

**MINUTES**  
**K-State University Support Staff Senate**  
Date: September 09, 2020  
Zoom Meeting

**I. Call to Order:** Meeting was called to order at 1:10 pm.

**II. Roll Call:**

**Present:** Teresa Adams, Roxann Blasi, Becki Bohnenblust, Jane Cleveland, Monica Curnutt, Sandy Emme, Emily Johnson, Monica Macfarlane, Mary Oborny, Peggie Post, Cyreathia Reyer, Dennis Ryan, Cynthia Slover, Debbie Webb, Barb Wells, Debra Wilcox.

**Excused:** David Anderson, Penny Crawford, Thomas Fish, Vickey Grochowski, Kelly Ingalsbe, Jerry Rogers.

**Ex Officio:** Emily Johnson, Angela Patrick, Bryan Samuel, LaVerne Williamson.

**Excused:** Mishelle Hay McCammant

**III. Minutes:** Cyreathia (Sam) Reyer moved to approve the August minutes as presented. Motion seconded by Jane Cleveland. August 2020 minutes approved.

Roxann's daughter is getting married in Alaska this weekend. Have fun Roxann, share pictures!

**IV. Budget/Treasurer's Report:** Kelly Ingalsbe sent the September Budget/Treasurer's Report. The ending balances as of 8/31/20 for the following: Foundation Account (C-21151-CS) had a contribution of \$7.69 for ending balance of \$11,809.80. The Foundation Account (C-21155-CS) ending balance is \$195.07. The Foundation Account C23750-CS Awards Ceremony) ending balance is \$4,500.00. The State Account (NMAF205629) ending balance is \$4,088.43. Total funds available as of 9/4/20 is \$20,593.30. Mary Oborny moved to approve the Treasurer's report. Motion seconded by Roxann Blasi. September 2020 Budget/Treasurer's Report approved.

**V. HCS Report** – LaVerne Williamson: Mary has shared her screen on the HCS website - <https://www.k-state.edu/hcs/> In today's *K-State Today* was an article on Families First Coronavirus Response Act. It shared some very helpful resources. Clicking on the darker purple – COVID-19 square will bring you to several helpful resources. Clicking on "Support for Families" finds information on caregiving/childcare, coping with pandemic anxiety – a webinar on September 10th, back to school resources and other resources. Information for employees and supervisors. Going back to the main HCS page and clicking on the FFCRA square will bring you to a page that is helpful to employees who may need to take this kind of leave under COVID-19. The "Determining Leave" link is a flowchart to help you process through items pertaining to this leave. This lets you know if you should submit a form to your HCS Liaison. Benefits team reminder – active enrollment in October. No Benefits Fair however lots of communication coming out. Learning and Development will be hosting a training, "Supervising at K-State During COVID-19" on September 10. Question on flu shots that were typically given during Benefits Fair. Employees they should contact Lafene Health Center. Also available at Target, and receive a \$5 Target Gift Card. There was a concern raised that an HCS Liaison, although not a supervisor, would like to attend these Supervisor Trainings but has been told they cannot. They believe this would be helpful in coaching the supervisors in their department. LaVerne will bring this up for their consideration.

**VI. Administration and Finance Report** – Angela Patrick: Employee EAWW Kits are ready for pickup, reach out to your designated contact in your department. Lafene has added information including the definition of quarantine vs isolation. Angela was welcomed to USS Senate and provided some remarks on her background. Angela was a paralegal in the General Counsel's Office for a year and was a paralegal in a private legal office previously. She is enjoying the transition to an Executive Assistant working with Cindy.

**VII. Unclassified Professionals Committee Report** – Mishelle is out today, however she shared with Mary that the Professional Staff Committee’s main goal this year is to work toward getting spousal dependent tuition for term employees, continuing the discussion of representation of term employees. They have received the first ever applicants for UPS Employee of the Week awards. These employees will be recognized at home basketball games. They have decided to work on a white document to address the process of USS employees moving to UPS, making it a more formalized process – how it could best serve the individual in the move. Mary is on a subcommittee to work on this. They are also setting up a committee to work on the results from the listening sessions from the Docking Institute.

**VIII. President/Executive Council Report** – Cyndi Slover: Mary and Cyndy met with Jay Stephens and Cindy Bontrager last week. Jay’s updates were about key individuals retiring or moving to other locations. Frieda Beat, has retired and search is underway. Amanda McDiffett – moving to College of Business as their Business Manager effective September 20<sup>th</sup>, RJ Steelsmith in Benefits will be retiring in November just before Thanksgiving, search for her position is underway. Spoke about individuals in the bumping process – some had questions if it was true and correct if they could lose money in this process. This is true that this can happen even when moving within the same position if the new department cannot pay their current salary. He said that as more and more colleges are moving from USS to UPS employees there is less and less opportunity to place USS employees in this process. I know that Sam and I spoke with Jay about trying to change the language of that policy so that USS could move into UPS positions, I don’t know that this has occurred. So far in the bumping process they have not moved into that UPS position of the same type instead. Cindy’s update: Employee Every Wildcat a Wellcat Kits are in and in process of being distributed. Lafene has included information on COVID-19 in this packet. Facilities has joined a consortium with other units across the nation to find efficiencies. They are thinking they may not need more labor – simply utilize the labor they have more efficiently to take care of things in a timelier manner. KU is also part of this consortium. Facilities employees on probation were let go due to budget constraints. Also reducing services within Facilities, the paint shop and moving and hauling shops has been disbanded. There were 5 employees – 1 retired and the others were placed in other units. I am sure you have seen the new COVID-19 Updates Dashboard which is updated each Wednesday – very interesting information, take a look. (<https://www.k-state.edu/covid-19/communities/> ) Council of USS Senates will begin meeting next month on first Thursday of each month. Update on Natatorium – Mary asked Cindy for clarification after seeing the article in K-State Today mentioning the shutting down of the facility. She wondered if it meant just the pool or the whole facility. The article actually meant the pool only. The pool was emptied this summer. The entire complex has ventilation issues and is not being utilized for classes now, volleyball is no longer utilizing the building.

