

AGENDA
K-State University Support Staff Senate
December 8, 2021 @ 12:30 pm
Via Zoom Meeting ID: 917 8954 5356

- I. Call to Order: Meeting called to order at 12:33 p.m.
- II. Roll Call: Monica Macfarlane, Kimm Sanchez, Kelly Ingalsbe, Jane Cleveland, Denny Ryan, Teresa Adams, Regina Crowell, Marla Cain, Monica Curnutt, Tom Fish, Jerry Rogers
Absent Joy Knutson
Excused Mary Oborny, Sandy Emme, Penny Crawford
Resigned David Anderson & Monica Curnutt
Guests: Tara Fronce, Emily Johnson, Mishelle McCammant, Laveme Williamson, Stephanie Lott
- III. Minutes from November meeting: Motion to approve by Regina Crowell; Kelly Ingalsbe second the motion. November 2021 minutes approved.
- IV. Budget/Treasurer's Report – **Kelly Ingalsbe**
Balance as 11/10/2021 for the following:
Foundation Account (C-21151-CS) one contributions totaling \$5.00 for an ending balance of \$10,230.88
Foundation Account (C-21155-CS) no activity for ending balance of \$195.07
Foundation Account (C-223750-CS Awards Ceremony) no activity for ending balance of \$2,772.68
State Account (NMAF205629) no activity for ending balance of \$3,944.54
Total Funds Available as of 12/08/2021 as \$17,143.17
Motion to approve by Jane Cleveland, motion seconded by Marla Cain. November 2021 Treasurer report approved.
- V. HCS Report – **LaVerne Williamson**
Reminded everyone we're in performance review period. If you supervise any employees and have questions on the process please contact LaVerne. She works through and review all USS performance reviews that come through. All performance reviews are due January 31st. She is primarily remote so please send an email. Looking forward to a successful year for 2022. Shared for Shana, Associate VP for HCS that that they have staff shortage and everyone's patience has been appreciated. Vaccine mandate is still on pause due to the district court order.
- VI. Administration and Finance Report – **Tara Fronce**
Personnel changes that will be coming out in the K-State today tomorrow. Diana Hutchison, who's currently the Director of Campus Planning and project management, is going to be leaving the university in January for a new position closer to where she lives in Topeka. Rosanna Carvello, who's the project manager currently within the department has been named interim director. In addition, Casey Lauer has been named the Interim Associate Vice President for facilities. He was an assistant VP for facilities previously and this is just in order to help provide the consistent leadership over both the campus planning and the facility services and operations side during this transition. We do currently have a national search going on for the permanent Associate VP position and we hoped to have that filled sometime in the spring, maybe March timeframe, and then we'll be starting another search for Diana's position so the permanent campus planning and director or the permanent director of Campus Planning position, probably after the holiday break

VII. Unclassified Professionals Committee Report – **Mishelle McCammant**

Working collaboratively with USS on many things such as CCOP & a spotlight program for employees. Learned yesterday Vet Med hospital clinic portion is becoming an affiliate instead of KSU proper effective July 1. USS may begin hearing from more staff members.

VIII. President/Executive Council Report – Attached

The monthly meeting with President Myers, Provost Taber, Jay Stephens and Ethan Erickson, scheduled for December 2nd was cancelled. The KBOR vote and announcement of the new KState President—Dr. Richard Linton, took place that day instead.

With the new incoming president, we are hoping to focus again on a previously made request for the administration to put out a notice to the effect stating that the USS Senate is an important part of our shared governance model and that the Administration fully supports our service and furthermore requests units/departments/colleges to encourage and support our service as well. President Myers and Provost Taber had stressed during the October meeting that USS employees are valued and that the work of the Senate is important in their eyes. They agreed to send out a notice in K-State Today about the importance of service and USS Senate's part in our shared governance. Furthermore, we hope to focus on an issue that was previously identified by the Senate, but has not yet been discussed, related to the use of personal vehicles by facilities workers instead of university owned vehicles (i.e., gators).

PSA meeting was held on December 7th. The USS-related discussion centered around redesigning the nomination form for the Staff Employee of the Month award, the selection criteria/review process to be used, and the kind of award to offer. There was a lot of discussion around the possible tax implications of awards. PSA would like to have one more USS representative on the award selection committee in order to have equal representation.

