

MINUTES

K-State University Support Staff Senate
March 20, 2024 @ 1:00 pm

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

- I. Call to Order
- II. Roll Call:
Present: Regina Crowell, Kimm Dennis, Mary Oborny, Shanna Legleiter, Tina Orwig, Dylan Lackey, Thomas Fish, Sandy Emme, Marla Carstenson, Jane Cleveland, Emily Johnson, Amber Shumway (OIE- Justin Frederick, Paula Thomson, Tara Fronce (VPAF), Kristen Copeland-Claas, Dennis Ryan
- III. Minutes from February- Mary Oborny moved to accept the February minutes. The motion was seconded by Tina Orwig
- IV. Budget/Treasurer's Report – Dylan Lackey move-Kimm 2nd- Jane Educational Reimbursement, Professional Development, Meritorious \$9,742.86, contribution \$20.00, reimbursement \$54.02
Recognition #1 \$195.07
Recognition #2 \$6,285.70, Reissue \$19.12, \$2,870. Annual contribution
State Fund \$3,356.59

Ways to promote use of funds:
-Benefits Fair- USS table- talk to Katie Wolfgang in October
-K-State New Employee- could create a flyer, introduce new USS employee to governing body, when meetings are,
-Health Initiative any possibility
- V. HCS Report – **Shanna Legleiter**
Asst VP for HR Operations/ Strategies- Amanda McDiffett
Benefits, ACR Team, Resource Center,
Time & Leave System, RFP, 7 different leave systems- want 1. Process of finalizing contract with Vendor. Since IT disruption, everyone moved to e-time, flipped back on some time clocks, Amanda McDiffett leading team, watch website for updates. If you now do a timesheet- you will use the time clock thru phone, time clocks or computer. Salina campus will also participate. Expediting process but being realistic, People Soft is customized and not very flexible, hopefully by end of the year. Robust training, Jenny Holtzel is time and leave manager.

Performance Evaluation- IT disruption delayed, preview in April or May, policy updates.

Professional Development- kick off in April, themes tied to Strategic Plan, centered around Values, several options- Zoom, meal or afternoon, 6 of them; then reevaluate. Watch K-State Today

Salary & Compensation- IT disruption, deploy this fall. Compensation study for Faculty, Staff, Grad Students.

Mission Statement- need volunteers for working on mission statement; USS Employee Awards deadline extended.

VI. Administration and Finance Report – **Tara Fronce**

Campus Master Planning Process kicking off next week, Town Halls, a lot of other opportunities, surveys, pop-ups to provide input & feedback. March 26, 4:30 – 5:30, virtual that evening 6:30 – 7:30 pm. Salina March 27, 3:30 – 4:15 pm

VII. Unclassified Professional Staff Affairs Committee Report – not on Zoom

Staff Spotlight announced for January & February selected & letters submitted for signature, Linda Craghead working on payment. Keep submitting staff.

VIII. Office of Intuitional Equity Report – **Justin Frederick, Amber Shumway**
Discrimination and Harassment

IX. USS President/Executive Council Report – **Regina Crowell**

Events Attended: Landon Lecture, Health Promoting University

Upcoming Events:

Open Forum on Cybersecurity- Feb 20th

Open Forum April 2nd 3:30 – 4:30 pm. sponsored by Faculty Senate open everyone

Introduction of New Provost

Faculty & Professional Staff retiree ceremony, April 24, 4:00 pm

KPERS- discussion

X. Senate Standing Committees:

Communications – **Jane Cleveland**

Working on website, Christine Copeland-Claas volunteered to help

Recognition – **Kimm Dennis**

May 22nd 11:00 am,

all senators be there at 8:30 or earlier to help set up

Mary has script, Mary will stand up on stage with Regina

Save the Date- submitted K-State Today, needs put on website

5 year acrylics ordered, will check on plaques, asked about Days Off

Letters- mailed to retirees & years of service employees-

campus or actual mail; Tara for mail code

Any other volunteers- Contact Kimm or Sandy

XI. Campus Committee Reports:

Campus Recycling Advisory Committee –**Thomas Fish**- not met

Campus Planning and Development Advisory Committee – **Regina Crowell**- not met

Campus Environmental Health and Safety Committee –**Dylan Lackey**- not met

President's Commission on Diversity, Equity, Inclusion and Belonging- **Thomas Fish**

met, Thomas unable to attend, but got notes
KSUnite – Watch K-State Today for information
Parking Council – **Sandy Emme**- Day passes thru Park Mobile, changing tag coming up- just put in new tag; looking at another scooter company, open forum in April, rate increase, flat percentage, no messing with the tiers.
President’s Commission on Gender Equity – **Tina Orwig**
FS Salary and Fringe Benefits Committee –
Faculty Senate
Discussion on Fall Holiday- started by SGA, 7th week on Friday;
no class but staff still work.
FS Committee on Technology – **Regina Crowell**
Cybersecurity is still concern, universal badge system- no details yet
FS Committee on University Planning – **Regina Crowell** not met

XII. Old Business:

Shirts- Mary Oborny- needs response by March 25th, size and cut of shirt
Training Update- waiting on coordination with Tara
Shared Governance Update- working with Shanna, not on Vice Provost interviews
UPS has chose not to join us for a combined Staff Senate; continue to work together

XIII. New Business:

Cold Weather Issues- concerns the snow removal, trying to get ahold of Rich with Union. Issues: had to spend 2 hours outside before come in, hand warmers expired, concern for how cold it was to be outside, coats not adequate for temperatures, especially before sun up, shovels in bad shape, gloves kept dry but no lining, they have heavy jackets & some unlined, mens cut, told they could stay home. 1st on campus- parking lots not cleaned. Parking Services in charge of parking lots, Facilities non city roads, Facilities grounds in charge of sidewalks. Start time- 5:30 am or wait til closer to 8 am if campus is closed. Stayed til 11 or 11:30 am. Booties they have are not good for snowy ice. Rich with Union is good place to start. Also maybe have someone from areas come talk to group about concerns. Parking was short-handed, used Blueville Nursery to clear parking lots. Essential personnel- people should know if they are essential or not.

State employees are getting a pay increase

Swear in Secretary: Tina Orwig swore in

Wages for Custodial- this goes thru your Union rep and starting negotiations

USS Senate- we are pushing for all staff and that compensation is needed for all
Union discussion- who can go, who can talk,

Day of Service- March 30, 2024- volunteers to help beautifying campus for open house

XIV. Adjournment: moved- Thomas, 2nd- Jane

Next meeting: April 10, 2024 @ 1:00 pm – Union Cottonwood Room