

**MINUTES**  
**K-State University Support Staff Senate**  
Date: August 11, 2021  
Zoom Meeting

**I. Call to Order:** Meeting was called to order at 1:07 p.m.

**II. Roll Call:**

Present: Jane Cleveland, Monica Curnutt, Regina Crowell, Kelly Ingalsbe, Emily Johnson, Monica Macfarlane, Mary Oborny, Sam Reyer, Denny Ryan, Teresa Adams, Tom Fish, Marla Cain, Jerry Rogers

Absent: Joy Knutson, and Kelli Witte

Excused: Sandy Emme and Kimm Sanchez

Guests: Shanna Legleiter and Diana McElwain

Ex Officio: Angela Patrick, Renee Gates, and LaVerne Williamson

**III. Training/development for USS:** Shanna Legleiter and Diana McElwain

Addressed the question – Why are HCS liaisons unable to attend K-State Supervisory Foundations program on a regular basis? The Supervisor and HCS liaison trainings are designed different to meet the unique needs of the different roles.

The supervisory program has an online/on demand training component, and these trainings are open to everyone (i.e., Fair Standards Act, FMLA). The group sessions were designed in tiers and with cohorts. Having non-supervisors in the sessions can lead to fish-bowl dynamics and can hinder free sharing amongst supervisor participants.

HCS liaisons training is designed to go over the fundamental training pieces. The trainings include videos, online components, one-on-one training, and in-personal sessions. Currently they are working on building content and training certificate program.

There have not been new opportunities for staff development/training. Most of the focus has been training for distance operations during COVID.

**IV. Minutes:**

Motion to approve by Sam Reyer, motion seconded by Denny Ryan. June 2021 minutes approved.

**V. Budget/Treasurer's Report: Kelly Ingalsbe**

Balances as of 8/10/2021 for the following:

Foundation Account (C-21151-CS) four contributions totaling \$50.76, one meritorious award expense for \$200, for an ending balance of \$10,424.36

Foundation Account (C-21155-CS) no activity for ending balance of \$195.07.

Foundation Account (C-23750 – CS Awards Ceremony) no activity for ending balance of \$2,772.68.

State Account (NMAF205629) with one postage expense of \$16.66, for ending balance of \$3,944.54

Total Funds Available as of 8/10/2021 is \$17,336.65

Motion to approve by Monica Macfarlane, motion seconded by Monica Curnutt. June 2021 Treasurer's Report Approved.

**VI. HCS Report: LaVerne Williamson**

Looking for volunteers for the Peer Review Committee (7 USS) and the Discipline Action Appeals Board (9 USS). Once a year (one day) training needed to service.

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

Mandy Cole is leaving KSU, holding her farewell reception Aug 19<sup>th</sup> from 2:00 to 4:00 in the Rainier Atrium. Cindy Bontrager's retirement reception is on Aug 31<sup>st</sup> from 2:00 to 4:00 in the Bluemont room in the Union. Ethan Erickson will be the interim COO.

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

Nothing to report.

**VIII. President/Executive Council Report:**

KBOR USS/UPS council of senate had a joint meeting this week. This year meetings will be 3<sup>rd</sup> Tuesday of each month. Hays is the only institution without a mask mandate. Instead of holding separate councils of senate for USS and UPS we are going to have combined council of senate meetings this year. Most institutions have combined their USS and UPS senates together. KSU is one of two KBOR institutions that do not have a combined senate; Pittsburg State is the only other institution with separate USS and UPS senates, they have stated they have no interest in combining their senates. Emporia is currently in the process of combining their senates. Fort Hayes is the host institution for this year, KU is the host next year. If there are items for discussion that pertain to only one body, then that group will hold a separate meeting at the end of the joint sessions.

In this joint meeting, we learned that we are the only KBOR institution that does not hold monthly meetings with their President and/or Provost. We have made a request to start holding meetings this fall. The meetings will include the President and Provost, as well as Jay and Cindy from HCS. The first meeting is scheduled for August 30<sup>th</sup> and the reoccurring schedule should put those meetings shortly before our USS Senate meetings.

