

University Support Staff

Meeting Minutes

October 11, 2023

Call To Order

Cindy VanBecelaere called to order the regular meeting of the University Support Staff at 1:30 pm on 10-11-23 in the Meadowlark room of the OSC

Attendees

Senators – Barb Barto, Scarlett Bowles, Tracey Eagon, Michelle Ewan, Michelle Hensley, Jake Keltner, Diane Letner, Woody Lopez, Tonya Pentola, Keith Shively, Sara Sullivan, Cindy VanBecelaere, Stephanie Willis, Heather Winzer.

Approval of September 13, 2023 Minutes – Accepted

Treasurer's Report – Accepted

Budget: \$57.04, **Foundation:** \$1,989.11 (\$10.89 Plaque)

Guest Speakers: Maria Thompson, Interim Director of Housing

- 4 Office people/Allison, Tracy, Cindy & Maria
- 2 RA/Cody & Lucas
- 7 Halls & Block 22
- Aladdin Food Service
- Gorilla Rising / Bess Hotel
- Gibson Dining / 4 steak nights per semester
- RHA / students voice on campus for halls
- Gender Inclusive Housing / Building A
- Academic Residential Community / ARC / Community Housing / same floor
- Fire Hydrant / burst / major mess

Other University Reports

1. Faculty Senate President – Rebeca Book, next meeting 10-23-23
Speakers for the meeting: Melinda Roelfs - Gen Ed, David Hogard, Heather Eckstein- Navigate Central Advising
PSU performance review funding for 2022, 4 of 6 targets were met and targets will change again during 2024 - 2026
2. Unclassified Professional Senate President – Greg Belcher, discussed UPS & USS joining together. The focus this year is work on what is working and to fill the gaps of what is not working.
3. SGA President – Jaben Parnell – Commencement will be in the Weede, with speeches, turning of the tassels and people can walk with them. Rec center changed the dress code policy and policy is being looked at. Split Face will not change, but will be adding another gorilla. Good freshmen class that is excited and engaged on campus. Jaben meets with President Dan every other week and student fees will be refunded back to students / Student Health Fee of one million dollars. Aladdin is doing good. CHC is accepting Medicare & Medicaid. No student holds / have donors that will pay for the student medical fees. Fee council in the spring for CHC. Parking changes already done for this year. Leased out the Beitzinger lot for brown parking.

Meeting with University President

Cindy and 40 other people met with the president, meeting lasted two hours. New soccer team, Dan is going to golf across 4-states. Transfer portal is big, lots of athletes. Growing the Silverback Fund. Sound system at stadium is being replaced with a MAC system, currently using Downstream Casino system. Benefits Fair went well. State Holidays for 2024 plus the addition of Juneteenth. Questions about wages, Christmas break schedule not set yet.

USS/UPS Joint Council Meeting

1. No discussion

Committee Reports

1. Elections – voted in Keith Shively as a Senator
2. Parking Committee, Stephanie Willis / they will meet next week.
3. Board of Governors, Stephanie Willis / Update from Jeff Steinmiller on how the Overman Student Center is ran / very interesting, utilities, rentals, structure and also there will be daily deals coming from Aladdin.
4. Information Technology Committee, Michelle Hensley / did not meet.
5. University Legislative Coordinating Council & University Revenue Planning Committee being discussed with Presidents office / no info on this

New Business

Satisfaction Survey will be having a speaker: Jamie Brooksher

Old Business

Open Enrollment due by October 31, 2023

Good of the Order

Executive Committee still looking at Senate Handbook

Cookie Social on 10-10-23 went well, lots of interest in the cookies, however no one new showed up at USS meeting.

See info on what the USS has done in the past

Next meeting Wednesday, November 8, 2023, at 1:30pm OSC, Meadowlark Room.

Guest Speaker: Jon Bartlow, Dean of Students

Adjournment

Meeting adjourned at 2:40pm

Minutes submitted by: Barbara Barto

KBOR UPS-USS Council Joint Meeting

9:30-10:45 a.m., September 5

K-State hosting via Zoom

Meeting Agenda:

- I. Call to Order—
 - a. Any corrections to last months minutes?
 - b. Institution reports/updates – submitted in advance (see below)

