

University Support Staff

Meeting Minutes

November 8, 2023

I. Call to order

Cindy VanBecelaere called to order the regular meeting of the University Support Staff at 1:30 pm on 11/8/23 in the Meadowlark room of the OSC.

II. Attendees

Senators – Scarlet Bowles, Tracey Eagon, Sean Hall, Michelle Hensley, Diane Letner, Woody Lopez, Tonya Pentola, , Sara Sullivan, Cindy VanBecelaere, Stephanie Willis, Heather Winzer; Guest(s): Jon Bartlow

III. Guest Speakers – Jon Bartlow, Dean of Students

Discussed things that are going on in Admissions, Housing, Campus Activities, Student Center, Bicknell, Aladin Food Svcs, and Student Health (CHC).

IV. Approval of 10//13/23 minutes – Not yet posted, will be voted on at the next meeting.

V. Treasurer’s Report – Accepted.

Budget \$57.04, Foundation \$2000

VI. Other University Reports

1. Faculty Senate President – Rebeca Book, Discussed the need to update the University Directory, they are going to start having speakers at FS meetings, and still working on Gen Ed, KBOR changes, and Central Advising.
2. Unclassified Professional Senate President – Greg Belcher, Working on updated Docking survey by finding 8 to 10 items that still need work on. They have also been discussing the benefits and drawbacks of UPS and USS joining together. What would need to be done.

VII. Meeting with University President

- They discussed downtown revitalization, obtaining the Fox Theater
- Compensation and how Doug and Lori were doing the Market study

VIII. USS/UPS Joint Council Meeting

1.

IX. Committee Reports

1. Elections -Barb unable to attend.
2. Parking Committee, Stephanie Willis – 9 appeals, only 1 waived.
3. Board of Governors, Stephanie Willis – bills are continuing to go down.
4. Information Technology Committee, Michelle Hensley – No longer a committee.

X. New Business

- New pay scale

XI. Old Business

- Senator’s Handbook, terms and bylaws – ongoing.
- Cookies and new members

XII. Good of the Order

- Next meeting Wednesday, December 13, 2023, at 1:30pm OSC, Meadowlark rm.

XIII. Adjournment

Meeting adjourned at 2:40 pm

Minutes submitted by: Michelle Hensley

KBOR UPS-USS Council Joint Meeting

9:30-10:45 a.m., November 7

K-State hosting via Zoom

Meeting Agenda:

- I. Call to Order
 - a. Welcome and introductions
 - b. Institution reports/updates – submitted in advance

- II. Reports
 - a. KBOR meeting update
 - i. I was unable to attend. Did anyone go in person and have items to report?
 - b. COPS Report Topics: What should I be reporting to COPS/SCOPS in November?
 - i. Thank you for no vacation required reduced activity periods? Did all get this? Did anyone get word if this will be going forward?
 - c. General updates from each School (major initiatives, events, news, etc.)
 - i. **ESU:**
 1. Staff Senate had our first campus event last month, a Smores Bar in Wilson Park on campus. Staff could roast marshmallows, play cornhole, or throw a few holes of disc golf on the Hornet Hills course. It wasn't the best weather day, but attendance was steady and everyone seemed to have a good time!
 2. We are still discussing ways to possibly alter our parking on campus. This semester the costs went up, but employees weren't given alternate payment options. We have a sub-committee looking at parking statistics and President Hush said it's something they have been looking at during leadership meetings as well.
 3. With our campus reorganization, we have many new departments across campus. We want to make sure the entire campus is represented in our membership, so we will be doing a study to reach out to any "new" department on campus who may not have an active member in our group.
 4. Also due to this campus reorganization, we felt it was a good time to revisit our policies and bylaws to see if they still align with our current structure or if adjustments are needed.
 - ii. **FHSU:**
 1. The staff senate held a special meeting on October 23rd, per request from senators in accordance with our bylaws. The topic was compensation, and the outcome of this meeting was to form a dedicated Staff Senate Compensation Committee.
 2. The Staff Development Funding committee increased the cap on funds available to staff. Previously, it was \$500/year. The new cap will be \$800/year for attending and \$1000/year for presenting. This new cap is in line with the cap for faculty development funding available for adjunct faculty. This reflects only institutional level funding available from this fund; staff may also get funding from their

units/departments/colleges, and so on. We are still sorting out the effective date for this increase.

3. At our last UPS/USS Council meeting, I said I would reach out to FHSU HR and get information on the University's "bumping" (layoff alternative). Our HR director let me know that our policy is just the state policy: <https://admin.ks.gov/offices/personnel-services/agency-information/personnel-regulations>
4. HLC accreditors conducted a site visit at FHSU on October 30th-31st. There was a dedicated session for shared governance groups, and open forums for all faculty and staff.
5. University administration announced Step 1 of Phase 2 of our Move to Market plan. This step will increase base pay of all who are below market by \$1000 or 25% (whichever is greater) of the difference between their current salary and the CBIZ market rate as of July 2023. 145 staff and 53 faculty will be affected, and increases will appear on January 19th paychecks.

iii. **KSU:**

1. Performance Management System coming. Cannot share details at this time, but there will be 2 phases (initial review of all current systems to develop a common format and an LMS to manage the common form as well as tracking, training, and more). Both USS and UPS will have representatives on the steering committee.
2. A compensation study will also be undertaken starting sometime next year and we believe this will also be bid out to include developing full career pathways.
3. Our provosts last Faculty Senate meeting is this month and the search committee is gearing up for that search process. Dean Debbie Mercer, College of Education has been given the interim appointment as senior Dean on Campus
4. From previous major searches, our new Chief Technology Officer has started and Chief Human Resources officer is the previous Assistant VP so there should be continuity in that role.
5. Discussion about how to provide USS staff representation in shared governance continues as does the possibility of moving to a single staff senate (UPS currently represented under Faculty Senate).

iv. **KU:**

1. KU reported the largest-ever incoming freshman class this fall, along with the second-largest overall enrollment (just short of the record set in 2010): <https://today.ku.edu/2023/09/27/ku-welcomes-largest-freshman-class-in-history>
2. Chancellor Girod held a State of the University address on Oct 4, which included a discussion of current enrollment successes, future enrollment challenges, ongoing budgetary challenges, and campus growth plans. Recording available at <https://chancellor.ku.edu>.

