

MINUTES
K-State University Support Staff Senate
Date: February 10, 2021
Zoom Meeting

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

II. Roll Call:

Present: Teresa Adams, David Anderson, Roxann Blasi, Marla Cain, Jane Cleveland, Penny Crawford, Monica Curnutt, Sandy Emme, Thomas Fish, Kelly Ingalsbe, Monica Macfarlane, Mary Oborny, Peggie Post, Kylie Rethman, Cyreathia Reyer, Jerry Rogers, Dennis Ryan, Debbie Webb, Debra Wilcox.

Excused: Vickey Grochowski.

Ex Officio: Emily Johnson, Mishelle Hay McCammant, Angela Patrick, Bryan Samuel.

Excused: LaVerne Williamson.

III. Guest – Jared Wasinger, Assistant to the City Manager for the City of Manhattan presenting progress on City/University Fund Committee Campus Perimeter Traffic & Crosswalk Upgrades.



KSU 2way PBL
Presentation.pdf

IV. Minutes: February 2021 minutes approved.

V. Budget/Treasurer's Report: Kelly Ingalsbe presented the December, January and February Budget/Treasurer's Reports. Kelly reported the ending balances as of **12/09/20** for the following: Foundation Account (C-21151-CS) had a contribution of \$12.69 for ending balance of \$11,908.63. The Foundation Account (C-21155-CS) ending balance is \$195.07. The Foundation Account C23750-CS Awards Ceremony) had expenses for printing and mailing retiree certificates of \$118.04 and is pending for plaques for employee recognition of \$2,485.00 for ending balance of \$4,381.96. The State Account (NMAF205629) had expense for USS Senate President of \$80.64 for ending balance of \$3,961.20. Total funds available as of 12/9/20 is \$20,446.86. Kelly reported the ending balances as of **01/13/2021** for the following: Foundation Account (C-21151-CS) had contributions of \$12.69 and \$25.38 for ending balance of \$11,946.70. The Foundation Account (C-21155-CS) ending balance is \$195.07. The Foundation Account C23750-CS Awards Ceremony) is pending for plaques for employee recognition of \$2,485.00 for ending balance of \$4,381.96. The State Account (NMAF205629) ending balance is \$3,961.20. Total funds available as of 01/13/2021 is \$20,484.93. Kelly reported the ending balances as of **02/10/2021** for the following: Foundation Account (C-21151-CS) had a contribution of \$12.69 for ending balance of \$11,959.39. The Foundation Account (C-21155-CS) ending balance is \$195.07. The Foundation Account C23750-CS Awards Ceremony) had expenses for K-State Student Union: Employee Recognition Plaques of \$805.00 and is pending for plaques for employee recognition of \$1680.00 for ending balance of \$3576.96. The State Account (NMAF205629) ending balance is \$3,961.20. Total funds available as of 02/10/2021 is \$19,692.62. Cyreathia (Sam) Reyer moved to approve the Treasurer's report. Motion seconded by Jane Cleveland. December 2020, January and February 2021 Budget/Treasurer's Reports approved.

VI. HCS Report – LaVerne Williamson: No report – Laverne was called away, however is available for any questions.

VII. Administration and Finance Report – Angela Patrick: Hale Library – insurance claim exceeding \$90 million, all is moved back into the library except the books. Ventilation projects mostly completed. The spring EAWW kits have been distributed and seem to be favored over the previous kits. KRONOS time clocks, would like to meet with Senate leadership.

VIII. Unclassified Professionals Committee Report – Mishelle Hay McCammant: UPS - Joint proposal with Faculty Affairs for representation for 1700 term employees with no representation. Proposal has been sent on to President Markham, excited to see this moving forward.

IX. President/Executive Council Report – Mary Oborny: In talking with Mindy, Mary would like to include USS in recognizing personnel who have gone above and beyond in times of COVID. Will be done through social media, information will be coming out on this – as Mary receives more information it will be sent out through the listserve. Faculty/Staff were encouraged to write up COVID 19 statements and Executive Council thought this a good idea. This has affected each of us differently.

X. Senate Standing Committees:

- A. Communications:** Jane Cleveland - Updating web page.
- B. Governmental Affairs:** We have three positions to fill, one for At Large, one for Arts & Sciences, one for Barb Wells.
- C. Recognition Ceremony:** Kelly Ingalsbe, Co-Chair – Looking at numbers of USS in different areas before making decisions on how to proceed this year.
- D. University Affairs:** Sandy Emme - No report.
- E. Dr. Samuel** – We completed the Diversity and Inclusion Plan Feedback with 129 respondents. We need to identify which portions will be included in the plan. Ombudsperson search continues, Mary is on the search committee. Action Steps - #9 we have developed a method of how to get to hiring data with analysis from Dr. Ning's office, #11 – Developed a skeleton of cultural competency training. Also taking a look at a telecommuting policy which will allow some employees to work from home. Also how to share data with some entities whether it is affirmative action data or others, so that we can have some real transparency. Ombudsperson – will give students a place to go to have concerns resolved. One-stop shop, person will be able to inform students on what type of issue they have and where it is best to take their issue for a solution, help the student understand the process and keep tabs on the student through resolution of the issue.

