balance as 10/11/23 for the following:
Foundation Account (C-21151-CS) (For Professional Development & Meritorious) one Meritorious Award of \$200.00, for an ending balance of \$9,513.88
Foundation Account (C-21155-CS) (For Awards ceremony) no activity for ending balance of \$195.07.
Foundation Account (C-223750-CS (For Awards Ceremony) no activity for ending balance of \$3,415.70
State Account (NMAF205629) (For expenses allowed by state) no activity for ending balance of \$3,356.59.
- V. HCS Report– **Maggi Denton** – Happy to attend her first senate meeting. Just a friendly reminder about health benefit selection is this month.
- VI. Administration and Finance Report – **Tara Fronce**
Shared an update on several recent hires. Chief Risk & Safety officer, Brandon Chance has started in this role. He oversees Environmental Health & Safety, Police and Risk Compliance. Shanna Legleiter was hired as Chief Human Resources Officer and has begun the position. Thomas Bunton was hired as the Chief Technology Officer and will start on November 6th. Another update just so everyone is aware. They will be working to implement Concur, which is a travel & expense management tool. This will be used to submit electronically you travel reimbursements including receipts. Steering committee has been put together to work on that. An announcement will be coming out soon regarding the holiday break.
- VII. Unclassified Professional Staff Affairs Committee Report – **Monica Curnutt** – Nothing new to report
- VIII. Office of Intuitional Equity Report – **Justin Frederick**
- IX. USS President/Executive Council Report – **Regina Crowell**
Faculty senate discussed a change in the dates for the Fall 2024 semester. Talk of colleges adding staff members to the planning committees, not just higher positions. They want to make sure all colleges have done that. The search committee for the provost position has been chosen. The benefits fair had some good break-out sessions and feel they were beneficial. Regina asked if there was a change in our costs and it was said for individual coverage it stayed the same, some of the others did change.
- X. Senate Standing Committees:
Communications – **Jane Cleveland** – made some webpage updates including adding minutes, committees, and list of senators. Please let her know if anything is wrong or needs changed. If anyone has website skills Regina asked if they are interested in helping to please let us know.
Recognition – **Kimm Dennis** – Preliminary date for ceremony will be April 17, 2024. Need to confirm there is not a regent meeting that day then will proceed with arrangements for speaker.
- XI. Campus Committee Reports:
Campus Recycling Advisory Committee – **Thomas Fish** – No Report, hasn't heard from.
Tara Fronce let us know they are working on the committees lists. They are going through lists received. Believe there is kind of a pause with some of the initiatives. Tara will keep us posted
Campus Planning and Development Advisory Committee – **Regina Crowell** – No Report
Campus Environmental Health and Safety Committee – **Dylan Lackey** – No Report
President's Commission on Diversity, Equity, Inclusion and Belonging- **Thomas Fish**-No Report
KSUnité – University holding events, please watch K-State Today for more information. In K-State Today announcement today, begins October 18th.

Parking Council – **Sandy Emme**-No report, still no contact from Committee
President’s Commission on Gender Equity – Need a representative. Tina Orwig volunteered.
Regina will submit her contact information.
FS Salary and Fringe Benefits Committee – **Mary Oborny**-No Report
FS Committee on Technology – **Regina Crowell** – Adobe Cloud available for employees.
Trying to get one domain instead of the two. If you are getting warning of a new device when
signing in a lot of times, please do a workouder with IT.
FS Committee on University Planning – **Regina Crowell** – Concerns about restructuring &
centralized advising but need to wait to see how it turns out.

XII. Old Business:

- Swearing In of Marla Carstenson and Cassie Hall – Marla not present, Cassie is on zoom but will come to next meeting in person for swearing in, she does not have a mic to do over zoom.
- New Senators – If anyone is interested in being a Senator, please just let us know. Tina Orwig would be interested depending on her schedule.
- Shirts – Dylan unable to attend today for update.
- Update on Training – Still exploring on license-no update. If you have any you would like to see offered, please let a senator know.
- KSU Food Pantry – Times were changed on Thursdays to all day to better work for staff members.
- ATA Bus – no resolution to the charging of taking off campus.

XIII. New Business:

KSU Next Gen-Regina attended kickoff and town hall. She feels there are a lot of positives and encourages every to participate if possible. Or review the website and watch town hall.

Other Discussion:

- Staff Leadership met with Dr Stewart: Kimm updated everyone on meeting with Dr Stewart and let everyone know that he requested to have quarterly meetings. Please let us know if there is anything you would like us to share.
- Carla Woodyard asked why employee of the year is no longer recognized during the annual employee recognition ceremony. Answer: During Covid USS announced that they would not be recognizing employee of the year selections by unit (many units had also asked to do their own instead of in the USS ceremony) It was encouraged that colleges/units recognize exceptional employees by submitting for a meritorious award. That has continued since the March 2021 announcement. (Original letter attached for reference) If anyone’s college is still doing employee of the year and has information, they can share to us please let us know. This can always be re-visited.

XIV. Adjournment: Jane Cleveland moved to adjourn meeting, Sandy Emme 2nd the motion. Motion passed.

Next meeting: November 8, 2023 @ 1:00 pm – **Union Room 205**

March 2, 2021

To: Colleges/Major Administrative Units, Kansas State University
From: University Support Staff Senate Officers
Re: University Support Staff Employee Recognition

Due to the ongoing COVID-19 pandemic the Annual University Support Staff Employee Recognition Ceremony will not be held. As we all know 2020 was a year of so many unknowns; from cancellations to virtual meetings, working from home or continuing to work on campus. Along with these drastic changes, we continue to see the ongoing decline in University Support Staff numbers due to individuals transferring to University Professional Staff positions and departments/units across campus merging.

We are aware that the effects of COVID-19 have been felt campus wide and many have stepped forward and are deserving of recognition. In order to recognize additional employees across campus, the USS Senate will not be recognizing Employee of the Year selections by unit for the calendar year 2020. In lieu of the Employee of the Year award, we are encouraging Colleges/Units to recognize their exceptional employee(s) by submitting their name for a meritorious service award. This award total is \$200.00 (taxable income for employee) and is paid by the USS Senate at no costs to the department. Meritorious Service Awards may be nominated by faculty, staff or students. We encourage colleges to recognize an Employee of the Year in their unit at their discretion.

The USS Senate will continue to recognize years of service with a token of appreciation for those individuals that have reached their 5, 15, 25, etc. years of service. We will also be recognizing 2020 retirees with a certificate and token mailed to their home address.

Attached you will find the Meritorious Service Award nomination form or it can also be found here: <https://www.k-state.edu/uss/awards/award.html>

Thank you for your continued support of our University Support Staff. Please direct questions to any of our USS Senate officers:

Mary Oborny, President moborny@ksu.edu

Kelly Ingalsbe, Treasurer/Chair-Recognition Committee ingalsbe@ksu.edu

Denny Ryan, Co-chair Governmental Affairs Committee der9944@k-state.edu

Cyreathia (Sam) Reyer, Co-Chair Governmental Affairs Committee creyer@k-state.edu