

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

I. Call to Order: Meeting was called to order at 1:02 pm.

II. Roll Call:

Present: Teresa Adams, David Anderson, Roxann Blasi, Annette Bullard, Marla Cain, Jane Cleveland, Penny Crawford, Monica Curnutt, Sandy Emme, Vickey Grochowski, Monica Macfarlane, Mary Oborny, Peggie Post, Kylie Rethman, Jerry Rogers, Dennis Ryan, Debbie Webb, Barb Wells, Debra Wilcox.

Excused: Becki Bohnenblust, Thomas Fish, Kelly Ingalsbe, Cyreathia Reyer.

Ex Officio: Emily Johnson, Angela Patrick, LaVerne Williamson.

Excused: Mishelle Hay McCammant, Bryan Samuel.

III. Minutes: Teresa Adams moved to approve the November minutes. Motion seconded by Jane Cleveland. November 2020 minutes approved.

IV. Budget/Treasurer's Report: Kelly Ingalsbe was not present – no report.

V. HCS Report – LaVerne Williamson: Information upcoming for supervisors and departments – closing out reviews. As we know, Mid-term Reviews were not required due to the pandemic. Will be reminders and instructions coming out soon on the closing out procedures for review process at end of year. There was an update in K-State Today on Acting and Interim appointment processes. Located in PPM 4410 and 4650 to clarify the policies, why they exist and the selection processes. Thank you all for your assistance in the disciplinary appeals board and the PRC. It is wonderful to see those who are willing to be of service to the University each year. Question for LaVerne from Senate – we had asked about those USS whose positions are eliminated being allowed to transition into UPS positions since there is no real process on that right now. LaVerne will inquire about that.

VI. Administration and Finance Report – Angela Patrick: No updates

VII. Unclassified Professionals Committee Report – Mishelle Hay McCammant: Submitted the proposal for term representation to the Faculty Affairs Committee. We tentatively plan to have a joint meeting with PSA and FA on January 5th to discuss the proposal. Also, as you heard last night, the term benefits proposal was endorsed by faculty senate and will be sent to the provost for consideration. Would you like Kelly Briggs to attend one of your meetings to discuss the findings from the staff listening sessions held last year? We can schedule her to come early in the semester – hearing positive responses we will schedule Kelly to attend.

President/Executive Council Report – Mary Oborny: Docking Institute Survey cost per institution going up will be appx \$1,000 each institution. Took more time to administer and there was quite a bit of analysis. We have received the commitment from Cindy Bontrager so we will be participating. Last night Faculty Senate approved dependent/spouse tuition benefit they have put forward 3 options 1. Any regular or term employee, 2. Any regular or term employee employed for at least one year, 3. Any regular or term employee employed for at least three years. This is a recommendation and the Administration can take any action or none. Faculty Senate also approved a recommendation from SGA regarding Title IX, put forth to put the university in line with the new policy. The last item was the Spring wellness days, the last ones were defeated however an amendment was presented – one day off Friday April 16th for students. Faculty is to give students another day off scattered throughout the semester. Employee Suggestion Committee was approved by the President's Office. We have put out a call for interested parties. We have received 16 names, 1 USS, we get 3 recommendations for this committee. Please send name of anyone who you think would be a good person on this committee to me. Angela can put this out to the Police Department and Facilities. Anyone qualifies, do not have to be on Senate.

VIII. Senate Standing Committees:

- A. **Communications:** Jane Cleveland - Updating web page, working on form for Senators without a Bio posted.
- B. **Governmental Affairs:** No report.
- C. **Recognition Ceremony:** Debra Wilcox, Co-Chair - A few awards remain for pickup in Kelly's office, I believe Kelly may have sent an email to you. Could you please set a time with Kelly to go to her office and pick them up?
- D. **University Affairs:** Sandy Emme - No coat drive due to pandemic, put on hold until next year.

