

Minutes

K-State University Support Staff Senate

February 11, 2026 @ 1 pm

Cottonwood room KSU Student Union; Zoom Meeting ID:972 3121 1339 Passcode:666576

- I. Call to Order
- II. Roll Call: In Person – Thomas Fish, Denny Ryan, Sandy Emme, Kristin Copeland-Claas, Janell McCormack, Tara Fronce, Shanna Legleiter. Zoom: Kimm Dennis, Gina Nixon, Regina Crowell, Emily Johnson, Jane Cleveland, Justin Frederick
- III. Minutes from January: Sandy Emme motioned to approve the minutes, Jane Cleveland 2nd the motion. Motion passed.
- IV. Budget/Treasurers Report -Thomas Fish: Account balances as of 2/09/25.
 - C21151: \$9,857.29 with a \$295.00 contribution & UAF Fee of (\$12)
 - C21155: \$113.21 No Activity
 - C23750: \$3,979.94 No Activity
 - State Acct: \$2,242.78 with expense of (\$198.51) for the Banner & Frame.
- V. Administration and Finance Report – Tara Fronce-Reminder of the Cyber security training, everyone must have completed by March 31st.
- VI. HR Report-Shanna Legleiter: Betsy was unable to attend today. Performance Management. This is the 1st full year of this form and have received several questions and concerns about the usage of the form. They are getting ready to move into phase 2, which is an electronic format. ADP, same as time clocks, will be used. They will be streamlining the process when it's automated, so you should find less pain points as we move forward. Looking at additional training & roundtable to offer supervisors. Q&A then occurred. Next, it was talked about the Compensation Study. Last week the information was presented to the executive committee and yesterday to the Dean's Council along with Joint Cabinet mtg. So senior leaders are aware. Town hall for employees at the end of this month that going to focus more on the budget transformation pieces. Diana Loomis is starting to schedule what is called Compensation World Tour with several different groups. They will start with the steering committee. They will come to USS Senate mtg on March 11th. Will ask 6400Union reps to also attend our mtg. PSA will have one, etc. Also having individual consultations with every dean and vice-president to give them dashboards that will be individualized results, so they understand what the data reveals about the areas that they oversee. From there, deeper into more individualized results that people will understand. A lot to roll out, not just a market study, it's also a shift in our compensation structure. Will also have enhancement on the website. You should start to see things populate on calendar very soon. Q&A session. Hope to have better timeline by March 11th Road show.
- VII. Unclassified Professional Staff Affairs Committee Report-Gina Nixon Continue to work on survey about Faculty Senate name change. Presentation from Casey Lauer and Adrian Tucker at last meeting about campus master plan and parking as aligns with master plan. Continue to work on policy realignment pertaining to performance mgmt. in the Performance Mgmt Committee. FS President Sara Lully asked Faculty Affairs, PSA & HR in the Provost office to form a task force to look at the University Handbook language

surrounding Ombud program. Recently made aware of some gaps in policy language is written. PSA and Faculty Affairs have also been asked to form a task force to look at University Handbook language relating to 5-year reviews for administrators. Some things have changed within the University, so it has raised concerns. Hoping to schedule the PSA comp study Road show for March 3rd. Also will be having Brett Robinson to talk about campus safety and security about their plans moving forward. Faculty Senate elections are coming up soon. Trying to develop the ballots & get information out to people who can vote. Learned yesterday that Docking survey findings were presented to Cabinet.

