

MINUTES

K-State University Support Staff Senate

Date: March 10, 2021

Zoom Meeting

- I. **Call to Order:** Meeting was called to order at 1:04 p.m.

- II. **Roll Call:**
Present: Teresa Adams, David Anderson, Jane Cleveland, Monica Curnutt, Penny Crawford, Thomas Fish, Vickey Grochowski, Kelly Ingalsbe, Mary Oborny, Peggie Post, Kylie Rethman, Sam Reyer, Denny Ryan, Debbie Webb
Excused: Roxann Blasi, Marla Cain, Monica McFarlane, Sandy Emme
Ex Officio: Emily Johnson, Mishelle Hay McCammant, Angela Patrick, LaVerne Williamson
Excused: Dr. Samuel

- III. **Minutes:**
Motion to Approve by Sam Reyer, 2nd by Debbie Webb. February 2021 minutes approved.

- IV. **Budget/Treasurer's Report: Kelly Ingalsbe**
Balances as of 2/28/2021 for the following:
Foundation Account (C-21151-CS) had three contributions of \$12.69 each and a \$100 expense for a textbook for Alisha Rall for ending balance of \$11,897.46.
Foundation Account (c-2155-CS) no activity for ending balance of \$195.07.
Foundation Account (C-23750 – CS Awards Ceremony) Pending expense for Plaques for Employee Recognition of \$1,680.00 for ending balance of \$3,576.96.
State Account (NMAF205629) no activity for ending balance of \$3,961.20
Motion to approve by Jane Cleveland, 2nd by Kylie Rethman. February 2021 Treasurer's Report Approved.

- V. **HCS Report: LaVerne Williamson**
Supervisory Pillar program going on now. Lots of people registered. LaVerne will be presenting later this month at one of them. Executive recruitment has been going strong. Director of Benefits is going well, Deputy General Counsel and Office of Institutional Equities positions are in process. Talent area – core services coming out in K-State Today. HCS is revising website to be more user friendly and include more resources. There will be a USS & Classified comparison. K-State was named top employer by DiversityJobs.com. Discussion followed regarding if Supervisory program would these be available to non-supervisors. Right now the answer is no. Kylie R. pointed out that It would be very beneficial if this was allowed. Mary contributed that it's much harder for USS to find Professional Development as compared to UPS.

- VI. **Administration and finance Report: Angela Patrick**
Natatorium Pool is officially closed (the rest of the building is still open). Due to the cost of repairs & ventilation problems, there aren't enough funds to keep it open. Angela is not sure what will they do with building.

VII. Unclassified Professionals Committee Report: Mishelle Hay McCammant

There were joint proposals and will meet next week for it to move forward. COVID impact statement for staff will be reviewed as is different from the existing one for faculty.

VIII. President/Executive Council Report:

Budget – working through budget. 5.5% reduction proposed. There will not be a clear picture of this until later this spring. Governor gave 2.5% designated for increases to KBOR who will most likely use for maintenance.

President staff awards are done. No nominations for the USS Belonging Award. Will need to promote this next year on that as it is a \$1,000 award.

Provost – masks most likely required in the fall. Enrollment is down but better than originally thought.

Open House April 10th.

Furloughs – up in the air.

Faculty reported that they lost 120 over the last few years.

USS lost 119, 10 days later lost another 19 in February. 50% USS fall under the Union classification. Hard to find senators as there are fewer of us.

Faculty termination policy – President Myers said he will not use this policy from KBOR.

November election day as holiday – isn't getting a lot of support from USS or Faculty Senate.

Employee Suggestion Committee: They haven't met. Just meeting right now.

Docking Report - Will move up report by 6 months. Survey will be in March or April of 2022.

October of 2022 results will be ready for publication.

President's Advisory Council – Emergency Mgmt & International Travel Update. Faculty will be required to register before international travel. Debbie Webb asked - Who is going to enforce that? Mary wasn't sure. She'll check.

IX. Senate Standing Committees:

A. Communications: Jane Cleveland – Updates made to webpage. Some of those include Awards Ceremony, meeting dates & zoom numbers. There is more to do. Jane thanked Debbie for getting other items on the webpage too.

