

Unclassified Professional Staff Senate Meeting Minutes  
December 6, 2023

**Call to Order and Welcome:**

President Greg Belcher called the meeting to order at 2:00 p.m.

Jamie Dalton presented the Gorilla Plan, the new software for tracking progress on strategic plan. Individuals are currently inputting initiatives from the strategic plan to allow for data and reports to be pulled. Their work is to be completed by December 15<sup>th</sup>. Then, collaborators from across campus will be assigned to update the initiatives (representatives from appropriate area). Others across campus will have view only access to the system using single sign on.

Reading of the November 1, 2023 minutes. Motion to approve by Michael Woodrum, seconded by Josh Letner. All in favor.

Treasurer's report was presented – there have been no changes to funds as of this date.

**Ex-Officio Reports:**

Student Government report (Hannah Eckstein):

1. Hosting diversity event with International Student Association; late night study groups.
2. SGA President Jaben Parnell will be meeting with Regents soon.
3. Representatives from SGA will be lobbying for higher education in Topeka in February.

Faculty Senate President report (Rebeca Book):

1. They have added guest speakers to increase communication.
2. A committee is working on syllabi issues.
3. General education work is ongoing.
4. Conversations are occurring on class scheduling regarding times.

Unclassified Support Staff report: No Report

University Leadership Team Liaison report (Dr. Howard Smith):

1. KRPS looking to move to Bicknell
2. April 4 – Scott Series speaker – speaker not announced yet
3. Domestic apps are up – 2096 (previous 1859) – This could be a result of the Kansas Apply Free Days campaign across the state.
4. FAFSA – December 31<sup>st</sup> release – affects scholarship designation due to financial need
5. Scheduling – Common areas – OSC, Bicknell, etc.
  - a. Instructional Space – Melinda Roelfs oversees from Registrar's Office
  - b. Looking at centralized oversight for common spaces
  - c. Shawna Witherspoon currently testing a scheduling software
6. Inclement Weather policy conversations
  - a. What is the expectation for the course if something is cancelled? Working to outline
  - b. Want to make decision earlier, have to consider K-12 schools
7. Class Scheduling - considering doing class schedule 3 semesters in advance; predictability from new SIS would inform; allows better planning for staff and classrooms

8. EDCs – what are they? what are they for? who sets the amount? currently no oversight, addressing inconsistency; discussions with KNEA
9. A national search will be conducted to fill Provost position

**Old Business:** none

**Committee Reports:**

1. Executive Committee – Kelley and Tammy met with Dr. Shipp.
  - a. Top 3 areas of focus are being addressed by strategic plan.
  - b. Employee Well Being – Dr. Shipp will talk with Lori Dreilling to develop.
  - c. Dr. Shipp indicated a directive to combine UPS and USS would not come from him. If there is interest from both committees, will need to come together and meet with him.
2. Parking Committee – No report.
3. Sustainability Committee – No report.
4. Employee Initiatives – No report (no meetings).
  - a. Volunteers needed for Performance Management – Greg Murray and Shawna Witherspoon expressed interest.
5. Satisfaction Survey – No report.
6. Elections –
  - a. For next year, Kelley Manley will become President; Greg Belcher moves to Past-President position.
  - b. Greg will move an email to all senators to determine if they want to stay on for next year.
7. Bylaws –
  - a. Proposed amendments were distributed and a first reading was completed.
  - b. Any questions or concerns should be sent to Tammy Higgins.
8. Professional Development – No new applications.

**New Business:**

1. Areas of focus:
  - a. The top three areas are covered under Employee Initiatives; will continue conversations.
  - b. Employee Well Being – volunteers needed to represent on new subcommittee – Jodeci Turner and Angie Davidson volunteered.

After no further business, a motion was made by Michael Woodrum to adjourn and seconded by Justin Edge. The meeting was adjourned at 2:58 p.m.

Respectfully submitted,

Amanda Hill, Secretary