

Minutes  
K-State University Support Staff Senate  
April 12, 2022 @ 1:00 pm  
Cottonwood Room, Union

- I. Call to Order: Meeting called to order at 1:00 pm
- II. Roll Call: Mary Oborny, Monica MacFarlane, Kimm Sanchez, Kelly Ingalsbe, Jane Cleveland, Denny Ryan, Teresa Adams, Regina Crowell, Marla Cain, Sandy Emme, Thomas Fish, Jerry Rogers, Bryan Hone  
Absent: Penny Crawford
- III. Guests: LaVerne Williamson, Renee Gates, Emily Johnson, Tara Fronce
- IV. Minutes from March – Motion to approve minutes as submitted for March by Regina Crowell, seconded by Jerry Rogers. Motion passed
- V. Budget/Treasurer’s Report – **Kelly Ingalsbe**  
Balance as of 4/13/22  
Foundation Account(C-21151-CS) one contribution of \$10.00 & three meritorious awards for an ending balance of \$9,680.88  
Foundation Account (C-21155-CS) no activity for ending balance of \$195.07  
Foundation Account (C-223750-CS Awards Ceremony) Expense of employee 5 yr awards for \$516.05, pending expense of \$430 for recognition room rental and contribution of \$2,000.00 from President’s office for ending balance of \$4,256.63.  
State Account (NMAF205629) no activity for ending balance of \$3,944.54  
Total Funds Available as of 4/13/2022 are \$18,077.12  
Motion to approve by Jane Cleveland, motion seconded by Sandy Emme. April 2022 treasure’s report approved.
- VI. HCS Report – **LaVerne Williamson**  
Benefits wanting to share there is a webinar available April 19<sup>th</sup> regarding student loan repayment that will have valuable information available to employees. Employee realattions and engagement is experiencing a staff shortage. There is currently three on the team. The missing position primarily deal with unclassified.
- VII. Administration and Finance Report – **Tara Fronce**  
We will have two finalists on campus next Monday and Tuesday for the assistant vice president of financial planning and administrative services, so they will oversee the Administrative Support Center. They will both have an open forum from 230 to 315 each day in the Union if anyone is interested. This will also be live streamed. Budget update, a lot is still up in the air. The university is receiving funds to address deferred maintenance & IT infrastructure improvements issues on the but do not know exactly the amounts yet. Mary noted we did receive \$2,000 donation from the President & 25 “Day off” certificates to go towards the recognition ceremony and thank you to Ethan for getting that money moved over.
- VIII. Unclassified Professionals Committee Report – **Renee Gates**  
Working in conjunction with others on a resolution for support for the office of Enrollment Management. It has been sent to Graduate student council for input because it felt they are also being affected by the shortage of staff. It will also be sent to USS and SGA for support as well. We have completed work with the wording on the ombudsperson that went to the handbook committee for review. And we're still waiting to hear back on that and then we met with the President last week in conjunction with Mary and Monica from USS and de Deborah Cole and Jennifer Miller from the term caucus to talk about staff issues and think we had a pretty good productive meeting. We did not get through everything that we had on our list to talk with him about, but he is open to continuing those meetings on a regular basis as needed and seemed very receptive to the things that we were discussing.

IX. President/Executive Council Report:

Together with professional staff affairs, co-chairs and term representatives, the term caucus and as we met with President Linton last week to address some of our staff concerns. It was a great meeting that we had like three pages of things to go over.

He was very engaged he asked questions and very relevant to what we talked about, but we started out with why we love KSU, we are all here for a reason we love this university and but there are concerns that we have the staff and the things we share with them.

And talk topics we included were general employment concerns, career ladders, salary depression, reclassification issues, both unclassified and USS, decentralized management, currently impacting shared services and central admin with staffing shortages that are hurting our students and their movement and recruitment, RCM model and how that's affecting, both mental & physical employee health Some communication issues, Merit raises, short staffing areas work life balance. What would you do their concerns with employee health, both mental and physical and how they're addressed at really a prolonged campus and examples just some recommendations, general recommendations that we have so we'll be writing those up.

And I really feel positive about his leadership and in what he wants to run University going forward. He wants to go into high schools with students and work on recruitment and so he is really committed to doing what he can to reverse the downward trend in the enrollment and solve that issue.

