

MINUTES
K-State University Support Staff Senate
Date: September 8, 2021

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

II. **Roll Call:**

Present: Mary Oborny, Monica Macfarlane, Kimm Sanchez, Cyreathia (Sam) Reyer, Jane Cleveland, Denny Ryan, Regina Crowell, Marla Cain, Sandy Emme, Jerry Rogers,

Absent: David Anderson and Joy Knutson

Excused: Monica Curnutt, Kelly Ingalsbe, Teresa Adams, and Thomas Fish

III. **Guests:** Emily Johnson, Angela Patrick, LaVerne Williamson, Stephanie Lott, Renee Gates

IV. **Minutes:**

Correction to August minutes under absent: Kelli Witte is to be removed from absent; she had accepted a new position and stepped down. Motion to approve as corrected by Sam Reyes, motion seconded Jane Cleveland. August 2021 minutes approved.

V. **Budget/Treasurer's Report: Kelly Ingalsbe-present by May Oborny**

Balances as of 9/8/2021 for the following:

Foundation Account (C-21151-CS) two contributions totaling \$25.38, for an ending balance of \$10,449.74

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 9/08/2021 is \$17,362.03

Motion to approve by Monica Macfarlane, second by Sam Reyes. August Treasurer's report approved.

VI. **HCS Report: Laverne Williamson**

Supervisor Training coming up in October. Asked that we encourage any supervisor who has not attended yet to please do so.

HCS has had Magi Denton join their team as a leave and accommodation specialist. She will help employees with their FMLA needs as well as ADA accommodations.

Question asked if there will be a Benefits fair this year. Laverne will let Mary know.

Also asked if she received some volunteers for committees. Yes, will be sending out some confirmations within the next week to let people know kind of where everyone will be placed.

VII. **Administration and Finance Report: Angela Patrick**

Cindy Bontrager has retired, Ethan Erickson is interim COO. The employee suggestion programs are on hold until further notice, as Mandy Cole just retired, and she was in charge of that.

VIII. **Unclassified Professionals Committee Report: Renee Gates**

We had our first meeting yesterday so we are kind of gearing up trying to identify some things that we can focus on this year to push forward and hopefully something that we can make progress on. We spend a lot of time trying to make things better and it takes years for those things to happen so we're trying to try to identify at least one thing each year that we can see through to completion of that. There was a general Faculty Senate vote on 8/31 about term representation on faculty senate, and that motion did pass. We will now have a term caucus, and they will get representation on faculty senate as a group. Another little bit of hopefully exciting news. This was not official yet, but they are taking forward to the Board of Regents to add as a benefit for term employees to self-independent tuition, been worked on for like 13 years. There's an election committee apparently that will handle this first election and then after that the caucus will handle their own election.

IX. **President/Executive Council Report: Mary Oborny**

FS/UPS and USS leadership participated in a listening session with Witt Kieffer, the presidential search firm, to discuss what kind of leader the university needs and what backgrounds would be ideal in recruiting K-State's next president. There was good discussion that day.

The monthly meeting with President Myers, Provost Taber, Jay Stephens and Cindy Bontrager was cancelled due to an unexpected meeting that came up for President Myers that took him out of town. Our next meeting is scheduled for October 6th in the morning. My report to be shared with all attendees was shared with Dana to distribute. (See attachment 1) and we will plan to discuss it at the next meeting.

Meeting with Stephanie Lott on August 31st with UPS leadership. Plans will be made to have Stephanie do a training session for USS along with HCS and Ryan VanDusen from the Office of Risk and Compliance on what issues are handled by each office and the processes for each. Stephanie might also invite Andy Thompson to relay things relative to harassment or discrimination staff might receive from students.

X. **Senate Standing Committees:**

- A. **Communications Jane Cleveland:** Updating the website. Getting the minutes up there and changing up the senators, posted our zoom information but needs to be reviewed.
- B. **Recognition Ceremony Kelly Ingalsbe:** – No Report. Thank you to Regina Crowell who will be co-chair and helping with recognition ceremony next spring – You are appreciated!

XI. **Campus Committee Reports:**

- A. **Environmental Health and Safety Committee: Monica Macfarlane:** Had meeting on August 25th. One of the first items for discussion was that Adrian Self has been acting as the Interim Chair for the committee since Brian Niehoff left. However, Brian Niehoff was replaced on the committee by Grant Chapman, and he will be representing the Provost office, so there was some discussion within the committee about what is actually the role of the chair, there's never been a written description on what they want the chair to do, they've asked the committee to come back with the information on that position.

