

MINUTES
K-State University Support Staff Senate

Date: July 08, 2020

Zoom Meeting

I. Call to Order: Meeting was called to order at 1:02 pm.

II. Roll Call: Present: Roxann Blasi, Becki Bohnenblust, Jane Cleveland, Penny Crawford, Monica Curnutt, Sandy Emme, Tara Fronce, Brittany Green, Vickey Grochowski, Kelly Ingalsbe, Monica Macfarlane, Mishelle Hay McCammant, Peggie Post, Kylie Rethman, Cyreathia Reyer, Jerry Rogers, Dennis Ryan, Cynthia Slover, Paul Volino (for LaVerne Williamson), Debbie Webb, Barb Wells, Debra Wilcox. **Excused:** Teresa Adams, David Anderson, Thomas Fish, Mary Oborny.

III. Minutes: Jane Cleveland moved to approve the minutes. Motion seconded by Cyreathia (Sam) Reyer. July 2020 minutes approved.

IV. Budget/Treasurer's Report: Kelly Ingalsbe presented the May and June Budget/Treasurer's Reports. Kelly reported the ending balances as of 6/30/20 for the following: Foundation Account (C-21151-CS) had a contribution of \$30.38 and Meritorious Service Award Expense of \$200.00 for ending balance of \$11,781.73. The Foundation Account (C-21155-CS) ending balance is \$195.07. The Foundation Account C23750-CS Awards Ceremony) ending balance is \$4,500.00. The State Account (NMAF205629) ending balance is \$1,088.43. Total funds available as of 7/8/20 is \$17,565.23. Cyndi asked if there would be further expenses this year. There will be expenses for the awards themselves which will be created – no expenses for the ceremony. Becki Bohnenblust moved to approve the Treasurer's report. Motion seconded by Debbie Webb. July 2020 Budget/Treasurer's Report approved.

V. HCS Report – Paul Volino: Paul Volino is representing LaVerne Williamson as she had an emergency she needed to attend. He is here to answer any questions we may have. Question – Mid-year and Annual Review, do we know when this will be announced? Paul reports that there should be an announcement on this soon.

VI. Administration and Finance Report – Tara Fronce: No report, happy to answer questions. Issues with outside doors locked – going back to doors being opened at 7:00 am? Tara has not heard a firm date on the timeframe for this. It seems some doors on campus remain locked and others are open, it seems to vary depending upon occupancy of each building. Parking permit renewals are out – what is the status of parking on campus for this year with people working remotely? August 3rd has been stated to be the date for new passes needed. Another question - Some offices will be working on campus for only a few days per week – will Parking address this situation? Tara reached out to Jeff Barnes regarding this question during our meeting. He indicated enforcement will begin on August 3. They recognize it will take some time for permits to be distributed, so they will be issuing warnings to start. For individuals only working on campus 1 or 2 days a week, an option might be to purchase 1-day permits if it is less expensive for the individual than a yearly pass.

VII. Unclassified Professionals Committee Report – Mishelle Hay McCammant: no report.

VIII. President/Executive Council Report – Cynthia Slover: Jay Stephens is working with employee relations on the mid-year and annual review suspensions. Diana Hutchinson and Casey Lauer are looking at ventilation and classroom spaces limiting capacity to provide social distancing. Facilities Purchasing is working on procuring supplies. The disinfecting wipes are the biggest challenge. Alcohol based hand

sanitizers are being provided near building entrances and classrooms to provide safety. USS Senate Budget has no changes for this year, we are grateful for this. There are no active COVID-19 cases on campus at this time. Athletes do not return to campus until at least August 13. Cyndi asked about the Career website – that they had not seen any boxes to check for USS employees. Is this a difference if there are no open positions, will the box not show? He did not think this was the case but he will check on that for us. Water quality in drinking fountains will be checked as there is a question on bacteria due to water being off for a period of time. Cyndi asked at what point will campus close if we see cases on campus. The response was that we are following CDC guidelines and any closures mandated by Governor Kelly. Another item – we had a meeting with President Myers, Provost Taber, Jay Stephens, Faculty/Staff Leadership as we all met previous to the furloughs to discuss items. I sent an email with all of the links to the meeting in which President Myers will announce the furlough information. I encourage everyone to watch this. It must be announced 30 days prior to the first date furloughs can be taken. Committee Meetings – how would we like to handle these meetings? Each committee co-chair will decide how each committee would like to meet each month between Senate meetings.

