

## MINUTES

### K-State University Support Staff Senate

September 11, 2024 @ 1:00 pm

Cottonwood Room, K-State Student Union;

Zoom Meeting ID: 972 3121 1339 Passcode: 666576

- I. Call to Order:
- II. Roll Call: Kimm Dennis, Thomas Fish, Regina Crowell, Sandy Emme, Marla Carstenson, Denny Ryan, Kristen Copeland-Claas, Cassie Hall,  
Guest- Shanna Legleiter, Zac Baonga, roy1,  
Liasisons- Monica Curnutt, Maggie Denton, Becky Molinary, Tara Fronce
- III. Minutes from July: Approved with change: says Agenda should read Minutes  
Moved S Emme, 2<sup>nd</sup>- T Fish
- IV. Budget/Treasurer's Report – Sandy Emme  
Foundation C-21151-CS \$9,407.86  
Foundation C-21155-CS \$195.07  
Foundation C-23750-CS Awards Ceremony \$7,004.88  
State Account \$2,770.63  
Accepted- moved R Crowell, 2<sup>nd</sup>- T Fish
- V. HCS Report – Maggi Denton (Betsy Molinary now)  
\*Open enrollment  
Shanna Legleiter presented  
Time and Leave:  
Update from Jenny regarding time and leave system: partnered with ADP. All State employees will use new universal time and leave system, employees can stay up-to-date by visiting "strategic initiative" website, training will be available for all employees, supervisors, and HR liaisons, and the current anticipated go live date is Spring 2025. Training will be released when system goes live and done by work unit. Will work with departments/units to see which ones will need time clock systems and how that will work.  
Peer Review Committee:  
Currently four PRC members who are leaving. Asking for Sammy, Skyler, Betty, and Deborah (four members leaving) to consider serving another three years and any recommendations to improve the committee.  
Performance Management:  
New revised uniformed staff appraisal process that will be used in 2025. Training will start this month and go through December. General training sessions offered through Zoom. Anyone can join any training session at any point in time. Everyone involved in Evaluations should attend.  
Compensation Study:  
RFP out right now to partner with a vendor for a compensation study that will help us think about compensation philosophy and where we are headed over time. Living Wage considered? Will be looking at pay grades to see if they need adjustment as well as looking at

pay administration guidelines. 20% of positions are at market value. Looking at career mobilities and career ladders. Compensation study will be comprehensive for faculty, staff, and grad students. Study will be done over 18-24 months. Partnering with KBOR and people part of Kansas legislator to talk about funding for people working in higher education. Market study is a component of what will be happening during the 18-24 months. There will be a release in about two weeks that will talk more about the compensation study. Regarding transparency in market value, a lot of market is based off of cohorts of institutions put together, some of it is from local Kansas institutions, concludingly a partnered vendor will help to share how we arrive to the market value conclusion. Question on if there will be transparency- Yes. Hoping we learned from 2015.

Q: In H&D we current have some compression without pay rates, due to raises from KAPERS/(FKA). Do you think that the compression issues may arise in the study & moving forward?

Q: Are we allowed only 1 representative?

- VI. **Administration and Finance Report** – Tara Fronce  
IT Cybersecurity. Three different searches for 10 positions for IT directors (colleges, major units, VP research, TCLE)  
Still working on Shared Governance & IT policy updated.  
New parking director (Adrienne Tucker) is on board.
- VII. **Unclassified Professional Staff Affairs Committee Report** – Monica Curnutt  
Working with HR on professional development survey to see if there are inequities or opportunities for centralized approach for training and development, professional staff, and others. Shannon will be meeting next week to update on time and leave and compensation.
- VIII. **Office of Intuitional Equity Report** – Justin Frederick, absent  
N/A
- IX. **USS President/Executive Council Report** – Kimm Dennis  
Dean of HHS Search: Stephanie Fox was appointed.  
Quarterly Leadership with Sr. Marshall Stewart Cats Cupboard, Climate Survey, Concerns with IT, professional development, Awards & Recognition. Possible shared governance meeting. KBOR will be on Manhattan campus November 20-22 and will be meeting with Faculty Senate & USS exec. council in a combined one hour meeting. Send an email if there is anything you would like to be talked about with them. Faculty Senate will have an open form on Oct. 9<sup>th</sup> at 3:30pm. Need USS nominations for spotlight committee.
- X. **Senate Standing Committees:**  
Communications – Jane Cleveland  
Recognition – Kimm Dennis – Need a new chair of committee.  
Members: Sandy, Regina, Mary, Dylan, Kimm.
- XI. **Campus Committee Reports:**  
Campus Recycling Advisory Committee –Thomas Fish–Currently not meeting.  
Campus Planning and Development Advisory Committee –  
Campus Environmental Health and Safety Committee –Dylan Lackey

University Committee on Diversity, Equity, Inclusion and Belonging(UCDEIB)- Thomas Fish  
Parking Council – Sandy Emme, first meeting Sept 26<sup>th</sup> at 1pm.

FS Salary and Fringe Benefits Committee – Thomas Fish-Added on 9/9/24:

Vice president is supposed to be on the committee.

FS Committee on Technology – Regina Crowell

University data is wanted all on OneDrive not a third party that's not K-State. Wifi will be improved all over campus, H&D on separate part of wi-fi. Policies changing for use of personal computers for university work. Can no longer have K-State email feed into personal email.

FS Committee on University Planning – Kimm Dennis- Have not met yet,  
miscommunication of zoom link for the first zoom mtg

USS Mission Statement – Mary Oborny-No report

XII. **Old Business:**

Training: no contact with Sutherland. *Qualtrics survey will be shared to exec. council.*

XIII. **New Business:**

Union Mtg Room- put room back the way it was.

The Union unavailable for November. Suggestion Library- Denny will check on

Goals for Senate: Want everyone to come up with goals for their committees and senate to work on.

Something positive, supportive of all USS and achievable.

Challenges for Stock the Cupboard.

Coat Collection

Cat's Cupboard:

Linda Craghead said: 5-6% of faculty staff, primarily staff are utilizing the facility but majority of the funding is coming from student funds, a grant, and one foundation account.

Percentage used by faculty staff is about \$25,000 a year. There is a concern whether staff will still be allowed to use it. Asked for help but we can't proceed with anything until after Oct. Presented to Dr. Marshal Stewart aware of the issue at the quarterly meeting, passing it on to Thomas Lane. Discussed potentially doing a food drive or some campaign to help bring in donations ourselves.

Question if any USS accounts could be used fund? Motion to explore options to help Cats Cupboard. Could we form partnership with Faculty & SGA. .

Motion: We look at something to help support Cat's Cupboard.

Moved- Sandy, 2<sup>nd</sup>- Marla

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Tara said grant writer- she will put it on radar. Need Clarification on info

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Linda has the full report. Share report

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**5-6% of product using \$25,000/ year**

XIV. **Adjournment:**

Next meeting: October 9, 2024 @ 1:00 pm – Muir Room 206  
(Thomas will lead this meeting, I will be at conference.)

Actions or Follow up Items:

Shanna L will follow up on-

Q: In H&D we current have some compression without pay rates, due to raises from KAPERS/(FKA). Do you think that the compression issues may arise in the study & moving forward?

Q: Are we allowed only 1 representative? Is this still a question?

USS Training Survey- attached to 10/8/24 email

Goals for Senate

Motion: We look at something to help support Cat's Cupboard.

Moved- Sandy, 2<sup>nd</sup>- Marla

Tara said grant writer- she will put it on radar.

Need Clarification on info about Cat's Cupboard, what other groups are doing

Linda has the full report. Can this be shared with us?