

Pittsburg State University - **University Support Staff Senate** – Meeting Minutes for October 13, 2021
Meeting in Meadowlark Room in Overman Student Center

- Call to Order
 - Meeting called to order by Jeannice Parker, USS Senate President at 1:33 p.m.
 -

Senators in attendance: Carrol Bell, Kevin Elrod, Amy Gideon, Jordan Harding, Kay Jiles, Timothy James, Jerrica Lair, Diane Letner, Woody Lopez, Jeannice Parker, Tonya Pentola, Terry Peirce, Joe Sheehy, Stephanie Wills, Heather Winzer, Dan Workman. At-Large: Barb Barto Guest: Olivia Biondo

- Review August/September minutes
 - August's meeting minutes were tabled in September's meeting due to the departure of Ann Courtney, Secretary. Diane Letner provided September's meeting minutes.
 - Jeannice asked senators to verify they received the meeting minutes from August and September. Jerrica Lair motioned to approve meeting minutes, Carrol Bell seconded the motion, and it was passed.
- Deatrea Rose, Guest Speaker - You and Equity
 - Reviewed 2020 Pittsburg State University Campus Climate Survey Results
 - Results are posted on the Office of Student Diversity webpage under Results Campus Climate Survey
 - <https://www.pittstate.edu/office/diversity/files/documents/2020-pittsburg-state-university-campus-climate-survey>
 - Response rate
 - 1827 students from 6400 students in sample size responded for a 28.5% response rate. Students included those on campus and online, and all classifications freshmen through graduate students
 - National response rate for students is 8-10%
 - 587 faculty, staff and administrators from 896 in sample size responded for a 65.5% response rate
 - 33.1% total response rate (2418 out of 7296)
 - Recommendations
 - Goal is to make sure that everyone is heard and seen and knows that we are listening and actively working to increase inclusivity
 - Faculty, staff and students will be invited to participate in brown bag lunches to discuss diversity issues starting on November 2nd or 3rd
 - An email with more information will be sent out
 - Each lunch session will have 8-10 people and be an open and welcoming space to discuss all things DE&I
 - What do you see? What do you want to change?
 - Students groups will be separate from faculty and staff
 - There are six scheduled opportunities to attend with more possible sessions after spring break
 - Virtual diversity workshop facilitated by Everfi
 - Workshop is not mandatory but everyone is encouraged to complete the workshop at their own pace
 - There are five modules but only one will be launched at a time
 - Faculty and Staff have until December 10th to complete the first module

- Working more with HRS on how PSU hires employees and where vacant positions are posted and advertised
 - Trainings with departments
 - Openly engage in conversations
 - Training topics can include DE&I topics, how to engage people in conversations, trauma training, etc.
 - Deatra closed with a challenge to all present to think about how we can increase inclusivity in our areas
 - Who is hired, including student employees? Are they from similar backgrounds who look like you? Consider what we can learn from hiring someone from a different background.
- Other University Reports
 - UPS President: Mary Jo Meier
 - UPS Senate met on October 6, 2021
 - Will be reviewing by-laws in November meeting
 - Mary Jo met with Dr. Scott prior to the UPS Senate meeting
 - President search
 - Rick Webb will chair the search
 - KBOR members in search committee are PSU alumni
 - KBOR is not meeting this month but will be visiting KU campus
 - Enrollment is down
 - Revenue is down 1.5 million from what was expected. PSU is prepared for a shortage but everyone needs to remain frugal. At this time there have not been talks about cuts or layoffs, but everyone is encouraged to recruit and help retain students
 - Faculty President: Shawnee Hendershot
 - Nothing to report
- Kansas Regent Universities Joint UPS-USS Report- Terri Blessent
 - Terri out of office today – Similar to Mary Jo's report
- Senate President's Report with University President – Jeannice Parker
 - President Scott is confident in search going forward
 - President Scott is visiting with about 100 different donors
 - Retention is just as important as enrollment. Think about the atmosphere PSU provides to its students and how it connects with and supports students
 - State finances are 162 million above projected
 - COVID and vaccine update
 - Hospitals going back to normalcy
 - A notification to campus will not be sent out unless adjustments are needed
 - K-State President search is expected to be completed in January
 - Emporia's Provost will be taking on additional duties while searching for an Interim President
- Treasurer's Report – Carroll Bell
 - General budget remains at \$2,380 and the Foundation account remains at \$57.04 with no expenditures from September. It was moved to accept the Treasurer's Report, seconded and the motion passed.
- Committee Reports
 - Elections Committee:
 - Nominate Michelle Hensley for Executive Secretary

