

MINUTES
K-State University Support Staff Senate
November 10, 2021 @ 1:00 pm
Via Zoom Meeting ID: 93807258214

- I. Call to Order: Meeting called to order at 1:02 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, Joy Knutson, Monica Curnutt
Absent: David Anderson & Jerry Rogers
Excused: Stephanie Lott
- III. Guests: Pam Hedman, Kerry Jennings, Benji Jorgenson, Mark Farr, Todd Kline, Angela Patrick, Renee Gates, Emily Johnson, Laverne Williamson
- IV. Minutes from October meeting: Motion to approve by Jane Cleveland; 2nd by Monica M. October 2021 minutes approved
- V. Budget/Treasurer's Report – **Kelly Ingalsbe**
Balance as 11/10/2021 for the following:
Foundation Account (C-21151-CS) two contributions totaling \$38.07 & one Meritorious Award of \$200.00, for an ending balance of \$10,225.88
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 11/10/2021 as \$17,138.17
Motion to approve by Jane Cleveland, motion seconded by Marla Cain. October 2021 Treasurer report approved.
- VI. HCS Report – **LaVerne Williamson**
Passed on Thank you from Jason Talbert, Benefits. Had 97% of our benefits eligible employees enroll or waive coverage for 2022. This was a higher percentage than in years past. LaVerne reminded everyone that Employee Relations and Engagement is here to support through any topics of working remote as well as the current situation with vaccine mandates if the Covid-19 website and/or FAQ's does not address your needs. Are about to wrap up supervisor training for the season. Please continue to encourage supervisors to join as it is no longer just policies and procedures. Questions were asked about leave usage-- Q: If you get sick due to receiving the mandated shot is the college covering the time since it is written that way in the OSHA announcement. A: No, you will have to use your sick leave. Only the time to receive the shot is covered. Q: If you work on Veteran Day, is the only option to receive compensation time? (Salina communication is presenting it that way & some employees prior received pay) A: Employees can select pay or time. (Additional information: Kimm passed on information & received information that Salina CEO/Dean had made decision to only allow compensation time even if requires to work, this was just had not been communicated only one option being allowed)
- VII. Administration and Finance Report – **Angela Patrick**
Angela is leaving the university & Tara Fronce will be taking Angela's place. Covid-19 – more updates are scheduled to come out on Friday after the new guidance from the gov't. Watch the K-State Today and KSU website for updates.
- VIII. Unclassified Professionals Committee Report – **Renee Gates**
Jay Stephens attended last mtg and provided great information on term employees, tuition benefits and clarification. For example, 5-year employment does not have to be consecutive, just total. Lots of vaccine discussion. Two other things working on— First, is

staff recognition. They are still needing another USS member. In the recognition looking at doing a monthly spotlight & hoping to have gift certificate to give. Information would be put in K-State Today news maybe. Second, they are looking at possible revisions to the ombuds position. UPS can apply.

IX. President/Executive Council Report: **Monica Macfarlane**

The monthly meeting with President Myers, Provost Taber, Jay Stephens, and Ethan Erickson was held on November 2nd. The discussion was centered on the status of the Employee Suggestion Program and questions pertaining to the vaccine requirements.

Regarding the Employee Suggestion Program, an Employee Suggestion Committee was formed last spring, which reported to University Operations and was chaired by Mandy Cole, the Assistant Vice President for Operation Strategy. They committee had been tasked with reviving the former Employee Suggestion Program. The committee had begun to develop recommendations for relaunching the program, but that work came to a halt with Mandy Cole's departure. With the AVP of Operational Strategy position still open and the need to address the budget considerations necessary to advance the committee's work, Ethan Erickson requested that President Myers pause the work of this committee until those two issues could be resolved. President Myers sent out a memo on 11-8-21 confirming his decision to pause the work of the Employee Suggestion Committee for now. In his memo, the President stated he was, "optimistic that this presidential committee will begin work again next year..." after the leadership transition is complete.

