

Minutes

K-State University Support Staff Senate

November 8, 2023 @ 1:00 pm

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

- I. Call to Order
- II. Roll Call: In person-Kimm Dennis, Regina Crowell, Sandy Emme, Dylan Lackey, Marla Cartenson, Maggi Denton, Tara Fronce & Tara Coleman  
  
By zoom: Denny Ryan, Jane Cleveland, Cassie Hall, Tina Orwig, Emily Johnson, Tim Hegarty, Gretchen Johnson, Monica Curnutt
- III. Minutes from August
  - i. Motion and vote to approve September Minutes. Sandy Emme moved to approve, Dylan Lackey 2nd.  
Motion Passed
  - ii. Motion and vote to approve October Minutes. Sandy Emme moved to approve, Marla Cartenson 2nd.  
Motion Passed
- IV. Budget/Treasurer's Report – **Dylan Lackey**  
Balance as 11/07/23 for the following:  
Foundation Account (C-21151-CS) (For Professional Development & Meritorious) No activity, 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 but one uncashed check of \$19.12 for ending balance of \$3,434.82.  
State Account (NMAF205629) (For expenses allowed by state) no activity for ending balance of \$3,356.59.  
Total funds available are \$16,500.36.
- V. Sunderland Foundation Innovation Lab – **Tara Coleman**  
Discussion about training being provided that will help staff who do not have availability to attend a full day off-campus training. Tara created a draft survey to discuss that can be sent out to receive more input on what staff are looking for. Examples would include Microsoft, Qualtrics, KSIS, Zoom, Adobe, etc. Tara confirmed campus IT is okay with Sunderland proceeding. The survey will be online but will have paper copies for those who do not have easy access. Sandy & Marla will be Tara's contacts to get paper copies to Facilities It is proposed to start in Spring 2024. Assessments will be done at the end of each training. Hybrid training when possible. If there is enough interest in specific class by Salina, she would be willing to come to Salina. Timing to get out it would be good to get out as soon as possible and then again at beginning of spring semester. By December 1<sup>st</sup> should be the first send out. These trainings are meant to be on the clock, but you will have to visit with supervisor to get approval.
- VI. HCS Report – **Maggi Denton**  
96% of K-State employees participated in the open enrollment. The HR liaison network is being revived. Reengaging them, going through training. A request was made to receive a breakdown per department of who liaisons are and when to contact them versus HR dept. New roles have been created and includes Associate V.P. of Strategic and Associate V.P. of Operations
- VII. Administration and Finance Report – **Tara Fronce**  
Holiday information came out, there will be four days off with pay included for shut down. All universities are now aligned on the holiday leave. There is a new holiday being recognized for Juneteenth.
- VIII. Unclassified Professional Staff Affairs Committee Report – **Monica Curnutt**  
They are working on what is important to the new performance management evaluation system to give input with their representative to the steering committee.
- IX. Office of Intuitional Equity Report – **Justin Frederick (Tim Hegarty)**  
Completed busiest two months. New regulations did not come in October, so they are now looking at Spring.
- X. USS President/Executive Council Report – **Regina Crowell**  
Next quarterly meeting with Dr. Marshall Stewart will be January 16<sup>th</sup>. There is discussion regarding changing still to caucus or stay a senate. Dr. Stewart does not believe in best interests. Discussing how it would be if USS & UPS combine to one staff senate. Other regent universities have combined. Mary Oborny is on the provost search committee.
- XI. Senate Standing Committees:
  - i. Communications – **Jane Cleveland** – have made a few minor updates to the website.
  - ii. Recognition – **Kimm Dennis** – April 17, 24 is a regents meeting. Need to change the preliminary date. Does not have to be a Wednesday. Will check Ballroom schedule along with Dr. Stewart, President Linton, Ethan Erickson and Shanna Legleiter.
- XII. Campus Committee Reports: \*Many committees are not meeting, waiting for updated directions with campus master planning.
  - i. Campus Recycling Advisory Committee – **Thomas Fish**-No report

- ii. Campus Planning and Development Advisory Committee – **Regina Crowell** No report
- iii. Campus Environmental Health and Safety Committee –**Dylan** Lackey - No report
- iv. President's Commission on Diversity, Equity, Inclusion and Belonging- **Thomas Fish** – No report.
- v. KSUnite – Watch K-State Today for information
- vi. Parking Council – **Sandy Emme** – 1<sup>st</sup> meeting will be November 16th.
- vii. President's Commission on Gender Equity – Need Representative
- viii. FS Salary and Fringe Benefits Committee – Regina reach out to have Mary added.
- ix. FS Committee on Technology – **Regina Crowell** – New Chief of Technology came to meet members.
- x. FS Committee on University Planning – **Regina Crowell** – Guest Provost Tabor. There are college level CCOP's. Each college is to include staff.

XIII. Old Business:

- i. Swearing of new senators – Marla Carstensen & Tina Orwig were sworn in as Senators.
- ii. Food Pantry – They are looking for advisory board members. See K-State today if interested. It was mentioned that if anyone is involved with the VFW/American Legion Auxiliary they may contact them. These agencies are currently needing to spend money that they donate to agencies. Tina Orwig will reach out to her contacts.
- iii. Shirts – No update currently. Dylan will go to Regina's office to work on.
- iv. Training – Tara Coleman -See above discussion (V.)

XIV. New Business:

- i. Performance Management Steering committee – Regina submitted two names, Regina Crowell & Denny Ryan. This committee will help with developing a unified evaluation system for all staff.

XV. Adjournment: Kimm Dennis moved to adjourn, Sandy Emme 2<sup>nd</sup>. Motion passed at 2:07 pm

XVI. Next meeting: December 13, 2023 @ 1:00 pm – Union Cottonwood Room