**IX. Senate Standing Committees:**

- A. Communications:** Jane continues work on updating the website. Bio form soon.
- B. Governmental Affairs:** Will check on Mike Seymour’s senate position. Sam will be setting a meeting for the committee.
- C. Recognition Ceremony:** Will meet with committee soon to start planning for upcoming year.
- D. University Affairs:** Remind all co-chairs from last year to upload all files they have from last year into the files for this year’s committees.

**X. Campus Committee Reports:**

- A. Recycling:** No report - check the website for updates.
- B. Planning and Development Advisory Committee:** No report.
- C. Environmental Health and Safety Committee:** No report, July meeting cancelled meets again in August.
- D. KSUnite** – weekly update in K-State Today. Dr. Bryan Samuel joined us with an update. An article in The Collegian last week discussing the fact that classes will not be cancelled as class time is already reduced. We also do not have the ability to place 2,000 people into

the Student Union with social distancing and related issues. The bulk of the sessions will be virtual as we cannot come together as previously in large gatherings and breakout sessions as most will be more than 50 people. All delicate decisions which were thought through carefully. We would like to ensure that all employees are supported throughout the university in attending and participating whether they are working from home or on campus. Question – has it come up that day to day employee tasks are not always student centered, has this type of training been considered, on a smaller scale than KSUnite, for employees? Yes, there are 2 challenges - first we would have to develop something and second, there is a concern that there would be such a small number of employees able to even participate that this is another challenge for our university. We are hoping in the coming weeks we will be announcing Emotional Intelligence Diversity Games training around diversity and inclusion for 40 to as many 70 able to participate. However, we have 5,000 employees across the university. As you know the President's Action Steps call for some cultural competencies training. We are working with our HCS partners on some training to be required annually but have nothing definitive as yet. The brown bag lunch topics were mentioned as being popular if the right topic was covered. Dr. Samuel states that we had the Difficult Dialogs which were very popular and went well. Lunch was served. We would have to do something that could be scaled to these 5,000 employees.

- E. Parking Council:** No report.
- F. President's Commission on Multicultural Affairs:** No report. Very close to finalizing the Strategic Diversity and Inclusion Plan. Our work on receiving university-wide vetting. All themes are filled with narrative action items and aims with exception of Climate & Intergroup Relations theme team. They are awaiting the focus group analysis report data which is being finalized. Dr. Bonnie Rush is the new head of the Climate and Intergroup Relations Theme Team. Dr. Samuel is looking forward to having this
- G. President's Commission on the Status of Women – Debra Wilcox:** Chief of Staff and Director of Community Relations Linda Cook was our guest at our meeting last week. Some of our discussion centered on the FFCRA leave and child care. The Chief of Staff followed through on our questions and contacted HCS and others to help clarify this information for all. As this is timely information, it was exciting to see LaVerne's presentation today. Please share this and the K-State Today article with your constituents.
- H. Faculty Senate Committee on Technology:** No report.
- I. Faculty Senate Committee on Planning:** Reviewed committees and discussed committee assignments. Reviewed Faculty Senate Agenda for the year. Discussed Course modality for spring and the requested quick turnaround. Reviewed how the budget review was set up and the different review processes. They discussed the Tenure and Promotion process and the SRO/DRA being used for the shortfall in the different areas.
- J. Faculty Senate Salary and Fringe Benefit Committee:** No report.
- K. Search Committee for Deans and Above:** Executive Director for Recruitment and Admissions – Dr. Tammy Byland – begins Sept. 14.

#### **XI. Old Business:**

- A.** Please send bios to Jane this week.
- B.** Recruitment for USS Senators – any other suggestions besides on individual basis? Please think about how to do this. At Large or for a specific area.
- C.** LaVerne has received enough volunteers for PRC and Appeals boards.

#### **XII. New Business:**

- A.** Installation of Mary Oborny as new USS President for 2020-2021.
- B.** Mary is thankful for the honor of taking over as President. She thanks Cyndi for her service as a senator and President and appreciates Cyndi's assistance in preparing her for the

presidency. Mary wishes her the best in her retirement for the entire Senate. Cyndi states she is looking forward to her retirement.

**XIII. Adjournment:** Cyreathia (Sam) Reyer moved to adjourn the meeting. Motion seconded by Jane Cleveland. Meeting adjourned.