

Kansas State University Support Staff Senate

December 11, 2024 @ 1:00 pm

Minutes

Union Cottonwood Room, K-State Union

- I. Call to Order
- II. Roll Call
Kimm Dennis, Thomas Fish, Regina Crowell, Sandy Emme, Denny Ryan, Marla Carstenson, Cassie Hall, Betsy Molinary, Emily Johnson
- III. Minutes from November-approve next mtg
- IV. Budget/Treasurer Report- Sandy Emme
Prof Dev +\$16.57, \$9,221.29, other 3 accounts the same.
Move- Thomas, 2nd- Marla
- V. HCS Report- Betsy Molinary
Jenny- Nov 25th, HR Newsletter, Overtime and Comp Time Pay, FSLA requires employees compensation for hours over 40 hours in OT pay or Comp Time; employee need to choose, Employees must have prior approval for Overtime; brought up Salina not given choice- Betsy will ask Jenny
A lot more leave choices
Time and Leave System- currently testing system, new time & leave website development & time clock configuration & installation, be watching for signs posted that will identify new location for the clocks; HR has a link to the time and leave system on the website
- VI. Administration and Finance Report- Tara Fronce
Unable to make it
- VII. Unclassified Professional Staff Affairs Committee Report- Monica Curnutt
Monica unable to make it, Kimm filled in- recent survey HR Liaisons on awards & recognition. Monica lead for our campus for Docking Survey. Meeting in Jan for committee meetings. Plan to have roll out after spring break.
Denny volunteered help with Docking Survey due to previous experience
- VIII. Office of Institutional Equity Report- Justin Frederick- not online
- IX. USS President/ Executive Council Report- Kimm Dennis (see below)
Meritorious wording change, check w/HR if update
All Senators- invite for Dec 18th, VP Research session, feedback for what we would like.
Does USS have input on that position?
Leadership did Ft Riley tour- work collaboration
Recommendations for Forum ideas- morning time,
Low costs/ High Impact ideas
Search Committees- Dean of Libraries, Dean of Ag (has one needs two)

X. Senate Standing Committees:

- a. Communications- Jane Cleveland
No report
- b. Recognition- Regina/ Sandy
No report

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 Gender Equity- Kristin Copeland-Class, Regina Crowell
Change name- Access and Opportunity
- University Committee on Diversity, Equity, Inclusion and Belonging (UCDEIB)- Thomas Fish
Just letting us know events coming up
- Parking Council- Sandy Emme
 - One Time per semester- Parking Violation- fine dismissed if donate to CATS CUPBOARD but must be specific items.
 - Master Plan- vetoed zone parking (park further from your building- lower fee), Park & Pay, Macro mobility (shuttles on campus, not ATA), another parking garage
- FS Salary and Fringe Benefits Committee- Thomas Fish, update next meeting or send out
- FS Committee on Technology- Regina Crowell
 - Data kept on One Drive, vs Drop Box or other 3rd party
 - How long keep email after leave K-State- not going to be able to, retirement & others
 - If you receive Dual Push- if you aren't signing in, somebody is trying to get into your system- report it
- FS Committee on University Planning- Kimm Dennis
Future topics
- Staff Compensation Steering Committee- Denny Ryan, not meeting yet

XII. Old Business: Goals

1. Promote unity among employees by fostering engagement & participate in university events.
2. Engage & seek University support for employees continuing education & professional development
3. Increase the visibility of the USS Senate with opportunities for community & connection
4. Utilize awards & recognition opportunities available for USS employees
Kimm will send it out by email.

XIII. New Business:

- January meeting: historically there is no meeting. Thoughts for this year?
- Sandy moved we don't, 2nd- Thomas; no objections. Next meeting Feb 12th.
- Sandy will try to get Union Rep here for mtg.
- Request possible Union Rep update on monthly agenda.

XIV. Adjournment

USS Report 12.11.24

President Report:

Meritorious information was sent to senators. Votes received in favor of updating website were 6, a quorum is 5. Did not hear from remaining 3 senators. Vote approved. I will send this to Jane, spoke to her prior to meeting, and she will update the website. Once updated I will notify Human Resources. Senators should have received a calendar invite to VP research listening session WittKeiffer has requested for the 18th. If you did not let me know and I can re-forward it. This is for the preparation of the launch to search for the VP for Research.

Have not received any recommendations for forum discussion topics, other than one mentioned in November meeting. At the November meeting I also asked for low cost, high impact benefit ideas for USS staff members. I have not received any feedback for this. If you have any suggestions for either of these, please let me know.

Attended the Fort Riley Tour as part of a special KSU Community tour to explore strategic partnership between KSI and the military community along with PSA Co chair Curnutt and Administrative members. This tour will provide a unique opportunity to engage with military leaders, learn about Fort Riley's operations and discuss collaborative initiatives that benefit both K-State and the military.

Have received request of USS Representatives names for two Dean searches. (Dean of Libraries & Dean of Ag & Director of KSRE) Library representative has been submitted. Ag I have heard back from employee, but still need few more responses to submit.

FSCOUP:

Last meeting started creating a Topics of discussion for meeting schedule.

PSA:

Have received back the Award Survey results. They are currently evaluating information. Preparing for docking survey. At December regents meeting it was determined we will have a meeting in January for those serving on this subcommittee. Plan is to have survey sent out to employees in April.

Proposed USS Senate Goals

Goal: Promote unity among employees by fostering engagement and participation in university events.

Objectives:

- Participate in shared governance process.
 - Support the university in the NextGen Strategic Plan.
 - Participate in events such as open forums or various events.
 - Demonstrate a service-oriented attitude by displaying positive interactions that align with the Principles of Community.
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Goal: Engage and seek university support for employee continuing education and professional development.

Objectives:

- Achieve and maintain a high-performing workforce.
 - Refresh and improve USS Staff performance and retention.
 - Develop skillsets for future position responsibilities.
 - Nurture leadership skills among USS employees to encourage career development.
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Goal: Increase the visibility of the USS Senate with opportunities for community and connection.

Objectives:

- Engage with USS new hires to share USS Senate mission and opportunities for ongoing support.
 - Maintain positive working relationships with university administration as well as other shared governance entities (PSA).
 - Host a half-day retreat for all USS employees.
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Goal: Utilize awards and recognition opportunities available for USS employees.

Objective:

- Promote and educate USS employees about the Meritorious and Spotlight award criteria and nomination periods.