

Minutes  
K-State University Support Staff Senate  
February 8 @ 1:00 pm  
Cottonwood Room, K-State Student Union

- I. Call to Order Meeting was called to order at 1:02 pm
- II. Roll Call  
Present: Mary Oborny, Kimm Dennis, Jane Cleveland, Regina Crowell, Mike Seymour, Thomas Fish, Sandy Emme, Bryan Hone  
Excused: Denny Ryan  
Liaisons: Emily Johnson & LaVerne Williamson
- III. Minutes from December – Attached  
Motion to approve by Sandy Emme, Thomas Fish 2<sup>nd</sup> the motion.
- IV. Budget/Treasurer’s Report – **Regina Crowell**  
Balance as of 2/7/23  
Foundation Account(C-21151-CS) one contribution of \$265.00, for an ending balance of \$9,623.88  
Foundation Account (C-21155-CS) no activity for ending balance of \$195.07  
Foundation Account (C-23750-CS Awards Ceremony balance of \$2,730.67.  
State Account (NMAF205629) One expense of \$60.73 for ending balance of \$3,568.21  
Total Funds Available as of 2/7/2023 are \$16,117.83  
Motion to approve by Kimm Dennis, motion seconded by Jane Cleveland. February 2023 treasure’s report approved.
- V. HCS Report – **LaVerne Williamson**  
HCS has moved to Dykstra Hall and trying to get offices set up. Please give patience. La Verne, Charlotte Self and Justin Wild met today with the USS executive leadership to share and get input regarding changes to PPM 4080 Performance management process policy verbiage. There are no procedural changes just trying to clarify with sentence changes and structure to have better understanding by supervisors and employees. Asked if there are any additional ideas for examples of non-monetary incentives supervisors could do that USS may think of to be listed. Ideas were water/Gatorade for staff over the summer who work outside, departments shirts or KSU clothing, pizza, lunch or donuts brought in for employees. Tickets to a game or performance were also suggestions. The ideas are to be things a supervisor can do for employees to show appreciation for doing extra, great work or above & beyond. A way to “celebrate” a person to show appreciation.  
*Question regarding the reclassification section that they (HCS) will check into and get back to regarding.*  
Supervising Training is about to start. Please help encourage any supervisors in your department to attend that have not or would like a refresher as this training is always evolving.
- VI. Administration and Finance Report – **Tara Fronce** – No report
- VII. Unclassified Professional Staff Affairs Committee Report – **Mishelle Hay McCammant** – No report, attending a conference
- VIII. Office of Institutional Equity Report – **Justin Frederick** – No Report
- IX. USS President/Executive Council Report – **Mary Oborny**  
December – Open Forums were held in Salina on December 20 and in Manhattan on December 21 to discuss the shared governance vote and answer questions. Attendance was light at both events; however, some additional questions were received after the events. Q&A’s from the events were posted on our Senate website and links were provided to both the Q&A and the recording from the Manhattan Forum within the survey that went out to all USS employees in January. Results were 60-40% in favor of proceeding with exploring a caucus within Faculty Senate although less than 100 responses were received.  
Ad Hoc Constitution committee within Faculty Senate met twice to discuss possible constitution changes. So far, discussion has centered on the purpose of Faculty Senate and if administrators should serve in Faculty Senate and if so, within which caucus.

UPS and USS representatives attended the KBOR meeting in Topeka on January 18th when FHSU state representative Jennifer Whitmer presented the results of the Docking Survey to the Council of Presidents and the Regents. Mary Oborny, Mishelle Hay McCammant, and Rene Gates were in attendance. There has not been much feedback from the President's. Regents had a good question: Has any data been gathered from peer institutions that are not state agency? KU may not participate next time due to another survey they will have come out. The President's Strategic Planning committee is entering Phase IV and nominations were submitted for the 6 task forces. Mary has heard from one person out of those submitted that they were approached to be on the committee.

X. Senate Standing Committees:

Communications – **Jane Cleveland/** Nothing new to report

Recognition – **Regina Crowell/Kimm Dennis**

Ceremony currently scheduled for April 19<sup>th</sup> in the Ballroom. Reservations for the day 7 am to 10 pm

-Check if President's office kept event on his calendar

-Speaker: Normally have the President Linton, Provost, Jay Stephens and Chief Operating Officer Ethan Erickson position invited and in attendance. Discussed have one of them as the speaker. Voted to ask Ethan. Only need a 10-minute speech. Others have heard Ethan and liked.

-Everyone in Senate now needs to help with the Recognition ceremony

-Discussed the balloons and backdrop from last year. Several people commented they liked them last year. Due to trying to reduce spending decided to only have the backdrop with balloons for pictures. Will not have balloons on stage, tables, or stage. Last year Confetti & Cashmere did. *Kimm Dennis will contact them to do again this year.*

-Photographer: Need to get event on communications and marketing calendar. Need at least 2 photographers this year. Needs pictures taken on activity happening on stage and a picture backdrop. *Regina Crowell will contact them and take care of.*

-Year of service & Retiree list *Mary Oborny will contact Jeff for the lists.*

-Recognition is based on Calendar Year. This year's ceremony will honor service & retiree for 2022.

