

University Support Staff Meeting Minutes

February 8, 2023

I. Call to order

Diane Letner called to order the regular meeting of the University Support Staff at 1:30pm on 2/8/23 in the Meadowlark room of the OSC.

II. Attendees

Senators – Barb Barto, Carrol Bell, Andrew Beihl, Terri Blessent, Kevin Elrod, Amy Gideon, Sean Hall, Michelle Hensley, Tim James, Diane Letner, Woody Lopez, Sara Sullivan, Cindy VanBecelaere, Stephanie Willis; Guests – Tammy Higgins, Karen Johnson, Craig Stokes, Justin Noel, & speaker Doug Ball.

III. Approval of 1/11/23 minutes – Accepted.

IV. Treasurer’s Report – No expenditures, accepted.

V. Other University Reports

1. Unclassified Professional Senate President – Tammy Higgins
 - Executive Committee has been selected; Greg Belcher, President; Kelley Manley, President Elect; Elizabeth Gier, Secretary; Rachel Schenker, Treasurer.
 - Election for Senator positions are currently open.
2. Faculty Senate President – Karen Johnson
 - Still working on Gen Ed that will begin 24WF
 - Survey was sent to current/alumni students of Honors College and Faculty regarding what they liked and didn’t about the program.

VI. Guest Speaker – Doug Ball, CFO, VP for Administration

- Spoke about Deferred Payment into Retirement, <https://www.kpers.org/about/funding>
- Paystubs, employee contributions vs. employer contributions. Oracle only provides a yearly report with all of this information.
- Gorilla Rising, Kelce moving to downtown Pittsburg and more student housing in the Bess Hotel. Approved for \$12.5 million.
- Governors’ Proposed FY24 Budget
 - o Recurring Funds
 - National Institute for Student Success (NISS), used for Academic Advising/Retention of students, possible \$1 million
 - \$21.7 million for inflation relief for the system (approx. \$900,000 for PSU), used for utilities, insurance, healthcare & benefits
 - Financial Aid/Micro-Internships, increased FA awards for students
 - o One-Time Monies
 - Cyber Security & Infrastructure, approx. \$300,000/\$400,000

- Facility Renewal (approx. \$1.5 million for PSU), roofs, boiler, and repairs
- Demolition of obsolete buildings, KBOR approval required
- National Institute of Materials Advancement (NIMA), \$8 million project specific to PSU for a place to develop new products
- Pay Increases for State Employees - wait and see, too early to know what it could mean for us.

VII. President Meeting – Postponed

VIII. USS/UPS Council – See attached.

1. Went to Topeka January 18 to present to COPS & KBOR, attachment.
2. Regular meeting February 21, 2023.

IX. Committee Reports

1. Elections: 3 positions open
2. Public Relations: Kevin Elrod, no updates.
3. Welcoming Committee: Diane Letner- Justin Noel, UPD
4. Parking Committee: Cindy VanBecelaere, no report.
5. Board of Governors: Barb Barto; Food services are up for bid, OSC is still open on the weekends with very few students coming in, and they will be open for the Super Bowl until end of game with food & prizes for students.
6. Information Technology Council: Michelle Hensley, 2/1 postponed.

X. Old Business

- Sub-Committee PSU Docking, with Tonya Pentola as chair, will meet tomorrow.

XI. New Business

XII. Good of the Order

- Next meeting: 1:30pm, Wednesday, March 8, 2023, in OSC, Meadowlark Room.
- March 29, 2023, Employee appreciation/Service Awards at the Library.
- Last TAC meeting in the Ballroom 2/9/23.
- We will have elections at the June 14th meeting. A term begins July 1st through June 30th of the following year. We will have openings for Senators as well as those willing to serve on the Executive Council.

XIII. Adjournment

Meeting adjourned at 2:50pm.