- Carrol Bell nominated Michelle Hensley, motion was seconded and passed
 - Michelle Hensley out of office today and could not attend meeting
 - Vacant position due to Angela Ashmore's move to UPS
 - Jeannice Parker, nominated Barb Barto. Nomination was motioned, seconded and carried
- Public Relations: Terry Pierce
 - No report
- Welcoming Committee: Diane Letner and Terry Pierce
 - 2 new employees – Tammy Jarvis, Police Communications Specialist and Jesse Spencer, University Police Officer
- University Scholarship Committee: Jeannice Parker
 - No report – Committee has not met yet
- Parking Committee: Jordan Harding
 - No report - First meeting is tomorrow, Thursday, October 14, 2021
- Board of Governors Committee: Michelle Hensley
 - Michelle Hensley was not present
- University Revenue Planning Committee: Jeannice Parker
 - No report – Committee has not met yet
- Strategic Planning Committee: Jeannice Parker
 - No report
- Information Technology Council – Michelle Hensley
 - Michelle Hensley was not present
- Docking Institute subcommittee – Jeannice Parker
 - Questions have been solidified and submitted
 - Presidents of each University are being asked to send in an introduction email for the survey
 - Legislative Committee
 - No report – Committee has not met yet
- Incentive Benefits Committee – Jeannice Parker
 - Committee members include Carrol Bell, Ken Griffin, Timothy James, Kay Jiles, Jeannice Parker, Tonya Pentola and Terri Piece
 - There is an open position if anyone is interested please speak to Jeannice Parker
 - More information will be shared at the November's USS Senate meeting
- Old Business
 - The motion to accept the revisions to the 2021 revisions to senate handbook was carried
- Good of the Order
 - Dr. Steve Erwin and Tim Senecaut discussed the merge of the Physical Plant from Administration and Finance division to Student Life division
 - Includes custodial staff (excluding housing), landscape, central storage, store room, motor pool and boiler room staff
 - Currently 50-60 staff members
 - Will cause a shift of senate representation with the shift to a new division.
 - Jeannice Parker will work with HR before the next election to determine each division's representations
 - Doug Ball will be a guest speaker at the November USS Senate meeting and will discuss *University Finances* including an open session for questions.

- Lori Scott Dreiling, HRS Director will be a guest speaker at the December USS Senate Meeting and will discuss *Little Known Benefits*
 - Tickets are on sale for PSU Taste of Pittsburg on Friday, October 15, 2021 at 6:00 in the Overman Student Center Ballrooms
 - Career Services Clothes Closet is accepting donations
 - GorillaFest on October 16, 2021 and October 30, 2021 from 10-12:45 in the Gorilla Village
 - Fall Career Expo will be a two-day event in the Overman Student Center Ballrooms on October 19, 2021 and October 20, 2021 and will have 160 employers attending between the two days
 - Bicknell Family Center for the Arts will have performances by the Southeast Kansas Symphony
 - T-shirts for USS employees are in, but HRS is working on the distribution process
 - The President Search will be a closed search to ensure that the candidates applying will be confidential. The search is not internal only.
 - Vaccine incentive checks will be sent on Friday, October 15, 2021 included in normal paychecks
- Next meeting November 10, 2021 at 1:30 in Meadowlark Room in the Overman Student Center
 - Doug Ball will be the guest speaker
- Meeting adjourned at 2:19 p.m.