IX. Senate Standing Committees:

Communications - **Jane C**

Webpage has been updated. Senators & senator liasons are right there as soon as you get to contacts. The picture was taken down. Hope to be able to get new picture soon.

Believe that committees are also up to date.

Recognition Ceremony **Regina**

Will try to get a meeting set up in January. Committee members are currently are Regina Crowell, Kelly Inglesby, Theresa Adams, Joy Knutson and Kimm Sanchez.

{Monica M let everyone know that David Anderson has resigned from USS and sub-committees.}

If you have not signed up for a committee please take a look at the committees in teams to sign up.

Discussion followed about other awards.

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 Reves)**

KSUnite – see website for updates

Parking Council – **Teresa Adams** – no report

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

President's Commission on the Status of Women – **Monica M/ Kimm**

President's Commission on the Status of Women

Reports were given by work groups- Mental Health: Resources discussed that are available to help woman & they are working on identifying areas they might on. Prof Dev. Fund: Group approved all nine applications for a total of \$2, 063.50. Sexual Assault/Violence Task Force: Climate Survey is closed & project leaders are planning out the data analysis. Menstrual: checking with other universities how they handle providing supplies. Gender Equity/Fair Compensation: Collecting data concerning equity & putting report together, includes avg salary, % of female undergrad by year, etc. Tidbit of information – JFK was the first president to put together a commission on Status of Women. The group will potentially have a name change. There are other genders now, to consider as well. We want to make sure that we were also addressing any inequities

of those and within considerations for our efforts as well. Trying to maybe find a way to incorporate that within the new name of the committee. So we're working on it.

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

FS Committee on Technology – **Open**

FS Committee on Planning – **Monica M**

FSCOUP meeting was held on December 2nd. The USS-related discussion centered around CCOPs. A draft of the proposed CCOP creation language for the university handbook was presented. Martin Seay (FSCOUP Chair) requested that the USS Senate to please review the proposed draft and to provide any share concerns or recommendations. Draft language will be reviewed during 12/8/21 Senate meeting.

Office of Provost and Executive Vice President webpage has the listing of on planning.

Search Committees for Deans and Above:

Diana Hutchinson replacement

Interim Chief of Staff – Conducting interviews. Target start date is in December

XI. Old Business:

- a. January 12, 2022 meeting, 12-2 pm – Update: This has been changed back to zoom due to increase in Covid & flu cases

XII. New Business:

- a. Vaccine mandate – Federal injunction – PAUSED
- b. CCOP draft language

The Colleges' Committee on Planning (CCOP), Extension Committee on Planning (EXCOP), and University Libraries CCOP, are representative bodies for the college or unit whose members are chosen by an approved selection process. The CCOPs meet on a regular basis to provide input relative to university and college planning directives which require faculty and staff involvement. The college dean or unit administrator shall consult with CCOP on issues related to, but not limited to: college planning, college reorganization, strategic planning, program discontinuance, and financial exigency. Members of CCOP shall include tenure-track faculty, tenured faculty, term faculty, USS staff, and unclassified staff who are assigned to a college, department, or other unit. Those faculty and staff members with a total university appointment of five-tenths or more will be eligible to serve on CCOP. Department heads are eligible to serve on CCOP in an ex officio non-voting capacity. Given the purpose of CCOP to provide input to college administrators, Deans are not eligible to serve. The faculty and staff of each college or unit shall be responsible for establishing its own selection procedures; this procedure must be approved by a majority of the faculty and staff. Membership shall represent a cross-section of position types, departments, discipline areas, or other organizing unit within the college or administrative unit. In addition, the college or administrative unit's FSCOUP representative will be an ex officio member of CCOP. A copy of CCOP selection procedures shall be kept on file in the office of the secretary of the faculty senate."

- c. Possible combination of Faculty and USS Senates
Want to see what that will look like for USS people and what kind of benefits will still be left. The biggest concern for a lot of people is the difference between term contract and regular contract. And if somebody gets moved to term that it would only be for a year and then after a year, maybe two, permanent regular contract but wanted to see if there were other concerns you all may have about that. During discussion it was asked to be provided more information on the differences. ie Positive and negatives. Monica will ask
- d. Items for discussion in next meeting with President & Provost

XIII. Adjournment:

Next meeting: January 12 @ 12:00 – 2:00 pm, via zoom.