Minutes submitted by: Michelle Hensley

Unclassified Professional Senate and Unclassified Support Staff Council Report
Council of Presidents
January 18, 2023 10:30 am

Good morning and thank you for your time this morning. My name is Jennifer Whitmer and I am the Administrative Assistant for the Department of Social Work at Fort Hays State University, last year's Host School Staff Senate President and the current Chair of the Staff Climate Survey Committee. Today I have the pleasure of reporting to you as the Chair of the Staff Climate Survey Committee for the state's six universities, which include over 9,100 University Support Staff (USS) and Unclassified Professional Staff (UPS) members. Along with me this morning is Michael Walker from the FHSU Docking Institute. We will also be presenting at the full board meeting this afternoon. While there is a great deal of more information in the official survey reports, we wanted to highlight a few key elements.

This project began in late 2020, working alongside the Docking Institute, we gathered UPS and USS staff from all 6 institutions to be a part of the climate survey to initiate discussions and brainstorming to create the survey instrument.

- We deployed the climate survey to all 9,190 staff members in April 2022.
- The Docking Institute compiled all of the data. Each of the institutions Staff Senate Presidents received the qualitative and quantitative results in August 2022.
- Each Senate shared the survey results, both qualitative and quantitative, with their University President.
- The quantitative results were shared with all staff within each institution on their senate websites in November 2022.

Currently each institution has a specific committee of staff members to utilize the Docking Institute's reports to determine actionable items and recommendations that will be presented to their Presidents. We continue to meet as a statewide council and survey committee looking at the overarching themes and suggestions, and sharing strategies and activities to achieve our stated goals.

Following the analysis of the surveys, we identified several major themes emerging from the data across all campuses, which include:

- Low employee morale
- The need for increase in wages and cost of living adjustments
- Number of employees having or considering second jobs
- Number of employees considering leaving their institutions for another job
- Lack of appreciation by others at work, whether it be coworkers, supervisors or administration
- Budget limitation impacts, which include increased individual and department workload, unfilled positions, and resources decreased

In looking at the next steps across each institution and as a council group we have had many discussions that have resulted in recommended action steps. At the university level, the main recommendations are partnership, listening and action. The survey provided many opportunities to improve staff satisfaction and morale and staff members are hoping for action to be taken now that they have voiced their concerns.

To refine results, determine goals, and capitalize on these opportunities, several institutions are conducting:

- listening tours
- town halls
- specialized focus groups
- utilizing analytics to help refine results
- regularly meeting with their Administration
- cookie deliveries for smaller group conversations
- targeted brainstorming
- continued communication and education

One of the most important areas of concern among employees is how budget limitations have had a major impact on their day to day work. 71.5% of staff responded their duties and work have increased due to budget limitations, which includes unfilled positions, fewer resources, doing more with less, etc.

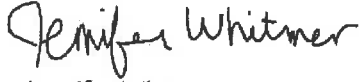
Another concerning result of the survey is the number of staff across the KBOR system who are considering leaving the institutions for jobs elsewhere. While there are efforts currently in place to address the larger issues (Workflex and remote options, payroll studies, etc.), our individual senates are hosting listening sessions and discussions to come up with some low risk-high yield options to help boost morale while we wait for the longer-term efforts to come to fruition. Improving staff retention and recruitment is an important foundation stone to support the current focus across our institutions as we seek to maintain and grow student enrollment. Not only is staff retention and recruitment important, but also appreciating the staff who make up each of the institutions.

We strongly recommend that the University Presidents continue to work closely with their shared governance groups and allow shared governance to bring their ideas for improvement to the table. We would recommend that the Presidents conduct a staff climate survey every three years, as a way of checking on the progress made in addressing these issues over time.

The results of the survey may be used as evidence and support when you, as the Board and the University Presidents, advocate for increased funding for higher education from the legislature. The survey highlights the impact of budget cuts to Higher Education from the employee and operational standpoints.

Thank you for financing the survey and your help in supporting it and implementing change. Again, we appreciate your time and your effort as you continually advocate for staff, not just on your own campuses, but at the state level as well. And with that, we will stand for questions.

