

Minutes
K-State University Support Staff Senate
November 12, 2025 @ 1:00 pm
Cottonwood Room, K-State Student Union

I. Call to Order

II. Roll Call: In-person: Megan Eakin, Kristin Copeland-Claas, Thomas Fish, Janell McCormack, Matt Engelbert, Sandy Emme, Regina Crowell, Denny Ryan, Shanna Legleiter. Zoom: Kimm Dennnis, Gina Nixon, Betsy Molinary, Jane Cleveland, Shauna Blakenship for Emily Johnson, and Justin Frederick.

III. Minutes from September – Sandy Emme moved to approve the minutes, Kristin Copeland-Claas 2nd. Motion passed.

IV. Budget/Treasurer's Report – Thomas – No Report. Tara is out of office and could not obtain the information

V. Swearing in of new senators – Janell McCormack and Matt Engelbert were sworn in as USS Senators

VI. HCS Report – **Betsy Molinary** Betsy introduced Megan Eakin with the Talent & Organizational team in Human Resources, who was in attendance to speak to senate regarding the organizational professional development needs assessments. A handout was provided. Betsy provided a link to the flyer for those on zoom. The survey is for faculty and staff and takes about 10 minutes. Survey was sent on Monday November 10th. The results will be reviewed December through mid-January to help determine a plan on where to put the investment in training. They will share results about mid-January and will come back to senate to discuss the information. Please encourage everyone to complete the survey and if they need a paper version, HR can provide that to an individual. They can also make computers available for those who need them.

VII. Administration and Finance Report – **Tara Fronce** -No report.

VIII. Unclassified Professional Staff Affairs Committee Report – **Gina Nixon** Due to technical problems she came over in person. Sub-committee compiling and putting together a survey to propose sending out to all faculty and staff regarding a proposal to change the name of faulty senate with an explanation to see how receptive people are. Asked to include are there other changes needed, such as the constitution. One question posed to Gina was to check is if USS Senate would want to join Faculty Senate and have a caucus rather than having separate senates. There are probably pros & cons to both. Thomas will need to start figuring out how we have those conversations with senators and constituents. Provided the docking survey committee comments from the PSA perspective. Discussion regarding the combining of senates occurred. Would it be more beneficial to have a combined voice when talking to administrators, a shared governance perspective. One thing regularly discussed is the current make up of faculty senate is 75% faculty & 25% staff but the body that is represents is 75% staff and 25% faculty. Gina pointed out how many staff do not know they are represented by faculty senate. Denny stated previously USS tried to combine but at that time PSA did not want to combine. USS concern was that it was going from small voice to no voice. How strong of a voice does a caucus have? Gina said one thing she will note is: how do we build stronger voices together.

IX. Office of Civil Rights & Title IX Report – **Justin Frederick** Completed the two busiest months and released their bi-annual training. Have had a good response with that. Completing some in-person training. Looking on how to provide in some additional languages.

X. Facilities Union Representative – **Bill Burris** About a month ago the union negotiated with about a dozen restaurants in Manhattan and Junction City to have a K-State employee discount night on December 1st for a 15% discount. Once they talked to university they were told not allowed as it violated the Kansas Public disclosure law. Union contacted KPD commission, and they were told there was not a problem as long as it didn't exceed \$40. The university still stated no. KPD offered a review, but it would take a few months for that process, but their view was not a problem, but KSU lawyers felt there is. Bill stated there may still be future reviews of this and the commission review will happen.

XI. USS President/Executive Council Report – **Thomas Fish**

XII. Senate Standing Committees:
Communications – **Jane Cleveland** No new news to report.

Recognition – **Regina Crowell/Sandy Emme** – Regina talked about the possible dates. There were mainly Mondays open. They are going to push for the last two Monday's and Tuesdays of April to see if administration is available. That would be April 20, 21, 27, & 28. Once date determined they will reach out to obtain a speaker.

Shanna spoke about Faculty Senate previously hosted the unclassified retirement and that will be shifting to HR this year. She wanted to let us know as HR would be willing to invite USS retirees if we would like in a combined retirement ceremony. Regina suggested the senate review the positives/negative of doing so. Senate is to get back with her. Can also be included in both ceremonies. Shanna did not want to exclude the USS employees. **Follow up to Shanna needed.*

XIII. Campus Committee Reports:

Campus Planning and Development Advisory Committee –

Parking Council – Sandy Emme Survey should come out right after Thanksgiving. Previous survey was not helpful as expected. This will be more detailed. Will go out to the students and general population. First week of December you should receive. Next meeting is Thursday of next week.

FS Salary and Fringe Benefits Committee – **Thomas Fish** Continue to work on a more streamlined emeritus program, who really should receive. More benefits for term employees such as tuition assistance.

FS Committee on Technology – Regina Crowell Trying to work on ticket process.

FS Committee on University Planning – Thomas Fish

Staff Compensation Steering Committee-Denny Ryan Faculty & Graduate student is about to wrap up. Once done Huron will complete all their work with each of the categories. They will then look at recommendations to make for work strands of Faculty & Graduate students, and they will present the whole report to administration. They will then determine how & when to disseminate to university. Shanna will let Denny know if steering committee will meet again.

Performance Management Policy Workgroup – Kristin Copeland-Class- Meeting later today with several more scheduled for next several months. Discussing more probationary statuses. Meets expectations is not a bad thing and will need to come to understand that term is not a bad thing. There was discussion about the review process, COLA & merit increases. Shanna stated President Linton has dedicated dollars for pay plan that won't affect department budgets. Comp Committee will develop a recommendation for best practice of what is distributed for merits. Flat amount COLAs has been discussed previously. They are working on fixing the disparity in pay increase that is caused by basing on a percentage. Today's meeting will be should all employees have a probationary period

XIV. Old Business:

Banner Update: **Kimm** shared screen showing the different banner backdrops. It will say University Support Staff, minus the word senate as the examples have. There was a vote taken on which to choose. It was decided to have the medallion and design from option 6 but to have the medallion be smaller & wording centered. Kimm will request the modification and send out the proof before finalizing the order. It was also voted to go with an 8-foot banner. Thank you to Shanna and her staff for their assistance with initiating this process. This will be used primarily at the recognition ceremony but also where USS may set up a table.

XV. New Business:

Name tags: **Thomas**

Docking Survey 2025: **Denny** – Took out all the identifying comments. Last Friday a document was created to put feedback on to present favorable & unfavorable comments. We know compensation is unfavorable and that will hopefully be addressed by the compensation study. (It will still be included however.) It was proposed that we determine other unfavorable themes and develop some possible action items that could address the unfavorable items. Likewise with the favorable. PSA has supplied their feedback, and the committee is needing the USS feedback. Last week the survey results with redacted comments were sent to USS Senators for review and to determine between 3-5 focus points. Believe the next meeting will be including leadership. Denny will send out an email regarding USS feedback to compile feedback.

KBOR Award Selection Process: **Kimm** – The process being discussed had been emailed out to everyone. It is basically the same process as last year but better written out. Kimm asked for comments and questions. Regina felt there would be an unequal number. There was discussion. Not all PSA members voted last year. No other comments. Gina mentioned that Linda Craghead and Kimm did petition for KBOR to have separate awards, one USS & one UPS. Kimm asked if everyone agrees with write-up or if there are any concerns she should share to PSA. It was said that senators with any concerns/comments have them to Kimm by Friday November 14th at 5pm.

XVI. Adjournment: Sandy Emme moved to adjourn, Denny Ryan 2nd.

Next meeting: December 10, 2025 @ 1:00 pm – Cottonwood Room