

**Minutes**  
**K-State University Support Staff Senate**  
October 9, 2019 – 1:00pm  
**KSSU Flint Hills Room**

**I. Call to Order:** Meeting was called to order at 1:00pm.

**II. Roll Call:**

**Present:** Teresa Adams, Maria Beebe, Becki Bohnenblust, Jane Cleveland, Thomas Fish, Tara Fronce, Steve Greinke, Vickey Grochowski, Mary Oborny, Georgia Perez, Cyreathia Reyer, Dennis Ryan, Michael Seymour, Cynthia Slover, Debbie Webb, Barbara Wells, Debra Wilcox, LaVerne Williams

**Excused:** Roxann Blasi, Kelly Ingalsbe, Kylie Rethman

**III. Guest Speaker:** Scott Jones, Director of Institutional Equity -

Scott Jones from the Office of Institutional Equity was our guest speaker and presented a summary of their annual report to senate members. He handed out a copy of the annual report for July 2018-June 2019 with numbers of reports that span 2015-2019. Along with the annual report he provided two resource sheets. He went over what gets reported and that there has been an increase in 3<sup>rd</sup> party reporting. He outlined the 13 protected categories and the policy can be found in chapter 3010 of the Policies and Procedures Manual.

**IV. Minutes:** September 11, 2019, Becki Bohnenblust moved to accept the September minutes with corrections. The motion was seconded by Jane Cleveland. Motion Carried.

**V. Budget/Treasurer's Report:** Kelly Ingalsbe, (presented by Sam Reyer) reported the ending balances as of 10/09/2019 for the following: Foundation Account (C-21151-CS) ending balance is \$11,517.62. The Foundation Account (C-21155-CS) ending balance is \$195.07. The Foundations Account (C-23750-CS Awards Ceremony) ending balance is \$0.00. The State Account (NMAF205629) ending balance is \$2,919.00. Total Funds available as of 10/09/2019 is \$14,631.74. Jane Cleveland moved to accept the budget/treasurer's report. Debra Wilcox seconded the motion. Motion Carried.

- The new USS senate polo shirts have been ordered and Kelly should receive them in 7-10 days. They should be here for the next senate meeting.

**VI. HCS Liaison Report:** LaVerne Williamson, EE Relations & Engagement Spec – HCS

The K-State Benefits team would like to thank everyone for their participation in the fair.

Open enrollment for health insurance is now in progress. You will have until October 31<sup>st</sup> to make a choice. There will be information in the K-State Today and e-mail reminders throughout the month.

K-State Supervisory Foundations is now in process. Human Capital Services thanks the senate for getting the word out to supervisors across campus.

Thank you to Jane Cleveland and all the senators for getting the word out to volunteers to serve on the Peer Review Committee & the Disciplinary Action Appeals Board. We are happy to have a diverse population of employees listed to volunteer. We will be sharing this information before the November meeting.

**VII. Admin & Finance Liaison Report:** Tara Fronce, Executive Assistant to the Vice President for Administration and Finance –

Assistant Vice President, University Risk and Compliance Officer/New search and the application process will close October 25, 2019.

The University/City are looking into E-scooters where they will be allowed and a safety policy

The Parking Committee needs two more USS employees to serve as representatives.

Cats' Cupboard will have an open house October 14 – 18, 2019. All students, faculty and staff are welcome. The Cats' Cupboard is open to students, faculty, and staff.

### **VIII. President/Executive Council Report: Cyreathia Reyer–**

Cyndi and Sam met with Jay Stephens on September 24 to discuss USS positions being converted and recruited as USS Term positions. Jay said there were currently approximately 1500 UPS positions on campus not including Athletics. The topic of layoffs came up and with the USS positions being converted to UPS upon recruitment, it is getting difficult to place those in layoff situations. Cyndi and Sam gave approval for him to begin revising the layoff policy to include placement in the UPS positions with the same title.

Sam mentioned to Jay that the current position listings on the HCS website did not mention if the positions were term or regular contract which could be misleading in the benefits. Hiring managers usually do not know the difference when offering positions which could lead to misunderstandings.