IX. Senate Standing Committees:

- A. **Communications:** No report.
- B. **Governmental Affairs:** No report. Will start looking at new numbers based upon reorganizations soon.
- C. **Recognition Ceremony:** Kelly is working on an expense spreadsheet for the last several years to obtain a good budget over the last several years. Putting a list together to get to Coty and Annette to create the awards.
- D. **University Affairs:** No report.

X. Campus Committee Reports:

- A. **Recycling:** No report, check the website for updates.
- B. **Planning and Development Advisory Committee:** No report.
- C. **Environmental Health and Safety Committee:** No report, July meeting cancelled meets again in August.
- D. **KSUnite** – weekly update in K-State Today.
- E. **Parking Council:** No report.
- F. **President's Commission on Multicultural Affairs:** No report.
- G. **President's Commission on the Status of Women:** Finalizing Report to the President – meeting with him later this month. Also, have received information from Karin Westman on “Recommendations to alleviate labor inequities that caregivers face due to the COVID-19 pandemic” we will discuss including in the report.
- H. **Faculty Senate Committee on Technology:** Updates were given on upgrading technology in the GU classrooms. ITAC will be installing camera/mic equipment in over 100 classrooms before the start of classes if equipment arrives on time. There were some classrooms that were left off the list either because they already had technology that did not need to be replaced or had some other structural issue that prevented the equipment from working properly. Departmental spaces (classrooms and lab spaces) will be the responsibility of each department to install equipment as needed. ITAC also gave an update on their budget. They had a 1.2 million dollar cut so they are having to put off some projects as well as implement staff reductions. Also discussed the use of Top Hat. The students had opposed its use last spring as there are extra costs for it. Many of the Top Hat features can be found in CANVAS or platforms that do not require an extra fee and will be encouraged to use CANVAS or other free platforms with

additional training being offered.

- I. **Faculty Senate Committee on Planning:** Discussed the Administrative Furloughs and questions for the FAQs.
- J. **Faculty Senate Salary and Fringe Benefit Committee:** Not met
- K. **Search Committee for Deans and Above:**
Executive Director for Recruitment and Admissions – Selected three candidates, Zoom interviews will be from 1:00 pm to 2:00 pm Tuesday, Wednesday and Thursday of next week July 14th, 15th and 16th. Please participate, announcements will be out in K-State Today. Would like to have the hire on campus early in August.

XI. Old Business:

- A. None.

XII. New Business:

- A. Set some goals for Senate for this year. Continue communication with our constituents. If you think of any goals you would like to add, please let me know. Please let me know of any ideas you have on increasing communications with our constituents.
- B. New Senators please send Bios to Jane.
- C. HealthQuest has lowered the points in half to now needing 20 for discount, 25 if you have an HSA. Maria Beebe is on a committee asking for ideas to improve HealthQuest. Please contact Cyndi or Maria with any ideas you may have. You may order the home test kit if you would like to do so, it is free.
- D. Fall work schedules will be varied – since some personnel may be on campus sporadically, would we like to continue holding Senate meetings via Zoom? Several Senators have expressed a Zoom preference with no issues to this stated. We will continue to hold Senate meetings via Zoom through October 2020.

XIII. Adjournment: Kelly Ingalsbe moved to adjourn the meeting. Motion seconded by Debra Wilcox. Meeting adjourned.