B. Governmental Affairs: Denny Ryan – We have one new Senator, Regina Crowell from A&S. We need 2 more regular Senators & VP and couple more at large positions. There are five ending their terms this year – Kylie Rethman & Debbie Webb but both can go a 2nd term. Sam Reyer is retiring. This is Vickey Grochowski and Penny Crawford's last year.

C. Recognition Ceremony: Kelly Ingalsbe, Meritorious Service letter went out. No problems yet so guess it's ok that we aren't doing Employee of the Year. Kelly needs to get awards list to committee for supplies needed, etc.

D. University Affairs: Vickey – nothing to report.

X. Campus Committee Reports: Mary attached this information in the email sent out about today's meeting.

A. Recycling: No report.

- B. Planning and Development Advisory Committee: No Report**
- Environmental Health and Safety Committee:** Monica Macfarlane - The EHS Committee met on February 24th. The sole topic of discussion was the University's injury incidents for 2020. The committee reviewed data from 1/1/2020 to 12/31/2020 which indicated for each case: the part of the body that was injured, the cause of the injury by department, and cause of injury by occupation. Altogether there were a total of 336 incidents. The Division of Facilities sustained the largest number of incidents with 61 reported. Slips, trips, and falls were the most frequent cause of injuries with 106 reported incidents. Custodial Specialists sustained the most incidents by occupation with 49 reported. Fingers were the body part most injured with 38 reported incidents. This data can be viewed by each HR representative at the college level. These reports can be customized based on entered criteria and filters. The group discussed how the data is, or can be, used to prevent future incidents based on patterns. Currently, the issues are investigated and the data is used to fix problematic areas; for example, sidewalks that are causing trip hazards are scheduled to be fixed through the facilities work order system. The group discussed the possibility of the University Operations Office helping with communicating the reporting system to the Visitor/Contractor/Vendors and students. A further suggestion was made to frame the gathered data to communicate incidents and training recommendations as a university wide issue, and not as an EHS requirement. The next EHS meeting is scheduled for 3/24.
- C. KSunite:** Dr. Bryan Samuel – No report.
- D. Parking Council:** Teresa Adams/Roxann Blasi – No report.
- E. Advisory Committee for Universal Design and Accessibility – Zoom meeting March 11, 2021.**
- F. President's Commission on Multicultural Affairs:** Roxann Blasi – Sub committees meeting to work through Action Steps.
- G. President's Commission on the Status of Women:** - Debra Wilcox (need replacement for her). March 4th showed data available on website. Really liked it.
- H. FS Salary & Fringe Benefits Committee – Sam Reyer –** have not met but should be meeting later this month or next month.
- I. Faculty Senate Committee on Technology:** Debbie Webb – No report.
- J. Faculty Senate Committee on Planning:** Sam – No Report.
- K. Search Committee for Deans and Above:** - Mary Oborny - Director of Benefits – has second round of interviews going on now. Jay wants to make decision soon so hopefully will offer later this week or early next week. Mary on committee to fill Student Ombudsman position – working w/ Dr. Samuelson on this. This will be a concurrent position, they will be doing this in association with their regular position. Finishing up on that this afternoon.

XI. Old Business: None.

XII. New Business:

- A. Installation of new senator –** Regina Crowell (A&S), wasn't present so didn't do this. Will have installation next month.
- B. Elections information –** Regarding the Senate for next year. Mary asked - What do you want the Senate to look like this next year and how are we going forward? We need a

President & VP for next year – how do you see the organization moving forward?
Someone needs to step up as VP starting in June. Mary will carry on for a year so new VP could train under her. She can't do it without VP – too many meetings. Need other officer positions too. We need to have a voice! Discussion took place. LaVerne will reach out through Peer Review to see if someone is interested. It was suggested we could possibly rewrite By-Laws to amend the number of people in the At-Large positions. Denny & Debbie Webb will help draft something to the USS members to try to recruit VP.

XIII. Adjournment: Kelly Ingalsbe moved to adjourn, Jane Cleveland 2nd motion, meeting adjourned 1:53.

Next meeting will be via Zoom at 1:00 pm on 4/14/2021