- II. Reports
 - a. KBOR meeting update
 - i. Attended COPs only this time.
 - b. COPS Report
 - i. Minimal discussion, but KBOR is requesting consistency for the holiday closing. Presidents and CEOs will be having a special meeting to discuss and see if they can get something to the regents. I wrote a note to our president sharing that consistency from year to year is important to staff and it sounds like most schools are on board, but there are some exceptions. Stay tuned.
 - ii. Are there things you'd like me to take to COPS in October?
 - c. General updates from each School (major initiatives, events, news, etc.)
 - i. **ESU:**
 1. Counseling Services has partnered with Telus Student Support to provide supplemental health services for all ESU students. This app is a no-cost, 24/7 mental health and wellbeing support. Our Student Wellness department felt like there was a gap in what services were provided to on-campus versus off-campus students. The goal is for this app to be a resource for students in our distance programs, but also give our campus students the further benefit of 24/7 support.
 2. The cost of campus parking passes increased this year for the first time since 2007. It was an approximate change of \$50. With no raises being reported so far, employees were unhappy with the change. Our parking committee is hoping to see if there is something that can be done to spread the cost out over multiple pay periods (currently, it is taken out of one paycheck) or what other alternatives could be possible to mitigate this cost in the future.
 3. We are continuing our Employee Resource Groups (ERGs) for the second year. The goal is to foster communication across campus through a social space for faculty and staff to connect. We have four groups now. Relatively low membership at the moment, but the involved employees are enjoying the opportunity.
 4. Staff Senate is seeing a rise in membership, but still struggling with low involvement. One of our goals this year is to create a more face-to-face environment to foster better communication and buy-in.
 - ii. **FHSU:**

1. . Our Events/Promotion committee kicked off the year with a Staff Social on September 21st. This was hosted by our Office of Scholarship and Sponsored Projects/Graduate School and held in their office space, and it featured light refreshments and time for staff to visit and mingle. It was quite well attended, and staff really seemed to enjoy the opportunity to take a break and spend time together. The committee is planning four of these socials for the year, and welcoming host bids from offices on campus.
2. 2. We will announce our first Staff Member of the Month recipient at our October Staff Senate meeting. This award is an outcome of our Staff Senate Goals Committee analysis of the 2022 Staff Satisfaction survey and subsequent recommendations for more recognition for staff; and will be funded by President Mason's office. Our Goals Committee is now working on creating more annual awards for staff members.
3. 3. Our Staff Development Funding Committee is analyzing this fund, and considering whether to raise the maximum award a staff member can receive, to create better utilization of these monies.
4. 3. Our 10-year HLC reaccreditation visit is in October. There are two open forums scheduled for all interested faculty and staff to attend. Our Staff Senate executive team also has a dedicated session with the five reviewers.
5. 4. New student hires are up approximately 50%, likely at least partly because of increasing student wages to \$10/hour.

iii. **KSU:**

1. Sept 8 State of the University was held launching the Next-Gen K-State strategic plan. A reception on Anderson Hall followed the presentation.
2. Shanna Leigleiter was hired as the new Chief Human Resources officers following a national search. Interviews have finished for the Chief Technology Officer.
3. A town hall for Faculty and staff was held on September 27 with Senior VP and Chief of Staff Marshall Stewart. A brief overview of the Next-Gen K-State strategic plan was given followed by a Q&A session.
4. We are starting a new unified Travel system which will allow for travel requests, booking, and electronic receipts in one system called Concur.- **regarding Concur, KSU is going through the implementation process and will begin the trial period in January, rolling out in February.** Should be ready for use starting in February.
5. An overhaul of the evaluation system is to be forthcoming. No further details at this time.
6. Debbie Mercer, Dean of Education has been appointed the interim Provost as the search currently underway will not be completed before Provost Taber leaves in December.-**President Linton is undergoing cancer treatment and KSU is actively looking for a new provost.**