- VIII. Office of Civil Rights & Title IX Report-Justin Frederick: Training expansion is happening. Transitioning new employee training to the same as the bi-annual so new employees will begin taking the training through Canvas course. Plans to combine the trainings so they don't have to do two different trainings. So current initiatives is to bring greater awareness and quicker training. Also working though complaints and concerns and doing intakes.
- IX. Facilities Union Representative-Bill Burris not present
- X. USS President/Executive Council-Thomas Fish: All Senators need to be thinking about if you would like to serve in a position of an officer, President, Vice-Pres, Treasurer or Secretary. Elections will be coming up and there are/will be vacant positions. If you have any questions can ask Thomas, Kimm or Regina. Please consider taking a position. Kristin Copeland-Claas put her name in for Treasurer.
- XI. Senate Standing Committees:
- Communications-Jane Cleveland/Kristin Copeland-Claas: Website has been updated with minutes. Recognition-Regina/Sandy: Regina asked if Thursday April 30th will work for the senators. Yes, everyone felt it would work. She would like it to be our last recognition. There was a lot of discussion. University does not do a year of service recognition. Feedback then occurred. Regina thought possibly doing a survey. It was discussed going ahead and letting retirees move over to the ceremony HR will be handling to help reduce costs. It was felt more come for years of service than they do retirement. Retiree plaques tend to have to be mailed out. This can be one of the only times a USS employee is allowed to attend an event. It was felt that this is the only time that USS gets an recognition. Facilities do not recognize years of service. There is discussion about having one office to handle all aspects of these events and that may help if that comes to fruition. A big concern is if there is a combined ceremony, then it will likely be the USS having to miss the ceremony over the USS. Discussion about what will happen to the USS funds designated for recognition. Tara felt we could work with foundation to see if how else the funds could be spent. Regina asked if they should ask for money again this year. The automatic annual contribution has not happened yet. It is generally between \$2k and \$2500 (Should happen in the next month or so) Then the President's office usually provides some support funds. Thomas recommended that we proceed as usual then have more discussion about continuing or morphing to something else. Money should be asked for as usual. It was expressed again that it is felt it is important to recognize years of service. Thomas asked what needs to be done to nail down date of the 30th and get a speaker and other items needed. They will send out what they need and follow the same blueprint as the past. However, Regina asked that Thomas ask for the funds instead this year, instead of Recognition chairs. Sandy &

Regina will get together to discuss getting with Pepsi for a donation and food and room reservation.

XII. Campus Committee Reports:

Campus Planning and Advisory Committee-No Report

Campus Environmental Health and Safety Committee-No Report

Parking Council-Sandy Emme: Adrian talked about new rates last month. They are going to try another transit survey before Spring Break. Discussed handicap parking complaints. You must have your state issued handicap permit displayed along with your KSU permit displayed or you will be issued a ticket. There was a Q&A discussion.

FS Salary and Fringe Benefits Committee-Thomas Fish: no report

FS Committee on Technology-Regina Crowell – Dual access, if you get a prompt do not respond to it. Change your password and report it.

FS Committee on University Planning-Thomas Fish – no report

Staff Compensation Steering Committee-Denny Ryan – refer to Shanna announcement.

Performance management Policy Workgroup-Kristin Copeland-Claas – Meeting every other week. This week's discussion was about Probation and if it should apply to UPS, who currently do not have probation periods. Discussed temporary vs. term. Look at draft policy by HR and OGC (Office of General Council). They are looking at probation to have USS & UPS more similar.

XIII. Old Business: Comp Study and Performance Evaluations. Shana discussed it earlier in the meeting. See above.

XIV. New Business: Meritorious Award Winners. Thomas asked Kimm to talk about this. We are working on trying to figure out the process. There were seven outstanding nominations that needed to be processed. The committee has reviewed the nominations and they have all passed. Kimm is now trying to determine the backside of the process since she had not received training. HR was contacted to confirm employment and obtain the needed information for each employee. Then Congratulation letters were created and sent out. Each HR liaison has been contacted that handles the payroll of the employee nominated. They have been asked to process an "Add Pay" Once those are received by Kimm, she will then create a Foundation KSUF-5 form to submit with all the required documents to the Foundation for a reimbursement to the department. So, they are currently in the hands of the liaisons and Kimm is waiting. Once she receives and submits, we will be able to see if this is correct or if the Foundation is wanting something more or different.

XV. Adjournment: Denny Ryan moved to adjourn, Jane Cleveland 2nd the motion. Motion passed.

Next Meeting: March 11, 2026, in Cottonwood Room (230) Student Union at 1 pm.