We met with the Higher Learning Commission on Monday as part of shared governance on there and they just wanted to know what we do with shared governance, how it looks at KSU said we hear a lot about shared governance, Senate and SGA. Gave examples of Yes, how we are working together to address issues and what the communications looked like.

They also mentioned that that was the first time that they have seen students come into one of those meetings.

The state meeting that we had this past month, really the biggest topic we talked about was the menstrual equity issues around campuses and what each of the keyboard schools are doing in each of their respective schools regarding that. President's Commission on status of women's working on resolution at K State to bring forward to bring together all incredible ideas have tried to do that as well, but they are just hoping to address the issues that other institutions. Mary & Monica also serving on All in K State Global idea committee for next year. Just have the recent pledge for mental health, awareness, and funding. So that we just met for the first time today. They are looking for ideas.

If know a student group or issues on campus, that might be a good way to put in an application. Let us know, applications close on April 29

Recognition committee has been hard at work getting the event to that ready to go on May 2 in President Linton is to be there and he is decided to join us for that day.

Other thing that has been brought to our attention and this is kind of administration. That has been concern expressed to us that all three of the positions there is no staff representation, CFO position, the Vice President of Communications and Marketing and the new digital diversity. One has a student representative; another has one UPS. Otherwise, there is nothing lower than a director. So again, after we just talked about shared governance with HLC, there is a lack in these searches.

Docking survey list was done by Institutional Research and Assessment this time. And I don't know that we were able to get them parameters to search so people got left off about a list of names that should have been for instance manager was a disqualifier. And so there are people that are left off probably went farther down. Believe 2,688 survey sent out & are over 3000 staff employees

X. Senate Standing Committees:

Communications - **Jane C** Made several updates on the web page i.e. communications, announcements, award listing will be soon.

Recognition Ceremony – May 2, 2022 @ 1:30 pm, Union Ballroom

X. Campus Committee Reports:

Campus Recycling Advisory Committee – check their website for updates

Campus Planning and Development Advisory Committee

Campus Environmental Health and Safety Committee – **Need 1 more (currently Rob Greves)**

KSUnite – see website for updates

Parking Council – **Teresa Adams** – The Garage and LPR committee finalized the student and faculty/staff survey questions but was asked by Jeff Barnes to wait until fall to administer the survey. LPR (license plate recognition) will be install over the summer. LPR and hanging parking permits will be used together over the next year work the kinks out of the new program. Traffic and Parking regulations have been updated due to LPR

President's Commission on Multicultural Affairs – **Open**

President's Commission on the Status of Women – **Monica M/ Kimm** Commission asked about changing lactation policy from one year to three years which has been done to other people or institutions to sessions, going back through policy stated three years but we also looked at different things to be more receptive and not trying to be like instead of breastfeeding has just been a different type of family situations as well. So we did go through those paper recommendations on the verbiage changes and then extension to the three years

FS Salary and Fringe Benefits Committee – **Open**

FS Committee on Technology – **Open**

FS Committee on Planning – **Monica M (see VP report)**

Search Committees for Deans and Above: HHS Dean, CFO/VP Operations/COO, VP-Communications and Marketing, VP-DEIB

XI. Old Business:

- a. Docking Survey update – See President's report

XII. New Business:

- a. Kevin Nalette, Interim Chief of Staff & Director of Community Relations – meetings  
Would like to start meeting regularly with a USS member to talk about any issues and communication items between the President's and us. First time this office has reached out to USS. No volunteers so Mary will meet with him.
- b. Vet School Staff Meeting April 20th 2:30-3:30, Library Conference Room, Trotter Hall – Need Senator. Regina and Monica will attend this meeting
- c. Elections – Kelly Ingalsbe volunteered to continue to be treasurer. Kimm Sanchez agreed to continue as Secretary. Meetings will still need to be recorded for minute purposes. Monica Mcfarlane is President elect. Open spot for Vice President. This position would need to know they would then become President the following year. If interested, please let Denny know.

We need to recruit more senators. We are roughly missing half of where we should be. President Linton has expressed full support on getting representatives. Discussed such things with President Linton as having a “Taco Tuesday's” to help encourage joining and showing support to USS. He liked the ideas. Note: some departments already do things for their staff members. Kelly will send out list to everyone of current USS employees.

XIII. Adjournment:

Monica Macfarlane motion to adjourn the meeting. Second by Regina Crowell.

Next meeting: May 11, 2022 @ 1:00 pm