iv. **KU:**

1. Provost Bichelmeyer held a public forum on September 21st to address the recommendations from last year's Docking survey, which attracted approximately 300 attendees (mostly online). Unfortunately no recording of the forum is available, though the PowerPoint and related recommendations report are available at <https://aire.ku.edu/docking-institute-employee-satisfaction-survey-2022>
 2. Staff Senate tabled during the information fair at the Staff Leadership Summit on September 14th to raise awareness about Staff Senate and our Professional Development Fund- **Everyone is invited, but it often fills up quickly. KU has a zoom meeting so that those who can not attend can still view it.**
 3. KU staff who could be impacted by a federal government shutdown (e.g. related to federally funded research) are making contingency plans in case of a shutdown on October 1st
 4. The protect.ku.edu website created early in the pandemic is being sunset, with visitors to the site being pointed to the Watkins Student Health Center website instead (e.g. for information about COVID testing)
 5. Chancellor Girod will be hosting a State of the University address in the Kansas Union Ballroom at 4pm CDT on Wednesday, October 4th, with a livestream available at chancellor.ku.edu
 6. Provost Bichelmeyer will hold a State of the Campus address later in October (date/time/location TBA)
 7. Chief Financial Officer Jeff DeWitt will hold a forum on November 6th (time and location TBA)
- v. **PSU:**
1. We had a Food Truck Friday lunch, free to all employees. There were a few trucks to choose lunch from and everyone seemed to have a good time. Our health benefits fair is coming up and open enrollment is set to begin soon. Committees are working on some areas that came from the Satisfaction survey and TAC (Transition Advisory Committee) - (Kudos, Professional Development). **-Very successful, definitely set the ball rolling on building back a sense of community**
 2. Our AA degree is automatically being conferred to the students who have enough credits to qualify.
 3. PSU is working with the Kansas Bureau of Investigation to move them onto campus and to work jointly with them on a number of projects.
 4. Gorilla Rising – funding stack is very close to meeting its desired level. Part of this funding is to support the School of Business in their relocation to the Block 22 project (the downtown area of Pittsburg).
 5. PSU is adding women's soccer. This new athletic team should be in place by the fall of 2024.

6. PSU is working on legislative initiatives with the other two regional universities (ESU and FHSU) to focus on issues that are more related to regional institutions.
7. 20th day head count for PSU --- Enrollment overall is down, but full-time equivalent students are up.
8. UPS at PSU is working on a few items that line up with the strategic plan at PSU. We are in the process of gathering additional information from the different cohort groups. Two areas that have been identified include:
9. Professional development of UPS employees
10. Sense of community at PSU

vi. **WSU:**

1. **Winter Shutdown:** We are in conversations with university leadership regarding winter shutdown and leave. Currently, no additional administrative or presidential leave dates have been approved beyond the holiday observances, but we have requested additional admin/pres leave dates, which are currently under consideration.
2. **Staff Senate Priorities for FY24:** Over the past couple of months, the senate has been going through an exercise to determine our collective priorities for the year. Our two main priorities will be staff professional development and sense of belonging/community. There is a shared desire among many staff for more/enhanced professional development opportunities and a shared desire to feel a greater sense of belonging on campus—to feel more connected to the broader community and less siloed. The senate will be working on ways to support and/or advocate for these issues over the coming months, while continuing to address other prominent staff concerns such as compensation.
3. **Stock the Shocker Support Locker:** The staff senate will once again battle our faculty senate to see who can raise the most items for our student support locker, which gives students access to free food, clothing, and personal and family hygiene products. The competition will run October 23 through November 10. This will be the fifth year of the competition, and staff senate has won every year so far!
4. **University Policies:** The senate has recently reviewed updated university policies related to the following: lactation support for nursing mothers, use of inflatables on campus, discrimination review procedures, naming of university facilities, and accommodations for pregnant and parenting students. We are currently reviewing proposed changes to the university's coaching and corrective action policy.
5. **Staff Senate Advocacy:** In May, then senate president Denise Gimlin submitted a set of recommendations to university leadership for ideas to support staff morale, staff recognition, and compensation. Ideas submitted fell into four categories: flexibility [in work arrangements],

parking, employee benefits, and pay. Of the recommendations submitted, university leadership supported two: staff who receive the university's Distinguished Service Award will now receive a year of free parking as one of the benefits of recognition, and HR will soon begin drafting a new policy to provide guidance on flexible work arrangements for employees, which includes remote work, flextime, job sharing, compressed work weeks, and other arrangements.

III. Old Business

a.

IV. New Business

a.

- V. Good of the Order - ? re: **bumping rights: KSU, KU UPS do not have notice of non-renewable regular. 999 positions can be terminated due to position elimination due to budget cuts or loss of funding (i.e., grant or RU)**

KBOR: divide and conquer to share committee meeting info.

VI. Adjournment

2023-2024 UPS/USS Council Representatives

Emporia State University

Co-President: Lindsay Bays, lbays@emporia.edu
Co-President: Maria Solis, msolis1@emporia.edu
President-Elect: Shelby Clark, sclark14@emporia.edu
Past-President: Josh Jenek, jjenek2@emporia.edu
Secretary/Treasurer: Gwen Larson, glarson1@emporia.edu

Fort Hays State University

President: Nicole Frank, nmfrank@fhsu.edu
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USS Representative: Marnie Kohl, mkohl@fhsu.edu
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Pittsburg State University (Secretary for 2023-2024)

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