

Minutes  
K-State University Support Staff Senate  
Date: October 13, 2021

- I. **Call to Order:** Meeting was called to order at 1:04 pm
- II. **Roll Call:**  
Present: Mary Oborny, Monica Macfarlane, Kimm Sanchez, Cyreathia (Sam) Reyer, Marla Cain, Kelly Ingalsbe, Monica Curnutt, Denny Ryan, Thomas Fish, Regina Crowell, Jane Cleveland, Sandy Emme, Jerry Rogers,  
Absent: David Anderson & Rob Greves  
Excused: Joy Knutson, Angela Patrick, Teresa Adams
- III. **Guests:** Renee Gates, Paul Volino (For LaVerne), Stephanie Lott, Emily Johnson, Jennifer Wheeler Haskins (New investigator in Institutional Equity)
- IV. **Minutes:** Motion to approve by Kelly Ingalsbe, 2<sup>nd</sup> by Monica Curnutt & Marla Cain. September 2021 minutes approved.
- V. **Budget/Treasurer's Report: Kelly Ingalsbe**  
Balance as 10/12/2021 for the following:  
Foundation Account (C-21151-CS) three contributions totaling \$38.07 & one textbook expense of \$100.00, for an ending balance of \$10,387.81.  
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 10/12/2021 is \$17,300.10
- VI. **HCS Report: Paul Volino**  
No Report
- VII. **Administration & Finance Report: Angela Patrick**  
No Report
- VIII. **Unclassified Professionals Committee Report: Renee Gates**  
Are trying to work on coordinating a time with Jay Stevens to come to professional staff affairs meeting and hopefully address some of the ongoing concerns They affect both sides here. Committee also trying to come up with a plan to find a way to show staff appreciation in a new way. One idea is maybe doing a staff of the month, not an award. (This is different than one being done at Basketball)
- IX. **President/Executive Council Report: Monica MacFarlane**  
  
The first monthly meeting with President Myers, Provost Taber, Jay Stephens and Ethan Erickson was held on September 29th. The discussion was centered on long-standing concerns held by the USS Senate that employees feel unappreciated. This was presented as a multi-faceted issue -- dwindling USS numbers; lack of department or college support of USS service on Senate; difference in monetary award amounts between faculty, UPS,

and USS; continual cancellations of meetings with USS by administration; sporadic COLA increases; staff shortages leading to work-life balance issues; and conversion of USS to UPS term.

The following requests were made to: 1) consider giving employees paid leave during winter holiday break -- stressed the importance of an early decision for planning purposes; 2) put out a notice to the effect stating that the USS Senate is an important part of our shared governance model and that the Administration fully supports our service and furthermore requests units/departments/colleges to encourage and support our service as well; and 3) hold the EOY luncheon with the award winners, which has been rescheduled numerous times.

The President and Provost stressed that USS employees are valued and that the work of the Senate is important in their eyes. They agreed to send out a notice in K-State Today about the importance of service and USS Senate's part in our shared governance. Furthermore, the President stated a decision on the leave request would be made soon (has since been announced). However, the President wanted to stress that a decision to approve the leave should be understood as being related to ongoing COVID-issues – such as increased workloads and inability to take leave during the past year – and that this should not be an expectation going forward. The President held a lunch with USS EOY award winners on October 6th. Unfortunately, only one of the USS employees was able to attend. Our next meeting is scheduled for October 26th in the afternoon.

There is a Presidential Committee position open on the Advisory Committee for Universal Design and Accessibility. That committee meets at 3:30 over Zoom on the following Thursdays: November 4, February 3, March 3, April 7. Please consider signing up.

**X. Senate Standing Committees:**

- a. Communications – Jane C  
Continue to work on updating webpage. Stay tuned and thank you for your patience.
- b. Recognition Ceremony – No Report

**XI. Campus Committee Reports:**

- a. Campus Recycling Advisory Committee – Check their website for update
- b. Campus Planning and Development Advisory Committee – no report
- c. Campus Environment Health and Safety Committee – Rob Greves – no report
- d. KSU unite – see website for updates
- e. Parking Council – Teresa Adams – no report
- f. President's Commission of Multicultural Affairs – open position
- g. President's Commission on the Status of Women – Monica M/Kimm This was our first meeting. Monica talked about the committee is working on trans bathrooms and the period fairies, including condoms. Been asked that these be extended to all restrooms across campus. There is a trans population and want to be equitable having the products available for all. There was some discussion about some of the awards that they were working on for professional development.
- h. FS Salary and Fringe Benefits Committee - open
- i. FS Committee on Technology
- j. FS Committee on Planning – Monica M

