

University Support Staff Senate

Wednesday, December 11, 2024

Minutes

PSU's University Support Staff Senate welcomes all, you do not have to be a Senator to attend.

Guests: Lori Scott Dreiling, Emily McElwain, Colton Montgomery, Norman Philipp, Eva Sager

Senators Present: Tracey Eagon, Sean Hall, Michelle Hensley, Keith Shively, Cindy VanBecelaere, Ed Vanderbeck, Heather Winzer, Carol Young

Senators Excused: Wylie DeGruson, Joe Sheehy, Stephanie Willis

Senators Absent: Jake Keltner, Tonya Pentola, Sara Sullivan

Three Raps of the Gavel and President, Sean Hall called the regular USS Senate meeting to order at 1:36 pm December 11, 2024, in the Meadowlark room of Pittsburg State University's Overman Student Center, after passing out (seasonally appropriate colored red/white) University Support Staff Senate pens to all present.

November's meeting minutes were presented for review. Michelle Hensley moved to approve as submitted, Carol Young seconded no discussion, motion carries. Minutes are available on the USS Senate website (<https://www.pittstate.edu/faculty-staff/university-support-staff-senate/index.html>)

Other University Reports

- a. Faculty Senate President Remarks: Norm Philipp – met this week, KBOR meeting (following finals) next week will present the direct employee 'universal/system wide' faculty/staff tuition assistance request for folks seeking areas of study not at the institution in which they work. Reviewing their Faculty Senate seats representation for equity (for example all of Kelce's College of Business have 2, whereas Crossland's College of Technology has 9-12 reps). Reviewing impacts of Boards interest of every High School student having their first 15 hours of college credit completed upon graduation.
- b. Unclassified Professional Senate (President-Elect) Remarks: Eva Sager – University Staff Senate Bylaws were presented at their December meeting last week, up for a vote in January. Sharing guest speaker Dr. Dan Shipp time with USS Senate 1/15/25 at 2pm in the Sunflower room of Overman Student Center. Briefly mentioned Staff Professional Development day, coming Friday January 10, 2025, 8:30am-3pm to be held in the Student Center, lunch downstairs in U-Club, and light snacks will be provided, see forthcoming schedule for specifics. Stated that 'Voya' Employee award nominations are due by February 1st, 2025.
- c. Student Government Association President Remarks: Hanna Eckstein absent – (Eva shared) Just wrapped for Fall Semester, gearing up for Higher Ed day held at the Capital in Topeka. As fellow PSU governance leaders 'head' the regents schools Hannah is also chair for Student Government Association groups. They are intentionally planning that attending students are in Legislators offices of their home districts. SGA is adding an 'Outstanding Staff Member' award along with their Outstanding Faculty recognition, to be announced during Go Pitt Fest week. Started election plans and gearing up for 'Fee Season', upon return from break thing 'rock n' roll' a rapid pace. Look for announcements about the 2025 Big Event to come.
- d. Human Resource Representatives: Lori Scott Dreiling and Colton Montgomery (Functional Analyst) reminded us that holiday reporting guidelines are on their website. Lori shared that PSU employees are getting more time off than other regents schools, because she presenting it to our leadership for the extra days in January (meaning the 2nd and 3rd).

Sean Hall and Michelle Hensley met with President Shipp and Emily McElwain Tuesday, December 3rd

1. Budget – Emily has upcoming meeting with Doug to discuss.
2. Presidents office setting up luncheons with departments across campus. Looking for a more personal way of saying “Thank You”.
3. KBOR is looking into space utilization of campus. Looking at space renovation where possibly and demo if needed.
4. President met with the Governor concerning the \$21 million for PSU, Emporia, & Fort Hays. He felt the meeting went very well.

Emily expanded on the above 4 points (listed on our meeting agenda). **1:** The requested budgets from both staff Senates this year combined was less than the previous allocations. The comment was made next years request will be more than this one, Emily responded that as long as the budget request accounts for what the funds are intended to be spent on, then the review will happen. Professional development funding (what UPS Senate used a majority of their portion for) will continue to go into the Professional Development Employee Initiatives Team committee (currently paying a portion of the Linked-IN contract). The joint University Staff Senate Budget request needs to be put forth late spring 25 for fiscal year 2026. **2:** Sean shared with Dan that large employee meals once happened on campus, and the solution has been to have smaller ‘departmental’ gatherings, Financial Aid went first and Informational Technology’s was last week. **3:** If anyone is interested in serving on the campus wide team for space utilization, (campus master planning group) please contact Emily, she will happily connect you the correct individuals. **4:** Dan and (ESU President) Ken Hush’s meeting with Governor Kelly yielded a response of deeper digging may occur. Dr. Shipp thought Laura found it [the lower budget allotments, having a deeper impact on the 3 regional colleges] enlightening for further research, so a general good feeling about stewardship. The “big 3” did present a funding request for “research” and were not entertained at all – in fact a hard no. Remember increases in General budget funding doesn’t always connect dots to auxiliary areas, such as Student Affairs, Housing, etc. However, it can be used for employee raises (I believe was stated.)