Sam and Cyndi will be meeting with Faculty Senate President and President-elect as well as the co-chairs of the Professional Staff Committee to begin discussions on the future of the senates and discussing the possibility and framework if a combined University Senate. This will eventually happen through attrition and with more and more USS positions being converted to Unclassified Professional positions.

### **IX. Senate Standing Committees:**

**A. Communication Committee (Jane Cleveland)** – The committee is updating the senate's website. They will post a monthly newsletter. To assist employees, Cats' Cupboard time and days of operation will be put on the website.

**B. Governmental Affairs Committee (Denny Ryan/Becki Bohnenblust)** – The committee is looking for replacements for several vacant positions. They are looking to create at-large positions to fill the senate vacancies.

**C. Recognition Ceremony Committee (Debra Wilcox/Kelly Ingalsbe)** – The committee is working on new award designs and will have the new designs ready to show at the November meeting.

**D. University Affairs Committee (Mary Oborny/Steve Greinke)** – The committee has completed their tasks for the fall semester and will have another forum in the spring. The cell phone wallets and chip clips were a great success at the benefits fair with enough remaining for the 2020 Benefits Fair. Sam reported that there was 139 completed paper surveys.

### **X. Campus Committee Reports:**

**A. Campus Recycling Advisory Committee** – No Report

**B. Campus Planning and Development Advisory Committee** – No Report

**C. Campus Environmental Health and Safety Committee** – No Report

**D. KSUnite** – Plans are underway and continuing at a fast pace. This year's KSUnite "Moving Forward Together" will be held on Wednesday, November 6, 2019. All classes will be cancelled from 12:30 – 3:30pm to facilitate the march, event and following breakout sessions.

**E. President's Commission on the Status of Women** – No Report

**F. President's Commission on Multicultural Affairs** – No Report

**G. Search for Deans and Above** –

**H. Parking Council** – Parking permits for the year of 2020-2021 will be increasing. Debra Wilcox would like the senate to provide feedback on this and any other issues you or your constituents have with parking and the parking garage use. She can bring them to the parking council for discussion.

I. **FSCOT (Faculty Senate Committee on Technology) – Cyndi Slover, USSS Rep** - The FS Committee on Technology has been discussing using a single campus point of contact to purchase IT equipment so that they can place one order and capitalize on economy of scale and get better deals. They are checking into maintenance agreements. The Committee is assessing Follett's computer system for textbooks. They want to make sure our data is secure and that University doesn't end up with a monopoly where students have to buy from them. FSCOT is evaluating the cyber security so our data isn't compromised and that it is secure.

J. **FSCOUP (Faculty Senate Committee on University Planning) – Becki Bohnenblust, USSS Rep**  
K-State 2025 "refresh" being spearheaded by Lynn Carlin. KSU has a shortfall to be a Top 50 Research Institute by 2025, so a Taskforce is being formed to evaluate research – what's going right and what's going wrong, with target of completion by Spring 2020. University Handbook, appendix B (Financial Stress) addresses layoffs for faculty and UPS

#### **XI. Old Business:**

A. The coat drive was very successful. The senate applauded Cyndi for the great job she did organizing this worthy cause. There were 50 coats left over; they were given to Housing and were gone within 2 days. With such success, do we continue this throughout the winter and/or do this again next year? Teresa Adams will check with Jardine Apartments and their potential interest.

B. December 2019 meeting – annual holiday luncheon or meet and greet with constituents? Discussion to continue.

#### **XII. New Business:**

A. Aimee Hawkes has resigned her senate seat due to a shortage of personnel in her department.

B. Cheryl Grice reminded everyone of the upcoming United Way campaign.

C. Jane Cleveland reminded everyone to be alert and aware of email scams.

**XIII. Adjournment:** Meeting was adjourned at 2:30pm. Steve Greinke moved to adjourn the meeting. Debbie Webb seconded the motion. Motion Carried.

\*Next meeting will be held on November 13, 2019 at 1:00pm in the KSSU Flint Hills Room. Executive Council at 12:00, committees will meet at 12:30.