XI. Campus Committee Reports:

- A. Recycling:** Barb Wells – New on the committee, no report today.
- B. Planning and Development Advisory Committee:** No report.
 - Environmental Health and Safety Committee:** Monica Macfarlane – The EHS Committee met on December 16th. The Safety Committees for both the Biosecurity Research Institute (BRI) and Hale Library presented their 2019 EHS reports.
 - Biosecurity Research Institute (BRI) presentation:**
Julie Johnson presented for the Biosecurity Research Institute (BRI). The Biosecurity Research Institute safety committee has 3 members and they meet at least weekly. BRI is a high containment facility. They have a 30-hour mandatory training before beginning any containment work and required annual refreshers afterwards. They had 10 incidents reported through the central reporting system. This year the KSVDL used space in BRI for COVID-19 testing.
 - College of Health and Human Sciences Presentation:**
Katy Bach presented for the Hale Library. There was not much to report for 2019 as Hale was under reconstruction the entire year due to the May 2018 fire. All safety considerations are in the hands of the construction vendor Hutton until the building is turned back over to the Library administration post construction. Currently the first and second floors are the only areas open. They hope to have everything open for the spring 2021 semester. The library's disaster planning team is back up and running again.
The next EHS meeting is scheduled for 1/27.
The EHS Committee met on January 27th. Elliot Young, University Risk and Compliance

Officer was a guest speaker. Elliot's position exists to develop and oversee the risk management program and university wide risks. A lot of his goals were put on hold due to COVID disruptions. An Emergency Response Management group will start thinking about other risks, for example cybersecurity. The Emergency Manager position used to report to the KSU Police department, but will now report to Elliot's office. Elliot will be invited to all future EHS committee meetings.

The next EHS meeting is scheduled for 2/24.

- C. **KSUnite** – weekly update in K-State Today.
- D. **Parking Council:** Teresa Adams/Roxann Blasi/Debra Wilcox – Met 01/28 The Council discussed the Fees Committee proposal for a raise in fees to allow for necessary repairs that had to be put on hold last year due to lack of funds. Administration, to provide for some pandemic relief for staff and student families, refunded the remainder of last year's tags and asked that fees remain constant. This year there is no choice and the fees will go up. The council voted for a 5% across the board with extra tiers added. This can be amended/changed by Administration along the way – we only recommend.
- E. **President's Commission on Multicultural Affairs:** Roxann Blasi: No Report.
- F. **President's Commission on the Status of Women** – Debra Wilcox: Met 02/04 – Cindy Bontrager, VP for University Operations, Chief Operating Officer was our guest speaker. Had a great meeting with many wonderful questions for her.
- G. **Faculty Senate Committee on Technology:** Debbie Webb – Changes in working on redoing the PPM as far as how we share things through email. While some of the changes are good, she feels they have lost touch with their end users and do not understand our needs and use. Mary has asked if Sam or she can help on other committees. Debbie believes that they just need to understand that we receive invoices from outside entities and must continue receiving these.
- H. **Faculty Senate Committee on Planning:** Cyreathia (Sam) Reyer - Jared Wasinger and Dennis Marstall, City of Manhattan gave a presentation on the updates on the North Manhattan campus Perimeter Traffic and Crosswalk upgrades. Discussed if all CCOPS are updated and meeting. Had some discussion on unclassified professionals and university support staff representation on CCOPS. There were 7 programs identified with low enrollments. 5 are to stay as they are and 2 are to be merged. Discussed GWSS and AMETH program consolidation and if A&S CCOPS are included and if FSCOUP should be involved.
- I. **Faculty Senate Salary and Fringe Benefit Committee:** Cyreathia (Sam) Reyer – No report as have not met.
- J. **Search Committee for Deans and Above:** Dean of Library, Mary is on search committee for Director of Benefits position. Coming to finalists.

XII. Old Business:

XIII. New Business:

- A. Recognition Ceremony nothing has gone out yet as far as Employee of the Year awards. These are given by major colleges and major units. The issue is one college now only has one USS personnel remaining. There will be no ceremony this year. Kelly will put the announcement out in K-State Today stating that March 19th is the deadline.
- B. Future of USS Senate – openings for three Senators currently, need Vice President also. USS numbers are dropping – 1181 one week, 1159 a week or so later. Union as opposed to staff – about 600 USS in office-type positions. In speaking with Cindy and Jay, Mary and Sam do not believe they fully understood the position we are in with losing USS. There is a level of mistrust, many personnel do not feel they can go to HCS for assistance. That there is a level of retaliation should they do so. Dr. Samuel added that this work is critically important. We have to get to the point that we are adding value to our positions by doing this service. We

need to realize that our employees need to contribute to these service groups and see the value. Need to change value as an institution. Budget crunch has also added to the issue, they do not see these service items as directly benefitting their department.

XIV. Adjournment: Meeting adjourned at 2:12 pm.