**IX. Senate Standing Committee**

**A. Communications: Jane Cleveland** – no report

**B. Governmental Affairs: Denny Ryan** – no report

**C. Recognition Ceremony: Kelly Ingalsbe** – no report

**D. University Affairs: Monica Macfarlane** – Monica has agreed to co-chair this committee. No report.

**X. Campus Committee Reports:**

**A. Recycling:** check their website for updates.

**B. Planning and Development Advisory Committee:** No Report.

**C. Environmental Health and Safety Committee: Monica Macfarlane** – Two meetings were held since last USS Senate meeting – June 23<sup>rd</sup> and July 28<sup>th</sup> – College of Arts & Sciences, Hale Library, College of Education, and College of Vet Med presented their annual safety reports to the committee during those two meetings; no major issues

were reported. Concerns were discussed regarding EHS being understaffed and underfunded; Elliot Young and Christina Aguilera agree this is an issue and have made addressing this concern a priority. EHS is also updating their assistance software to try and make it more user friendly in the inspection and assessment tools area.

Adrian Self took over as the interim chair of the committee since Brian Niehoff retired. Grant Chapman has replaced Brian Niehoff and will serve as the committee representative from the Provost's office.

- D. Parking Council: Teresa Adams** – No report.
- E. President's Commission on Multicultural Affairs: (Open Committee Assignment)** -No report
- F. President's Commission on the Status of Women: - (Open Committee Assignment)** No report
- G. FS Salary & Fringe Benefits Committee: (Open Committee Assignment)** No report
- H. Faculty Senate Committee on Technology: (Open Committee Assignment)** No report
- I. Faculty Senate Committee on Planning: Sam Reyer** – no report
- J. Search Committee for Deans and Above: Mary Oborny** – Presidential search committee has been named, has met once. Open forums for the Associate Vice President for Student Well-being candidates are being held 8/11 – 8/13. Craig Harms was named the interim dean for HHS, and they are currently forming the dean search committee.

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

- A. Committee Appointments** – Mary sent out a list of the committee assignments needed. Discussion about standing committees—Communications, Governmental Affairs, Recognition Ceremony, and University Affairs. There seems to no longer be a need for the Governmental Affairs committee since they no longer travel to Topeka for legislative days. Proposed and discussed holding a one-time elections committee for officer elections in the spring. Communications for recruitment could be handled between the President and Vice President and roster updates through the Secretary. Executive Council also discussed combining Communications and University Affairs committees as they already work together on the Benefits Fair and Open Forums. This would then leave two standing committees—Communications/University Affairs & Recognition Ceremony. Discussion was that with the committee overlaps it makes sense to combine. Sam Reyer made a motion to combine the Communications committee with the University Affairs committee and eliminate the Governmental Affairs committee, Denny Ryan seconded the motion – motion passed with no objections.

By-laws will be updated to reflect these changes and a motion will be brought forth to approve those changes in an upcoming meeting. Sam will work on updating by-laws. Mary will update the committee signup sheet. Senators asked to note their committee choices by Friday 8/13 or assignments will be made by Executive Council.

- B. Secretary Nomination** - Kelli Witte who was installed during the last meeting, has been reclassified and therefore cannot fulfill this USS role. Monica Curnutt was able to recruit Kimm Sanchez to USS Senate and to serve as Secretary until December. Kimm will be installed at the next meeting (9/8/21).

**XII. New Business:**

**A. Goals for FY' 22 –**

**More communication:** Email blasts approx. once a month on senate current standings, benefits about USS senate and information it provides. Quicker postings of meeting minutes; need to have minutes approved so will always be one meeting behind. However, will look at putting out senate meeting highlights in K-State today. Discussion about best channel for getting information out to Facilities employees. Time clock postings or break room flyers and use of QR codes on flyers were discussed. Design Qualtrics survey to ask employees what avenues would be best for them to get information.

**Paid December Holiday leave –** Will ask if the University will consider giving the holiday week in December as paid leave again.

**XIII. Adjournment:** Monica moved to adjourn, Jane seconded the motion, meeting adjourned 2:15PM.

**Next meeting will be via Zoom at 1:00 pm on 9/8/2021**