

MINUTES
K-State University Support Staff Senate

Date: June 10, 2020

Zoom Meeting

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

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

III. Minutes: Changes to May minutes noted. Kelly Ingalsbe moved to accept the minutes with corrections. Motion seconded by Debra Wilcox. May 2020 minutes were approved with corrections.

IV. Budget/Treasurer's Report: Kelly Ingalsbe presented the May and June Budget/Treasurer's Reports. Kelly reported the ending balances as of 4/30/20 for the following: Foundation Account (C-21151-CS) had a contribution of \$63.45 for ending balance of \$11,943.66. The Foundation Account (C-21155-CS) ending balance is \$195.07. The Foundation Account (C23750-CS Awards Ceremony) had an annual transfer from C73500 of \$2500 and Funds from President's Office of \$2000 for ending balance of \$4,500. The State Account (NMAF205629) had an ending balance of \$1,169.07. Total funds available as of 5/13/20 is \$17,807.80. Kelly reported the ending balances as of 5/31/20 for the following: Foundation Account (C21151-CS) had a contribution of \$7.69 for ending balance of \$11,951.35. The Foundation Account (C-21155-CS) ending balance is \$195.07. The Foundation Account (C23750 – CS Awards Ceremony) ending balance is \$4,500. The State Account (NMAF205629) had an expense for USS Presidential plaque of \$80.64 ending balance is \$1,088.43. Total funds available as of 6/10/20 is \$17,734.85. Debra Wilcox moved to accept the reports. Motion seconded by Kylie Rethman. May and June 2020 Budget/Treasurer's Report approved.

V. HCS Report – Laverne Williamson: Laverne extends her thanks and appreciation to the Senate for their acceptance and dialogue as she came on last year. She is very appreciative of our support. Her office is currently working to support all employees through furloughs and understands that there are other employees with a heavier workload than normal. They are working on how to help those remaining employees and how to be a strength for those on furlough. Laverne stressed that her office is striving to do anything they can to help those on furlough. She also asked that as we hear anything, please pass these issues along so that her office can address questions and concerns as soon as possible. She knows that they cannot help if they do not hear the questions or concerns of our employees. Laverne encourages everyone to go onto the HCS website, there is information on COVID FFCRA (Families First Coronavirus Response Act) and furloughs – both Emergency Furlough and Administrative Furlough - resources, Q&As, etc. There is information to help to guide our constituents – and how to reach out to someone in HCS if further assistance is needed.

VI. Administration and Finance Report – Tara Fronce: Allocations distributed to units. There is a one time travel callback. Service Center has been reduced by 8.4%, for colleges this will vary by budget model.

VII. Unclassified Professionals Committee Report – Mishelle Hay McCamant: Mishelle Hay McCamant is the new Co-Chair with Maria Beebe. Mishelle will be attending Senate meetings in the future. Establishing Staff of the Week and Professor of the Week Awards.

VIII. President/Executive Council Report – Cyreathia (SAM) Reyer: Held our joint USS Senate and Unclassified Professionals Council. WSU will be taking the lead to jointly advocate for higher education. We are collaborating to be one voice with KBOR on how we can work ahead to maintain continuity for the next year. You will have seen in K-State Today that our resolution was posted. Administrative Furloughs will be varied between colleges and units and will be announced by July 10th. The fall calendar will start one week earlier and students will not come back after the Thanksgiving break, to include holding graduation prior to their leaving for the break.

IX. Installation of new Cabinet/Senators – Cyreathia (Sam) Reyer: Installed Cynthia Stover as our new University Support Staff President. Cyndi then presided over and installed the remaining Cabinet and Senators: Vice President - Mary Oborny; Secretary – Debra Wilcox; Treasurer – Kelly Ingalsbe; At Large – Denny Ryan; New Senators: Monica Macfarlane – Grain Science, College of Ag and Extension; Peggie Post – At Large; Sandy Emme – Administration and Finance; Jerry Rogers – Administration and Finance.

X. Senate Standing Committees:

- A. **Communications:** No report.
- B. **Governmental Affairs:** No report.
- C. **Recognition Ceremony:** Kelly is sending list to departments of those employees who would have been recognized. Beginning of fall year plan to send the informational booklet to K-State Today. Celebrating the employees is yet to be determined.
- D. **University Affairs:** No report. However, whoever takes over this committee needs to get started on the Fall Forum as soon as possible.

XI. Campus Committee Reports:

- A. **Recycling:** No report, perhaps check the website for updates.
- B. **Planning and Development Advisory Committee:** No report, meet again in August.
- C. **Environmental Health and Safety Committee:** There was a presentation from College of Business on continuing safety efforts. They meet again on June 24. Brian Niehoff remains the chair of the committee.
- 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:** Discussed report to the President.
- H. **Faculty Senate Committee on Technology:** Welcomed new members to the group, voted in a new chair, Brett dePaola.
- I. **Faculty Senate Committee on Planning:** Ethan Erickson was present to discuss the budget. Barbara Anderson was present to discuss mainly faculty furloughs and the fact that these furloughs would not impact classes.
- J. **Faculty Senate Salary and Fringe Benefit Committee:** Not met
- K. **Search Committee for Deans and Above:**
Executive Director for Recruitment and Admissions – Closed applications last Friday, June 5 will meet this Friday to go over the applications. They hope to have semifinalists announced the week of June 21st and hope to have recommendations made by July 14.

XII. Old Business:

- A. None.

XIII. New Business:

- A. Cyndi appreciates the opportunity to serve as the President of USS Senate and will do her very best to do the best possible for our USS employees. She would like us to have three or four goals on which to work for this upcoming year. Perhaps choosing a few items that identified highly from the survey. Wages will not be in the scheme of things, however other items were identified that might make their lives a bit brighter. The Employee Suggestion Program will be one of those. If we could identify those items by July or August to develop a good strategy from which to work, should be off to a great start. Several of our top administrators have asked us to come and talk with them, we need to act upon this more often. Please feel free to talk with me I will be happy to pass on your questions/concerns with our administrators or talk with them directly. When I see something our administrators have said or done I send them emails or speak with them when I see them and tell them what they did or said was appreciated. Even our administrators can appreciate our encouragement.
- B. We will be signing up for our new committees in July. Please be thinking about the committee you would like to join, descriptions are on the website.

XIV. Adjournment: Kelly Ingalsbe moved to adjourn the meeting. Motion seconded by Cyreathia Reyer. Meeting adjourned.