

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

I. Call to Order

II. Roll Call: In-person: Thomas Fish, Denny Ryan, Kristin Copeland-Claas, Sandy Emme, Janell McCormack, Bill Burris. Zoom: Betsy Molinary, Justin Frederick, Regina Crowell, Jane Cleveland

III. Minutes from November – Sandy Emme moved to approve the minutes, Bill Burris 2nd. Motion passed.

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

V. HCS Report– **Betsy Molinary** Report on behalf of Marci & Comp & Org: There is no new updates on the comp study. They are finalizing items and preparing for a presentation to the university leadership as their next step. Reminder the minimum qualifications for staff positions have been updated and are available on the K-State staff [job title search page](#). Here is a little background on the impetus behind the changes and the process for the updates. (Additional information was provided in the chat) Faculty roles will retain applicable degree requirements as they are required for university accreditation. (Additional Research & Collaboration information provided in the chat) Training courses have been held for HR managers and liaisons as well as hiring managers who have current or upcoming recruitments. We are not making any PD changes for current staff, and the updated minimum qualifications will be phased in overtime as PDs are updated or positions are backfilled. Contacts for more information would be (in this order) the HR manager or liaison for the unit followed by Shannon Leftwich or Marci Ritter. Betsy will send Tom an email with the information from the chat to disperse to everyone.

VI. Administration and Finance Report – **Tara Fronce** – No report

VII. Unclassified Professional Staff Affairs Committee Report – **Gina Nixon** Gina could not attend but submitted the following report:

- A PSA subcommittee has created a summary outlining who the Faculty Senate represents, the current makeup of the Senate, and the current employee counts of faculty and professional staff. It includes a table of peer and aspirant university senate names and representations. This summary will accompany a survey to determine support for a senate name change. The survey will be sent to all individuals represented by the Faculty Senate. Due to the make-up of the listserv, there may be some USS employees who also receive the survey.
- Discussion surrounding UPS and USS staff continues among the performance management committee. To date, discussion has focused on probationary periods for new hires and transfers and is now turning to disciplinary procedures. The primary goal is to create a unified performance management policy for all university staff.
- The salary and fringe benefit committee update included:
 - The committee is continuing to develop standard procedures for all colleges and units to use when requesting emeritus status.
 - The professional staff development survey received 1,700 responses.
 - Tuition benefits and associated fees are being discussed.

VIII. Office of Civil Rights & Title IX Report – **Justin Frederick** Wrapping up the end of the semester. Remains still busy in the office. Wrapping up the biannual training & have had a good response. They are working through the last group of individuals, some that are no longer employed, some that are on leave. Once closed out, will work on transitioning new employee training to a similar training as the biannual.

IX. Facilities Union Representative – **Bill Burris** Bill & Vice President, John, went to Salina campus couple weeks ago and was interesting. Few job functions baselines that didn't qualify as bargaining unit in Manhattan, there are a number of job qualifications or job descriptions there that are not in the bargaining unit and no one seems to know why. Salina Facilities do not know why they are not in the bargaining unit. Had a great meeting. Bill does not believe they are included in the contract and in the springtime will see what can be done to include them.

X. USS President/Executive Council Report – **Thomas Fish** The docking survey was discussed and trying to get an easier summary together for everyone. Maybe put out bullet points for USS Staff.

XII. Senate Standing Committees:

Communications – **Jane Cleveland** - No report

Recognition – **Regina Crowell/Sandy Emme** – Regina stated need to decide whether to include retirees in two separate ceremonies (referencing Shanna's information last month). She feels it is a lot of work to include

them in both. There was discussion and Tom suggested discussing through emails between the senators.

XIII. Campus Committee Reports:

Parking Council – **Sandy Emme** - In K-State Today there was a toy drive held by parking. For each toy donated you got one ticket. Ticket drawing was being held to win a free parking pass for next year. So far there have been 198 toys donated. Winter wonderland celebration Friday for grad students & their children and parents at Jardine in the union. They will get pictures with Santa, pick a toy from the table, have hot chocolate & cookies. There will be a gift bag for parents. Athletics donated some items along with some other groups. Customer service parking violations have gone from \$28 to \$55. If parked in parking garage past time it is \$20, 2nd time will go to \$40, up \$20 more each additional time

FS Committee on Technology – **Regina Crowell** Same things just trying to progress along. Hope to get plans in place within the colleges.

FS Committee on University Planning – **Thomas Fish** Working on handbooks but does not apply to most USS Staff Compensation Steering Committee-**Denny Ryan** Has not heard any new information

Performance Management Policy Workgroup – **Kristin Copeland-Class**- Gina did good job referencing the meeting in her report. UPS have not had probationary periods so that has been the discussion last several meetings.

XIV. Old Business: Docking survey.

New Banner: Kimm could not be in attendance and emailed report. Two modified banner proofs were sent to senators, and a vote was taken. Banner A was ordered. On December 1st I was notified that the new banner was ready for pick up and the senate was then notified. Sandy Emme offered to pick up from Umberger. (Thank you again Sandy)

It will be set up at the meeting so everyone can see it and to make sure that there are no issues. It will then be kept in the USS storeroom. The invoice is to be sent to Tara and myself. Once received, I will save a copy in our teams for record purposes. Due to technical problems in room Kristin took a picture and emailed it out to the senators.



XV. New Business

XVI. Adjournment: meeting was adjourned.

Next meeting: January 14, 2025 @ 1:00 pm – **Cottonwood Room**