Regarding the discussion held about the vaccine mandate, new regulation information came out since our November 2nd meeting, which is still in the process of being reviewed. It is best at this time, to read the K-State Today daily for updates and to direct any specific questions to HCS, as the situation continues to be in a state of flux.

X. Senate Standing Committees:

Communications - **Jane C**

Some updates have been done to webpage, but it is not completed. Hard time with Senate list.

Recognition Ceremony – Regina is taking over. They will be meeting virtually to discuss items

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**

Officer elections were held, Gene Barnes as Chair, Nick Lander as Co-Chair and Becky Wolfe as Secretary.

Committee information was presented. Requested volunteers to chair the committees and all were filled. License Plate Recognition will be implemented in the near future saving Parking Services \$150,000 per year in permit purchases.

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

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

We had a survey conducted about whether a male should allowed on the PCSW committee who self identifies differently. Learned after survey conducted it was a violation to do a secret survey or to consider excluding a committee member based on sex. Dr. Be Stoney was a guest speaker. She is Interim Chief Diversity Inclusion Officer. Went over her many duties and discussing about making a website to describe pronouns and what the proper usage is. Working committee of Professional Development had nine applications. The total of those were about \$2500.00 and applicants would be

receiving their notifications this week. Climate survey went out please check your junk mail if you have not received. Due back by November 19th. Will take a period of time and some questions are a bit triggering if previously experienced assault. I will be on the sub-committee Fair Compensation-Pay Equity.

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

FS Committee on Technology – **Open**

FS Committee on Planning – **Monica M**

FSCOUP meeting was held on November 4th. The discussion centered around CCOPs. The group made the following suggestions regarding changes to the makeup of CCOPs and their prescribed role:

1. There was support to expand membership from tenure track faculty to include all faculty and unclassified staff.
2. The group felt, given that College Deans should be consulting with the group, Dean level employees should not serve directly on CCOPs. It was also recommended Department Heads be eligible, at a college's discretion, to serve as ex-officio non-voting members.
3. The group felt it was important to give flexibility to colleges on their specific CCOP make up. However, they wanted to include language requiring a diverse array of position types be represented, with at least one term faculty and unclassified staff member.
4. The group would like to consult PSA to determine if CCPAGs will be required/what their roles are given this change to CCOPs. It was noted that CPAGs are not under the jurisdiction of FSCOUP.

Martin Seay (FSCOUP Chair) will be following up with FA and PSA to share the outlined recommendations.

There is still a Presidential Committee position open on the Advisory Committee for Universal Design and Accessibility, that we have received repeated requests to fill. That committee meets at 3:30 over Zoom on the following Thursdays-- February 3, March 3, April 7. Please consider signing up.

Discussion about those maxed out on leave. You must take leave if to max or you will lose it. If you are having trouble being allowed time off to use it then you should reach out to HCS to see what can be done.

Search Committees for Deans and Above: Presidential Search, HHS Dean

Others? **Mary Oborny**

Presidential search is on-going & on schedule as planned.

HHS (Health & Human Science) Dean - in the application process

XI. Old Business:

- a. Employee Suggestion Committee – covered above in FSCOUP
- b. Cyber Security training – please make sure you get that completed!
- c. Time clock update: Kronos – has been put on hold since Mandy has left & Kronos was bought out. Software did not allow for multiple positions.

XII. New Business:

- a. Vaccine mandate – things are changing so fast that it is best to contact HCS directly with any questions and concerns.
- b. Spring meetings – Wednesday, January 12, 2022, Union with lunch, 12- 2 pm

XIII. Adjournment:

Motion by Monica Macfarlane moved to adjourn, 2nd Teresa Adams second the motion.

Next meeting: December 8 @ 1:00 pm via Zoom.

11/22/21 Update: Meeting will be **at 12:30 pm** via zoom so that members will be free to attend the President's holiday reception.