The Kansas Board of Regents USS-UPS Council Joint Meeting December 10, 2024 agenda and highlighted notes attached.

Committee Reports:

- a. USS/UPS Handbook: Michelle Hensley, Joe Sheehy, Heather Winzer, 4 page “University Staff Senate Bylaws Proposal” document was presented at November meeting, vote scheduled during Old Business. Met Monday (12/9/24) and will meet again after winter interim to continue the Senate’s ‘Standard Operating Procedures’.
- b. Satisfaction Survey: One more volunteer is welcome to help Heather Winzer, and the folks from UPS senate solidify the survey questions. See subpoint section II, heading B COPS report subpoint ‘i’ on the Regents USS/UPS Shared Council agenda for more. Keith Shively is interested in assisting as his schedule allows. It is believed the questions, shouldn’t change much allowing the appropriate benchmarks to remain in place (since this is the third {’19 & ’22} time through the process). No zoom meetings as of yet.
- c. Parking Committee: Stephanie Willis absent, Carol Young reported the committee has not met since the last report during November’s USS Senate meeting.
- d. Overman Student Center Board of Governors: Carol Young attended the brief monthly meeting where it was shared all are wrapping up to prepare for break, will convene again January 2025.
- e. Employee Initiatives Teams (EIT):
 - a. Kudos/Recognition: Carol Young (& Ed Meyer) – Hot Cocoa, Cider, Coffee and Tea were served in the Oval Monday December 2nd, Carol thought the event was appreciated, folks brought their own mugs and shared in the camaraderie. Remember the joy spread by Gorilla High Five cards.
 - b. Professional Development: Sean Hall – Lori from HR shared that each EIT group has a presentation at our Staff Spring Professional Development day. It’s been announced at Presidents Council for all line managers to encourage participation, and release time for staff attendance. Check out lunch

- registration link coming out in a Pitt Daily soon (please submit your rsvp by 12/20/24). ComPsych from State of Kansas the Employee Assistance will be present to showcasing employee wellness.
- c. Onboarding/Offboarding: Michelle Hensley – has just be added to the TEAMS group for this committee. Looking at ‘stay-interviews’ to be held on the 90th day of employment.
 - d. Employee Wellness + Wellbeing: Tracey Eagon and Carol Young – no meeting recently.
 - e. Performance Management: Sean Hall – not contacted yet, but as HR Leadership was present much information (that I did not fully get notated) was shared. The jest: under Dr. Shipp’s leadership we do annual performance evaluations because our documents indicate that we had been doing them, therefore goals and accountability are a part of our processes. There was discussion about the antiquated references to benefits, broken website links etc. in the USS handbook which resides with HR/PSU’s General Counsel.

Old Business:

- 1. Staff Senate Bylaws vote: President Sean Hall called the question: All those in favor of accepting the written document as presented, Yay? Audible Responses All opposed? None
Staff Senate Bylaws Passes.
- 2. Budget approval from President’s office. It is suspected that receipts will need to be submitted for any purchases. Treasurer Tracey Eagon is prepared to handle such business as necessary.

New Business: nothing presented.

Good of the Order:

- a. Next meeting: Wednesday, January 8, 2025 at 1:30 pm in OSC Meadowlark Room
- b. At 2pm January 8th we will move next door into the Sunflower Room to combine with UPS colleagues for our Guest Speaker Dr. Dan Shipp.

Keith Shively motioned to adjourn, Cindy VanBecelaere seconded, one rap of the gavel and President Sean Hall concluded our meeting 2:15pm.

Minutes submitted by Recording Secretary Heather Winzer.

Regents USS/UPS Shared Council
Meeting
9:30-10:30 a.m., December 10, 2024
Pitt State hosting via Zoom

Meeting Agenda

- I. Call to order
 - A. Welcome & Housekeeping
- II. Reports
 - A. KBOR meeting update
 - i. No current report
 - B. COPS report
 - i. Docking Institute – satisfaction survey updates > Micheal Woodrum
 - a. Approval was granted for all institutions to participate this year
 - b. **Obtain a list from your HR (name and email address)** to see who is to participate – if they are represented by your support staff, unclassified, combined – generally excludes part-time employees, faculty, and higher admin positions
 - i. List may be different from each school
 - ii. AVP and VP not included
 - iii. Should be defined in senate bylaws
 - c. **Review the questions** – committee work
 - i. Should be relatively similar to previous years
 - ii. Avoid open-ended
 - iii. Each institution should review questions and be prepared to bring suggestions to a conversation with other institutions **January 14 at 9 am** > Zoom. Kelley will send out info.
 - d. Distribute in April
 - e. Are responses anonymous?
 - i. Only one person can complete once but respondents are never shared by Docking Institute
 - f. Encourage response from your institution > helpful to take data to legislatures
 - C. General updates from each school (major initiatives, events, news)
- III. **No January meeting – we will meet again on February 11, 2025, at 9:30 am.**

