

**MINUTES**  
**K-State University Support Staff Senate**  
**April 9, 2025 @ 1:00 pm**  
**Union Cottonwood Room, K-State Student Union;**  
**Zoom Meeting ID: 972 3121 1339 Passcode: 666576**

I. Call to Order

II. Roll Call

III. Guest Speaker: Amanda McDiffett & Jenny Hoetzel.

Topic: Universal Time & Leave System

K-State had 7 different time systems and now going to one.

ADP is the vendor. Not going live until after fiscal year end.

Individuals will punch in and out and their time rounds to the quarter hour increment, this is not a change for some employees. Non-exempt will be able to request time off in quarter hour increments (not a change). The change they will be able to that at the time clock or on a web browser. Colleges or major units will determine how they want their individuals to clock in and out, some are not a fan of the mobile clocking in & out. Options: time clock, computer or mobile/phone. We just ask that it be consistent, with the same classification, position level. Mobile options will have to download the app, it'll be single sign-on, so you will have to sign on with your EID and password. You will also have to share your location with this app. This is just early information; we think this is how it is going to work because we're still early enough some of those decisions haven't been made or tested. Some Colleges or Major Units may limit the mobile sign-in to on campus or off campus. Exempt employees will only report their time off, no change, they will request their time off in half or full day increments. Everybody will have the mobile device capabilities to make leave requests on the mobile device, it's just whether or not you can clock in & out on it. Supervisors & timekeepers will have the ability to input time into the timesheet. Supervisors will be able to see your clock in & clock outs, leave balances, & requested leave. Any hours worked over 40 hours will be comp time or OT (depending on what you agreed to). Time clocks will use your tap ID. Training will be the month before implementation.

IV. Minutes from March

Motion to approve updated version of minutes from March

MOVED & 2<sup>nd</sup>d

V. Budget/Treasurer's Report – Sandy Emme

Foundation account C-21151-CS \$9,499 + \$10 contribution = \$9,509.29.

Foundation C-21155-CS no change \$195

Foundation C-23750-CS Awards Ceremony: started with \$9,234.88

Accidentally deposited the spotlight Award money, \$3,200 May 2024; minus \$3,200

Presidential contribution of \$2,000 toward award ceremony = new balance of \$8,034.88

State account ☐ not charged yet ☐ \$2,770.63

MOVED & 2<sup>nd</sup>d

VI. HCS Report – Betsy Molinary

The HR Director of compensation and organizational effectiveness kicked off their compensation study the week of March 24th. It's projected to run through October of this year. The consultants met with stake holders' groups in person and one of the stakeholders was a member of our USS Senate leadership. Denny Ryan is serving on the staff steering committee for the comp study. They will continue to engage the USS Senate throughout the comp study project.

- VII. Administration and Finance Report – Tara Fronce  
Nothing to report
- VIII. Unclassified Professional Staff Affairs Committee Report – Monica Curnutt  
KBOR Staff Award- trying to get staff award & iron out details
- IX. Office of Civil Rights & Title IX Report – Justin Frederick  
Nothing to report
- X. Facilities Union Representative – Bill Burris  
Facilities Union- elected president, taking office at the end of the month  
Can be contacted via email or phone
- XI. USS President/Executive Council Report – Kimm Dennis  
Meritorious form was updated, HR webpage will be updated as well.  
Union meeting room reserved thru July 2026  
Docking survey- email issues, reminders needs completed  
Open forum April 17, 2025 at 3:30 pm, Alumni Center- ?  
Recognition Ceremony- Faculty, UPS staff April 23, 2025 4pm, Alumni Center.  
Encourage nominations for Spotlight Award.  
Gathering info on Senate- gathering information still. Open to thoughts.
- XII. Senate Standing Committees:  
Communications – Jane Cleveland ☐ No remarks  
Recognition – Regina/Sandy April 21, 25 11am  
    Gifts have been ordered. Room taken care of, acrylics are done  
    No longer have the USS Excellence Belonging Award, further information HR website.  
    Still doing the 25 days off but no gift baskets
- XIII. 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  
University Committee on Diversity, Equity, Inclusion and Belonging (UCDEIB)- Thomas Fish  
Parking Council – Sandy Emme  
FS Salary and Fringe Benefits Committee – Thomas Fish  
FS Committee on Technology – Regina Crowell  
FS Committee on University Planning – Kimm Dennis  
Staff Compensation Steering Committee-Denny Ryan
- XIV. Old Business:
- XV. New Business:  
    USS Handbook  
    25-26 Senate Nominations
- XVI. Adjournment:  
Moved to Adjourned, 2<sup>nd</sup>d

Next meeting: May 14th, 2025 @ 1:00 pm – Union