

MINUTES
K-State University Support Staff Senate

Date: May 13, 2020

Zoom Meeting

I. Call to Order

PRESENT: Teresa Adams, Roxann Blasi, Becki Bohnenblust, Jane Cleveland, Monica Curnutt, Tara Fronce, Vicky Grochowski, Mary Oborny, Kylie Rethman, Cyreathia Reyer, Dennis Ryan, Cynthia Slover, Debra Wilcox, LaVerne Williamson

ABSENT: Maria Beebe, Penny Crawford, Sandy Emme, Thomas Fish, Brittany Green, Kelly Ingalsbe, Michael Seymour

GUESTS: Paul Valino, Jane Eisenhauer, Cindy Friedrich, Annette Bullard, Rebecca Frakes, Moinca MacFarlane

II. HCS Employee Relations and Engagement – Performance Management Process during COVID-19: Paul Volino, Senior Employee Relations & Engagement Specialist and LaVerne Williamson, Employee Relations & Engagement Specialist. Discussed some pros and cons regarding suspending the performance evaluations during this time. Discussed reasons for suspending the evaluation process. Talked about a concept of “feed forward” – looking forward instead of in the past. Discuss what is working and what can be done going forward.

III. Minutes: Becki Bohnenblust moved to accept the minutes with corrections. Motion seconded by Jane Cleveland. April 2020 minutes were approved with corrections.

IV. Budget/Treasurer’s Report: There was no Report –

V. HCS Report – Lavern Williamson: Compensation- There were 270 position descriptions reviewed for FLSA. The decisions were communicated to employee and supervisor via email on May 18. May 26- June 12 training will be provided via zoom for employees and supervisors.

Employees whose probationary period ended in April were allowed to move to permanent status based on supervisor input. Those ending May – September probationary status will be extended.

VI. Administration and Finance Report – Tara Fronce: As mentioned in the K-State Today, Facilities will be offering COVID supplies at cost (no additional service fees) to departments/units. Financial Services also has a listing of vendors

VII. Unclassified Professionals Committee Report – Maria Beebe: Sam presented from the last meeting. Mishelle Hay McCammant is the new Co-Chair with Maria and Mischelle will be attending Senate meetings in the future. The Resolution that was distributed passed faculty senate and will be going out soon.

VIII. President/Executive Council Report – Cyreathia (SAM) Reyer: The Employee Suggestion Program is going to be a University Committee. Met with Linn Carlin and Mandy Cole. Mandy will be working up the proposal. Meeting with Jay and Cindy talked about the emergency furloughs. Expecting more emergency furloughs coming up. We should hear more on Administrative furloughs by mid-June. There is a requirement of 30 day notice – should take place in August. When get back to full facility staffing and with the issues of COVID-19 cleaning – office counter tops, chairs, phones, etc will be up to the user to clean. Jay did mention that there is a foundation account being set up to help employees

with financial crisis – an employee hardship fund. Setting up an advisory committee to look at how funds were going to be distributed. The credit union is offering very low interest loans. Would like to create a listing of agencies, etc. for assistance on the website for employees to get assistance. With reduced activity the university has seen a significant reduction in utility costs.

IX. Senate Standing Committees:

- A. **Communications** – keeping the web site
- B. **Governmental Affairs** – Sent out voting/elections for vacancies.
Ag. Monica McFarland
Admin/Finance – David Anderson and Jerry Rogers
Local Agencies – tie both candidates received 6 votes – discussion where local agency

will sit.

Asking if you are interested in holding an office with Senate – must have a year under your belt. Please let Sam, Becki or Denny know if you are interested in holding an office. Will put out a Qualtrics survey for voting.

Local Agency discussion: They don't have the same representative aspects that we do – Want to keep independent status or have a non-voting member. Trying to adhere to the new reporting structure that moved Local Agencies under Student Life. Would rather stay independent or become a non-voting member. A non-voting member wouldn't be tied to a term or to specific by-laws. Idea of a liaison like Tara and UPS representative. Emily will take back to Union and will get back.

C. Recognition Ceremony: Putting together the program. Awards will have to wait until we get back on campus. Retiree certificates will have to wait until we get back to campus as well. The best way to disperse the awards is under discussion.

- D. **University Affairs:** No report

X. Campus Committee Reports:

- A. **Recycling** – did win the recycling challenge
- B. **Planning and Development Advisory Committee** – haven't met
- C. **Environmental Health and Safety Committee** – met April 22, Hazardous waste awareness training on line, safety protocols and facemask on line training.
- D. **KSUnite** – week update in K-State Today
- E. **Parking Council** – from President's cabinet parking increase is not going to happen and those that paid upfront should get a refund and payroll deduct for the last 3 deductions will not happen.
- F. **President's Commission on Multicultural Affairs:** continue to meet in work groups, working on Strategic Diversity Plan
- G. **President's Commission on the Status of Women** – continue work in working groups and starting work on report
- H. **Faculty Senate Committee on Technology** – talked about opposition to TopHat and other platforms talked about IT's response for COVID – IT Help desk seeing increase in calls and increase in different types of questions receiving now. New password rules – longer and unless compromised then won't have to change passwords.
- I. **Faculty Senate Committee on Planning** – Current budget climate and furloughs – Administrative furloughs is university wide furloughs waiting to receive information from the state and

middle part of June will talk to leadership and make decisions – don't know what that looks like – if they will hold anyone harmless. Will wait and see how looks. Do have to provide 30 day notice on Administrative furloughs will most likely start in August. If unit or college is in really bad state, could deem additional days on top of university wide furlough.

J. Faculty Senate Salary and Fringe Benefit Committee – Not met

K. Search Committee for Deans and Above -

Dean of Grad School – Search committee has been announced

Executive Director for Recruitment and Admissions – just met and position has been announced – start screening on June 12 – interviews for finalist July 7-10 - recommendation made by July 14.

Other

Debra Wilcox moved to adjourn, Jane Cleveland Seconded. Motion passed. Meeting adjourned.

*Next meeting will be held on June 10, 2020 via zoom