Emporia State University

- 1. We have announced Deans for the Teachers College and The School of Science and Mathematics. They were already serving in interim positions.
- 2. Our Dean of the School of Business, Ed Bashaw announced his retirement last week at the end of the academic year. We'll be starting a search for that position soon.

Regents USS/UPS Shared Council
Meeting
9:30-10:30 a.m., December 10, 2024
Pitt State hosting via Zoom

Fort Hays State University

1. We're working to implement five additional annual staff member awards, based on the work of our Goals Committee last year.
2. We're hosting staff socials again this year, with over 58 people in attendance at our November event.
3. University President Tisa Mason asked our senate for a recommendation for University closures over the fall break and holiday break this year. We recommended that the University close the Wednesday before Thanksgiving, as well as December 23-24 and January 2-3, and she implemented this.
4. Our 2024-2027 SP includes Staff PD as an explicit goal. The committee for this work includes a senator, and the committee will bring ideas to the senate for input.
 - a. **ERG (employee resource group) being created > how to help new admins to increase retention and also for veteran admins – a passion project more than a group with a charge from leadership**
5. Staff have asked for more input in decisions regarding platform purchases, in order to make sure the individuals who use platforms regularly have some voice in the platforms we purchase and can ensure those platforms will integrate well with existing ones.

Kansas State University

1. Focused on Staff Engagement
 - a. (Professional) Staff Summit – would love ideas from those who have conducted in the past
2. Providing Master Plan input. Will receive update on draft plan o 12/17
3. NNR (notice of non-renewal) policy update comes before Senate today
4. Ongoing IT policy/procedure changes due to Cybersecurity risks
5. Implementation of new Performance Management program begins January 1
6. Confirmed participation in Docking Study
7. DEIB Department will now be Office of Access and Opportunity

Pittsburg State University

1. What does the day look like on your campus during KBOR visits for Staff Senates?

Regents USS/UPS Shared Council
Meeting
9:30-10:30 a.m., December 10, 2024
Pitt State hosting via Zoom

- a. What do we need to be prepared for?
- b. What questions are important to bring up this year?
 - i. **What are they addressing for us?**
- c. How involved are you as staff senators?
 - i. **Faculty senate and USS met with them in shared meeting**
 1. **Slides with pictures and data (faculty senate from KSU)**
 2. **Both entities touched on compensation**
2. Budgets – do your senates have an annual budget?
 - a. If so, what are you allowed to use these for?
 - b. **Salina – employees can choose to donate to an account**
Pres office gives us a once-a-year funds
Foundation office gives an amount
 - c. **KU – Provost provides \$4,000 approx; fund with Pepsi > use this for PD Development > staff who want to attend conferences but don't have dept \$ available**
3. Please add in the chat what your stipends are for serving on Staff Senates.

University of Kansas

1. The Staff Senate Personnel Committee has completed a proposed Inclement Weather Policy.
 - a. **FHSU - Revision made to be approved > how to handle asynchronous classes**
2. The Staff Senate ad-hoc IT Committee has finished its first draft of the proposed code changes for a standing IT Committee.

Wichita State University

- We have finalized formal approval for participation in Docking and will plan to do the additional qualitative portion again.
- WSU is working to develop a policy to provide guidance if and when we need to make operational decisions around inclement weather.
 - How do y'all address inclement weather?
- **KU – remote workers > may be granted leave by supervisor contingent on the operational status of the nearby institution**
 - This also coincides with flexible work arrangements and policies around remote work.

Regents USS/UPS Shared Council
Meeting
9:30-10:30 a.m., December 10, 2024
Pitt State hosting via Zoom

- We are finding it difficult to find solutions that cover the varying needs spanning across faculty and staff, including essential positions that are not able to work remote or with flexible arrangements.
- We are planning to implement some training and onboarding for senators and leaders.
 - Please forward any on-demand or learning resources that you would recommend! Our hope is to cover topics such as advocacy, shared governance, change management and leadership, etc.
- Staff senate has implemented new staff excellence awards in addition to our longstanding Presidents Distinguished Service Award. These new awards include Staff Excellence in Belonging, Staff Excellence in Engagement, Staff Excellence in Customer Service, The Young Professional Award, and the Everyday Hero Award.