IX. Campus Committee Reports:

- A. **Recycling:** Barb Wells – New on the committee, no report today.
- B. **Planning and Development Advisory Committee:** No report.
- C. **Environmental Health and Safety Committee:** Monica Macfarlane – The EHS Committee met on Nov 18th. The Safety Committees for both the College of Education and the College of Health and Human Science presented their 2019 EHS reports.
College of Education Presentation: Jim Teagarden presented for the College of Education (COE). The College of Education safety committee has 5 members and they meet semi-annually. COE has one room classified as a teaching lab, but it is being remodeled and will be out of service until summer 2021. COE inspects safety showers, eye wash stations, and fume hoods. They had 7 incidents reported through the central reporting system. The group has goals of remodeling Bluemont Hall 241, revisit safety plans, and continued training.
College of Health and Human Sciences Presentation:
Michelle Toews presented for the College of Health and Human Sciences (HHS). The College of Health and Human Sciences safety committee has 9 members and they meet as needed. HHS has 35 rooms classified as a lab. They inspect eye wash stations and fume hoods. They had 9 incidents reported through the central reporting system. The group has goals of creating a policy for chemical disposal, lab list updates, ensure labs are inspections, and decommission fume hoods that are no longer in use. Additionally, EHS Director, Christina Aguilera announced that Kelly Greene, EHS Environmental Manager, will be leaving. The next EHS meeting is scheduled for 12/16. BRI and Hale Library are scheduled to present their 2019 EHS reports.
- D. **KSUnite** – weekly update in K-State Today.
- E. **Parking Council:** Teresa Adams/Roxann Blasi/Debra Wilcox – Met 11/20 As you may have seen in K-State Today, due to severe decrease in rider numbers and budgetary concerns (cost per rider \$3.08) – Park 'N Ride has been cancelled for spring semester. To accommodate those passengers from Jardine, the J, O and T permit holders may park in other lots. A few city routes do cross through campus to allow access to various campus areas. Raising fees will be addressed this year as the Director has been approached by senior campus staff on need for flat lot maintenance. Unsure of when "Lily pads" will be set up – these would assist in ensuring the scooters are parked in the LINK scooter designated areas as until each scooter is parked within this "lily pad" via GPS location, it would not cease charging each ride. Parking Director Jeff Barnes has been asked to consult with the City of Manhattan on their Aggieville garage project. Planned for construction in 2021 to open in 2022.
- F. **President's Commission on Multicultural Affairs:** Roxann Blasi: Met Nov 17th - Working on the 11 Action Steps – part of the Action Plan for a More Inclusive K-State.
- G. **President's Commission on the Status of Women** – Barb Wells/Debra Wilcox: Met 12/03 – viewed and discussed with CDIO Bryan Samuel the updated Climate theme of the University Diversity Plan. He hopes to present this to various groups across campus

receiving feedback and making needed changes before putting this into finalized format for approval.

- H. **Faculty Senate Committee on Technology:** Debbie Webb – Trying to make some changes to the PPM. Only 44% took Cybersecurity Training, trying to make this mandatory. Would like to send the “email of shame” to supervisors for compliance, would really like to take away email privileges. Addressing the receipt of emails after each portion completed. When student & staff dual roles, they will need to address reminders and completion tag in their system.
- I. **Faculty Senate Committee on Planning:** Cyreathia (Sam) Reyer - Continued discussion on CCOPS – still trying to get the committees up to date on the web and discussing if colleges/deans are using the committees for planning as intended. Discussion on how the Foundation is set up and the contract with the foundation and the dollars spent for them. Also, discussion took place on if the Foundation can raise funds for assisting with retirements/funding health insurance for early retirements, Faculty/staff teaching awards, and fundraise to help offset the cost of the BRI. Meets next in February.
- J. **Faculty Senate Salary and Fringe Benefit Committee:** Cyreathia (Sam) Reyer – No report as have not met.
- K. **Search Committee for Deans and Above:** Dean of Library, Mary is on search committee for Director of Benefits position. Coming to finalists.

X. Old Business:

XI. New Business:

- A. David Anderson shared Police Union information. He came in during mid-contract negotiations. They previously could only negotiate once in three years. Need for multi-faceted approach. Stagnant for a time. Formula for education, years of experience, evaluations all utilized in wage negotiations. State of University Budget also an issue. They have been members of RCPD and their lodge, however with ten members he found they can form their own lodge. Currently four open positions. It is optional to join the union. The union does not include dispatchers, security personnel and sergeants.
- B. No USS Senate meeting on January 13, 2021. Next USS Senate meeting February 10, 2021.
- C. Please consider becoming USS Senate Vice President, the seat remains vacant. For the continuity of the USS Senate, we really need someone to take the seat and become the President next term.

XII. Adjournment: Meeting adjourned at 1:57 pm.