And then that will then decide it will continue to be Adrian Self who will fill that role, or Grant Chapman will take over that. So that is one of those items they're looking at discussing. They also had at the last meeting, the Biosecurity Research Institute, gave their annual safety presentation, as well as the College of Agriculture and there is nothing major with either one in mind. We have the next meeting scheduled for September 22.

- B. **KSUnite** – Next date is October 12th
 - C. **Parking Council Teresa Adams** – No Report
 - D. **FS Committee on Planning Sam Reyer:** Monica Macfarlane attended for Sam. There are a lot of new people on the committee. Primary discussion about CCOP (College Committee on Planning and CPAG (College Planning Advisory Group) and trying to understand the differences between them and why they were separate. Also discussion about remote work policies, equity issues within units and then comparing that to the equity across the university. Stephanie Lott will also be going to speak to them as well. Emily Finch was sworn in as new secretary.
 - E. **Search Committees for Deans and Above:** Only one at this time -- the Presidential search.
- XII. **Old Business:**
- A. Committee Appointments - Please sign up in teams for either the University Affairs committee or the Recognition committee. Every senator needs to be on at least one.
- XIII. **New Business:**
- A. Installation of officers/new senator: Kimm Sanchez was sworn in as a new senator from the aerospace and technology campus for the 2021 – 2022 USS senate year. Kimm is an Accountant II in Fiscal Services. Kimm Sanchez pledged to serve and was installed as Secretary through December.
- XIV. **Adjournment**
- Monica Macfarlane moved to adjourn, motion, Jane Cleveland second the motion.
Next meeting will be October 13, 2021 @ 1:00 pm via Zoom

FY'21 saw steadily declining numbers of University Support Staff employees at Kansas State University.

Year	# of USS
2017	1563
2018	1493
2019	1442
2020	1335
2021	1087

The decline in numbers can be attributed to loss of positions through attrition and the move to reclassify positions from

University Support Staff to Unclassified Professional Staff – Term. This trend of reclassifying positions to Unclassified Professional Staff is consistent with trends at the other KBOR schools with the exception of Pittsburgh State University; however, Kansas State is the only regent school transitioning to term positions. The University Support Staff Senate is not only concerned with the negative impact to morale but also with the recruitment and retention of employees. When USS employees accept a UPS-Term position, they lose benefits such as the Dependent Tuition waiver, longevity bonuses* (previously grandfathered employees), a formal grievance procedure, formal representation in both senates and a sense of job security with no guaranteed notice of non-reappointment.

Due to declining numbers, the University Support Staff Senate has had to make several changes. By-laws have been updated to make all senator positions at-large positions with 1 dedicated seat to the Polytechnic campus in order to allow any USS employee an opportunity to serve. We are currently short 8 Senators and numerous committee appointments. Reasons given for not serving are consistently the amount of work they already have, the feeling of being undervalued for their efforts and the unwillingness of their supervisor to allow them to serve. The University Support Staff Employee of the Year was also discontinued by college and replaced with the Meritorious Service Awards which are funded through the USS Senate with the intention of recognizing greater numbers of USS employees. Meritorious Service awards can be submitted year round and can be submitted by faculty and staff members. It is not a requirement to be submitted by a supervisor.

As a state, senates for University Support Staff and Unclassified Professionals have combined or are in the process of combining this year at all schools besides KSU and PSU. As such, the state councils are meeting together monthly. They are currently working on finalizing a climate/satisfaction survey that will be administered by the Docking Institute. It will be given to all USS and UPS employees at every regent school with the results distributed to each university next fall. The last survey which was administered in 2018 did not include KU. Job Classification/Structure and Compensation was the biggest issue found. Listening sessions with USS and UPS were held and actionable items were identified in the areas of Professional Development, Benefits and Perks, Recognition and Communication.

USS Senate would like to express our appreciation for paying staff through the week between Christmas and New Years and would like to formally request that it be continued. COVID-19 has presented a challenging year and the staff have rallied together in order to keep the University running smoothly.

USS Senate will continue to meet via zoom this semester on the second Wednesday of the month at 1:00 pm via Zoom.

Respectfully submitted,

Mary Oborny

University Support Staff Senate President 2020-2021 & 2021-2022

