

Minutes  
K-State University Support Staff  
Senate  
September 10, 2025 @ 1:00 pm  
Cottonwood Room, K-State Student Union;

I. Call to Order

II. Roll Call: Janell McCormack, Matt Engelbert, Thomas Fish, Kimm Dennis, Sandy Emme, Dennis Ryan, Regina Crowell, Betsy Molinary, Kim LeCompte, Marci Ritter, Justin Frederick, Shanna Legleiter, Emily Johnson (zoom), Gina Nixon (zoom), Kristin Copeland-Class (zoom), Cassie Hall (zoom), Jane Cleveland (zoom), Mark Malakh (zoom-Huron). Tehmi Bozicevich (zoom-Huron), Tara Fronce (zoom).

III. Guest: Shanna Legleiter – USS Handbook and Compensation Study:

Huron presented information on the Project timeline and Progress, Job architecture update and examples, and appendix-faculty and graduate workstream overviews. Expected timeline is at the end of October to finish up the staff component review but then have faculty and graduate students. The preliminary staff workstream is majority wrapped up. Still reviewing staff compensation classification re-decide. The foundations, in terms of job architecture, families, subfamilies, job profiles, all things that help to define are in a fairly good place. They have done an updated job architecture, currently working on market analysis, presented leadership initial findings and developing compensation administration guidelines.

Job Architecture will have families (discipline) from 22 to 16, Subfamilies (helpful to career pathing) going from zero to now 87, Profiles changing from 719 to 726 and Leveling was developed set of guidelines, a structure. This defines various dimensions. For example, what's a level of accountability, level of effective knowledge, etc., how are those evaluated, how compared across institutions. Being formatted so that employees can move on the career pathway without having to change positions/move departments. They can move horizontally or vertically. Identify the Market>Define Work>Price the Job>Pay the person. Briefly showed the Graduate student and Faculty workstreams due to time. Then they held a Q & A. Looking at other institutes pay ranges, how does this address compression, Will information be shared of how classifications were combined/split, Does USS vs UPS come into effect for the evaluation. Even once this process is completed, things won't happen immediately, it will likely be 3-5 years and happen over time.

USS Handbook, Shanna asked that we compile the questions senators have regarding the changes, and we can schedule separate meetings to address those. Thomas will compile all the questions and present to Shanna in advance. HR staff were thanked for their work on this work; there were over 100 changes made and know that a lot of work was put into this update.

IV. Minutes from August – Sandy Emme moved to accept the minutes, Regina Crowell 2nd

V. Budget/Treasurer's Report – **Sandy Emme**

- Foundation Account (C-21151-CS) (For Professional Development & Meritorious) one contribution of \$25.00, for an ending balance of **\$9,464.25**
- Foundation Account (C-21155-CS) (For Awards ceremony) no activity for ending balance of **\$113.21**.
- Foundation Account (C-223750-CS (For Awards Ceremony) no activity for ending balance of **\$3,979.94**.
- State Account (NMAF205629) (For expenses allowed by state) no activity for ending balance of **\$2,441.29**

**Total funds available are \$15,998.69**

Regina Crowell moved to accept report, Kimm Dennis 2<sup>nd</sup>.

VI. HCS Report – **Betsy Molinary**

Reminder the benefits fair is September 30<sup>th</sup> from 9-2 in the Alumni Center. Asked if that kind of information could also be disseminated by email. For example, Thomas or Jane could receive the information and it could be sent out to the listserv. With the new format of K-State today, many

are missing the information. Live date for Time & Leave system as been moved to October 26, 2025.

VII. Administration and Finance Report – **Tara Fronce** Update on university committee, Emergent methods released their report. There were over 200 university level groups and there were about 165 that fell within the scope of their review. They've made recommendations on certain committees that should be sunset or streamlined or kind of adjusted. They have presented those recommendations to the leadership of the major units that the committee would fall under to review and make sure they agree with recommendations or if they want to proceed or provide other input. Currently it sits with major unit leaders reviewing the feedback presented from Emergent methods.

VIII. Unclassified Professional Staff Affairs Committee Report – **Gina Nixon** Human Resources reported on the new Time & Leave. They did a poll for Prioritizing what to work on this academic year: 1 Seante Name change, 2 Docking Survey, 3 Staff Awards, 4 HR, 5 University engagement, 6 Open Forum, 7 Master Plan, 8 University Restructuring, 9 Overall Vision, 10 IT Updates, 11 Expressive Policy SB125, 12 Safety & Risk Management.

IX. Office of Civil Rights & Title IX Report – **Justin Frederick** Working through technology with the bi-annual training. Once dates are determined he will send the information.

X. Facilities Union Representative – **Bill Burris** No report

XI. USS President/Executive Council Report – **Thomas Fish** No report due to time.

XII. Senate Standing Committees:  
Communications – **Jane Cleveland**  
Recognition – **Regina Crowell**

XIII. Campus Committee Reports: No reports due to meetings running long.  
Campus Recycling Advisory Committee – **Thomas Fish**-Currently not meeting.  
Campus Planning and Development Advisory Committee –  
Campus Environmental Health and Safety Committee  
University Committee on Gender Opportunity – **Kristin Copeland-Class, Regina Crowell**  
University Committee on Access and Opportunity- **Thomas Fish**-Currently not meeting  
Parking Council – **Sandy Emme**  
FS Salary and Fringe Benefits Committee – **Thomas Fish**  
FS Committee on Technology – **Regina Crowell**  
FS Committee on University Planning – **Thomas Fish**  
Staff Compensation Steering Committee-**Denny Ryan**  
Performance Management Policy Workgroup – **Kristin Copeland-Class**- First meeting is today following senate meeting.

XIV. Old Business:

XV. New Business: Regina Crowell would like to have a booth at the benefits fair. There are 138 bags available. Regina will make flyers and Jane recommended having candy. Thomas asked Regina if she wished to lead this and she agreed. Not much time to pull together as event is on September 30<sup>th</sup>. Regina will contact HR.

XVI. Adjournment: Sandy Emme moved to adjourn, Regina Crowell 2<sup>nd</sup>.

Next meeting: October 8, 2025 @ 1:00 pm – **Muir Room 224**