Karen Goos was in the meeting. She was talking about the student tuition bills. They have a new system or how they take care of those tuition statements and the reporting system. They've been working on cleaning that up that new statement system had just been approved on June 17. And they made it go live July 27. It was an extremely fast turnaround to get back out. They're doing some cleanup on that but she said that are working through issues. The there was some discussion about how the dates are determined in there, whether it be active dates or future dates instead of term dates if you use that system. They also offer planning programs for paying back your tuition services for students. There was some CCOPS discussion about whether Dept heads should be on due to some language in the policy. There are some problems with the insufficient funds, there is about a million dollars in the insufficient funds process. The shortfall came from the enrollment numbers. KBOR is pushing against having any type of fee increases.

- k. Search committees for Deans and Above: Presidential Search, HHS Dean – President - No update has been received. Meeting at end of month. HHS Dean – committee has been formed & in process.

**XII. Old Business:**

- a. Committee Appointments – Please check the teams file as assignments have been made. (General-Files-Contact List-Committee Assignment)
- b. Open USS committee assignments – Presidential Committee – Universal Design and Accessibility (zoom 4-5 x/year), President’s Commission on Multicultural Affairs, FDCOT, FS Salary and Fringe Benefits Committee - There are still some open assignments that we need on the presidential committees. So, we need to try and get those filled right away. If that is something that you want to do, please let Monica M or Mary know

**XIII. New Business:**

- a. Letter to President and Provost:

Good day President Myers and Provost Taber,

On behalf of the USS Senate and the USS employees, we wish to extend our sincere thanks for the administration’s careful consideration and decision to extend employees a week off with pay during the December-January winter break.

As you are aware, this year has continued to be very challenging for the support staff as a result of the COVID-19 pandemic. Many of us have taken on several extra duties and have struggled to find a healthy work-life balance. Despite the challenges, we have strived to remain committed to delivering excellent service. We greatly appreciate your recognition of our efforts and accomplishments during this year. Furthermore, we appreciate the timing of your decision, as it provides us time to plan for that leave period.

With our sincere gratitude,

USS Senate Executive Council

Mary Oborny – President  
Monica Macfarlane – Vice President  
Kimm Sanchez – Secretary  
Kelly Inglasbe – Treasurer

Jane Cleveland – Co-Chair Communications

Cyreathia Reyer – Ex Officio, Past President

Letter was approved by show of thumbs up

- b. Spring meetings -Zoom or in person: After discussion, it will stay as zoom for now. In January we will have an in person meeting/social. More details will be announced at a later date. Will readdress meetings after that.
- c. For the Good of the Group: Was brought to everyone attention there are several angry employees, mostly about pay. Discussion followed about lack of pay raises. Several hear they are working on getting us raises but are seeing no action. Different ideas about how to give pay raises when able were also discussed, such as starting from lower paid and going up (inverted pyramid), not necessarily going across the board for everybody & address those employees who have been here longer without raises for long amount of time. USS when meeting with President & Provost are consistently bringing this subject up. Another issue is the problem with getting employees hired. Paul talked about market around is bringing in employees at higher pay than what KSU is offering. Custodial is down in Manhattan 18 regular positions, 10 positions in housing and dining. Employees can't take time off because no one then covers their areas. Employees are driving their own vehicles to go from the different building they are assigned, which in most cases are not located close to one another. Is the university then liable if there is an accident? Should they be given mileage pay? Could some of the gators on campus be given to custodial to be using instead of private vehicles? There are ones not being used.
- d. Members would like Executive committee to work on the following with President. Money, incentive to fill positions, and work on retention of our current employees. After the last docking Institute survey that was done. It showed most of our employees have only been here five years or less, or 20 years or more. Nobody stays more than 5 years that is the way of the world these days is not an attitude to take. Retention needs worked on and pay is the primary incentive. Would like everyone to try and think of other ideas that could be carried forward to present to President, Provost, etc. Facilities employees driving own vehicles to get to other buildings.

XIV. Adjournment: Jane Cleveland moved to adjourn, 2<sup>nd</sup> by Tom Fish

Next meeting is November 10, 2021 @ 1:00 pm via Zoom