-Certificate covers: Prior had gotten from the Registrar but with change in personnel seemed to not want to provide. Last year there were purple ones ordered that seemed to work okay.

-5-year acrylic plaques. Is there any left from last year? Not known for sure. These do not have employee's name. These are smaller than other year of service plaques. *Kimm Dennis will take care of getting ordered from Salina campus MET department.*

-All other Plaques/certificates. *Regina Crowell will contact union to make plaques..*

-Special Awards. Will they be given certificate or plaque. These will be presented at our ceremony then returned to HCS for the university recognition. (To be held currently May 11<sup>th</sup>) It is thought that HCS supplies the certificate/plaque. If not, then USS will supply a certificate. Need to confirm HCS provides. Faculty Senate ceremony is April 26<sup>th</sup>. They recognize UPS.

-Ceremony set up. Don't need to do as much as last year. Pop and cookies at least.

-Ceremony money. There is a deposit in spring. Generally, at the end of March approximately \$2500. Need to have that checked into as to confirm funds will be given. *Regina Crowell will check into and let us know.*

-last year it was at 2pm. Ideally for facilities they would like to have at 11 am. Should have at 11 or 1. Several leave at 1:30. Will leave it open to when the speaker will be available possibly to speak. *Mary will contact Tara to see what about him speaking and availability.*

-Program. Need done as soon as possible so it can be proofed and submitted for final approval.

After the meeting Mary shared on teams' group. She was able to find out that they did not keep April 19<sup>th</sup> on the President's calendar. She also found out that KBOR meeting in Topeka on the 19<sup>th</sup> and the President Linton, Provost and Ethan are scheduled to go there. Was proposed to move to April 26<sup>th</sup> or May 3<sup>rd</sup>. Kimm checked, and Ballroom is not available for April 26<sup>th</sup>. Made a tentative reservation for May 3<sup>rd</sup>. Need to determine ceremony date as soon as possible.

XI. Campus Committee Reports:

Campus Recycling Advisory Committee –**Thomas Fish**

A new truck is now expected to arrive in mid-March. They are awaiting 2 more bids for a fence to be put up around the entire recycling center. KSU surplus property -a central location will be set up at Unger Complex for this. They are still working on updating/replacing the website. The website has been updated to be more user friendly. Recycling Education/Promotion: Earth Day is April 22<sup>nd</sup> but will be celebrated April 21<sup>st</sup> with tables in Bosco Plaza to hand out helpful information to students and staff.

Campus Planning and Development Advisory Committee – **Regina Crowell** They are working on a schedule for meetings.

Campus Environmental Health and Safety Committee –**Dylan Lackey**

President's Commission on Diversity, Equity, Inclusion and Belonging- **Thomas Fish** - Had first meeting, there are a lot of new people & excited to get started.

KSUnite

Parking Council – **Sandy Emme** – Has not been contacted with any meeting information. *Mary is going to contact Sandra*

President's Commission on Gender Equity –

FS Salary and Fringe Benefits Committee –

FS Committee on Technology – **Regina Crowell** Discussed reorganization happening & Office 365 for those who use it. Cyber security training Required training– it did not necessarily grab the correct names on who to send it to for required completion. Report to help desk if issues. Training is taking about 1 hour. DUO for students is coming out and will be required. They will have two weeks for completing. Trying to make things more secure

FS Committee on University Planning – **Regina Crowell** Talk more about buildings and where at in legislature trying on trying to get more funding. Discussed demolition of buildings.

XII. Old Business:

- a. Shared governance survey results – See President's report
- b. USS Awards of Excellence nominations close Feb 13. May extend deadline by 2 weeks. – Please help get the word out to employees that nominations are needed! Also sent notice for UPS may be extended for more nominations. Some years awards are not awarded due to no nominations. There is confusion because there are ones for both USS and UPS done at the same time.

XIII. New Business:

- a. Healthcare Bridge (USS concern brought forward) La Verne was asked about. Mary was contacted with a concern. USS employee is going to be retiring soon and was told not for USS employees. *What is reasoning not been given to USS?* Healthcare bridge helps get someone who retires to the time eligible for Medicare. This is not La Verne's area, but she is willing to connect the employee with the appropriate person. Mike Seymour has document referring to limited Healthcare bridge approved by Faculty Affairs 3-6-07 approved by Faculty Senate 6-12-07. Sondra Visser got approved through presidents' council to cover USS because it reads the purpose is to cover unclassified employees – and all employees are considered unclassified now. When USS was voted in 8 years ago all employees became unclassified. So as long as department says ok to the coverage then you can be covered. It is department by department. Reasoning is the department pays for it. *Recommended that the person who handles from HCS attend a USS Senate meeting to explain what Healthcare bridge is and discuss how the Healthcare bridge works. Would also like to have it clarified that USS are considered unclassified. La Verne will see about having someone attend to talk with us.*
- b. Recognition Ceremony – April 19<sup>th</sup>

XIV. Adjournment: Motion was made by Mike Seymour to adjourn, Thomas Fish 2<sup>nd</sup> the motion.

Next meeting: March 8, 2022 @ 1:00 pm - Cottonwood Room