3. Dr. Nicole Hodges Persley (KU Vice Provost of [Diversity, Equity, Inclusion & Belonging](#)) spoke to Staff Senate on Oct 11 about the role of her office.
4. The [Kansas Board of Regents](#) made its biennial visit to KU on Oct 19-20, which included a meeting with members of SenEx (the University Senate executive committee, which includes three staff representatives). Regents stressed the need for universities to “tell the story” of our impact on the state.
5. Provost Bichelmeyer provided a State of the Campus address on Oct 24. Recording available at <https://provost.ku.edu/state-campus-presentation>.
6. CFO Jeff DeWitt will hold a public forum at 2:30pm CST on Nov 6. Livestream info available at <https://governance.ku.edu/october-23-updates-university-governance>
7. SenEx is having lunch with four [Engineering Dean candidates](#) and three [Music Dean candidates](#), and we will subsequently share our impressions with the hiring committee.
8. KU has launched an "Ever Onward" fundraising campaign aiming to generate \$2.5 billion in contributions by 2028: <https://lawrencekstimes.com/2023/10/20/ku-ever-onward-campaign>
9. KU announced that the Lawrence and Edwards (KC) campuses will be closed Dec 26-31 with paid leave for eligible employees: <https://winter-recess.ku.edu/>

v. **PSU:**

1. PSU has established four sub-committees to address various employee initiatives, covering areas such as Professional Development, Recognition and Kudos, On-boarding and Off-boarding, as well as Evaluation systems and merit programs.
2. Following the Docking survey, UPS conducted a subsequent survey to pinpoint priorities for the upcoming year. The following eight items were identified, and each senator at the next UPS senate meeting will rank their top three from this list:
 - a. Compensation, Work Conditions, and Pay-related Issues
 - b. Management and Leadership Decision Making and Concerns
 - c. Training, Professional Growth, Support, and Development Opportunities
 - d. Campus Engagement and Community Involvement
 - e. Employee Well-being and Work-Life Balance
 - f. Communication and Transparency
 - g. Administrative Efficiency, E-Procurement, Administrative Processes, and Support
 - h. Job Security and Turnover
3. The campus sustainability group is currently in the process of installing two benches equipped with solar charging capabilities for cell phones. Additionally, they are developing an area where native plants of Kansas will be incorporated.

4. A student organization organized a successful trick-or-treat event for local children, with over 700 individuals participating in the festivities.
5. PSU's graduation ceremony has been revamped to include both a formal segment and a family-oriented celebration.
6. Discussions regarding the potential merger of UPS and USS are underway at PSU. Can other universities share their experiences and insights on how similar mergers were handled at their institutions?

vi. **WSU:**

III. Old Business

a.

IV. New Business

a.

V. Good of the Order

- a. Pitt asked and KSU is also interested in how other universities combined UPS/USS?
Were any UPS previously under Faculty Senate?

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
President-Elect: Les Mackey, lwmackey@fhsu.edu
Secretary: Diana Staab, dlstaab4@fhsu.edu
USS Representative: Marnie Kohl, mkohl@fhsu.edu
Past-President: Bob Duffy, rduffy@fhsu.edu

Kansas University President: Chris Wallace , ewallace@ku.edu

President-Elect: Teri Chambers, tmchambers@ku.edu
Internal UPS Representative: Brian Moss, bdmoss@ku.edu
Internal USS Representative: Sam Evans, sevens07@ku.edu

Kansas State University (KBOR Host for 2023-2024)

USS President Regina Crowell rcrowell@ksu.edu
USS President -Elect Kimm Dennis kimms@ksu.edu
USS Past-President, Mary Oborny moborny@ksu.edu
UPS Co-Chair Renee Gates regates@ksu.edu
UPS Co-Chair Monica Curnutt mcurnutt@ksu.edu

Pittsburg State University (Secretary for 2023-2024)

UPS President: Dr. Greg Belcher, gbelcher@pittstate.edu
UPS President Elect: Dr. Kelley Manley, kmanley@pittstate.edu
UPS Past President: Tammy Higgins, thiggins@pittstate.edu
USS President: Cindy VanBecelaere, cynthia.vanbecelaere@pittstate.edu
USS President-Elect: Tonya Pentola, tpentola@pittstate.edu
USS Past President: Diane Letner, dletner@pittstate.edu

Wichita State University

President: Jason Bosch, jason.bosch@wichita.edu.
Vice President: Krissy Archambeau, krissy.archambeau@wichita.edu
President-Elect: Kennedy Rogers, kennedy.rogers@wichita.edu
Past President: Denise Gimlin, denise.gimlin@wichita.edu
USS Representative: Angie Linder, angela.linder@wichita.edu
Secretary: Jacob Mendez, jacob.mendez@wichita.edu

UPS & USS Survey Committee Members

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Joel Ewy, jewy@emporia.edu

Jaden Rahe, jstrobe1@emporia.edu

Fort Hays State University

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Staci Kinderknecht, skkinderknecht2@fhsu.edu

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Kansas University

Jessica Chilcoat, jchilcoat@ku.edu (22-23 Council President presenting results to KBOR)

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