Thanks,



Jennifer Whitmer

Administrative Coordinator

Department of Social Work

Past KBOR Host School Staff Senate President

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Methods and Reports Overview

2022 USS-UPS Poll of Six KBOR Universities

January 18, 2023

Introduction

The Docking Institute of Public Affairs conducted a survey of University Support Staff (USS) and Unclassified Professional Staff (UPS) employees from six universities in the spring of 2022. The universities included Emporia State University (ESU), Fort Hays State University (FHSU), Kansas State University (KSU), Pittsburg State University (PSU), University of Kansas (KU), and Wichita State University (WSU).

Methods

The survey was conducted using Qualtrics online survey software. Email addresses for USS and UPS employees employed during the spring 2022 semester were provided to the Docking Institute from each university. Requests (including a link to an on-line survey) were sent to USS and UPS employees via email. Questions were developed in collaboration with the client.

The lists included 9,190 USS and UPS employees of the six universities. The Institute received 4,053 completed interviews, a response rate of 44.1%. The first email was sent April 6, 2022. Follow-up email requests to non-responding employees were sent on April 14th, April 21st, and April 26th.

Reports

Each university received two reports: one with information from USS employees and one with information from UPS employees. Each report contained responses from 1) USS or UPS employees from all six universities combined (statewide) and 2) responses from each of the specific university's USS or UPS employees.

Two universities purchased additional reports showing USS and UPS respondents combined. These two reports showed 1) all statewide USS and UPS employees combined and 2) the university specific USS and UPS employees combined.

Each report contains the following sections:

- Introduction and Methods
- Current University Employment, Years, Classification
- Item Importance and Appreciation of Work Performance
- Work Morale
- Wages and Second Job
- Job Satisfaction, Incentives, and Health Insurance
- Budget Limitation Impacts
- Looking for Different Job

Questions/Responses

The following tables and figures show responses from all respondents (USS & UPS from all six universities). The survey and reports include a few more questions than shown here, including four text boxes for written responses.

Current University of Employment

	Frequency	Percent
Emporia State University (ESU)	239	5.9
Fort Hays State University (FHSU)	271	6.7
Kansas State University (KSU)	984	24.3
University of Kansas (KU)	1,678	41.4
Pittsburg State University (PSU)	262	6.5
Wichita State University (WSU)	619	15.3
Total	4,053	100

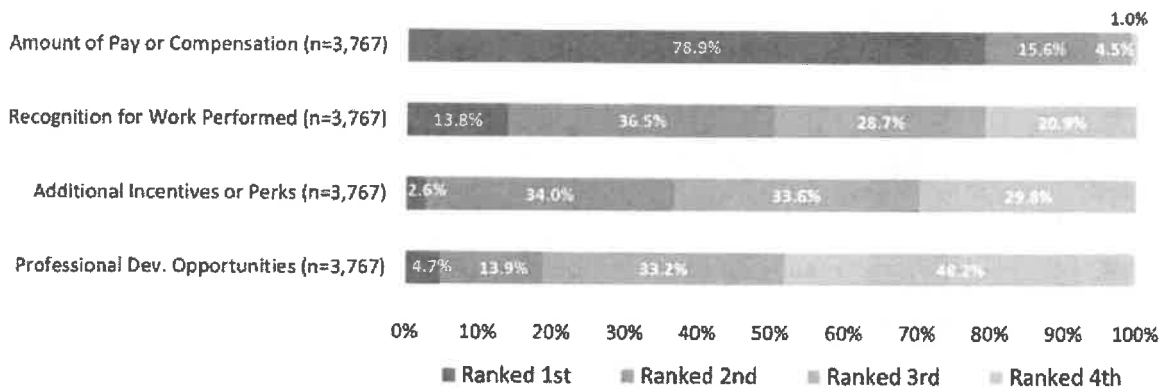
Years of Employment

	Frequency	Percent
0-4 years	1,323	32.7
5-9 years	962	23.8
10-14 years	526	13.0
15-19 years	447	11.0
20 years or more	792	19.6
Total	4,050	100
No Answer/Don't Know	3	

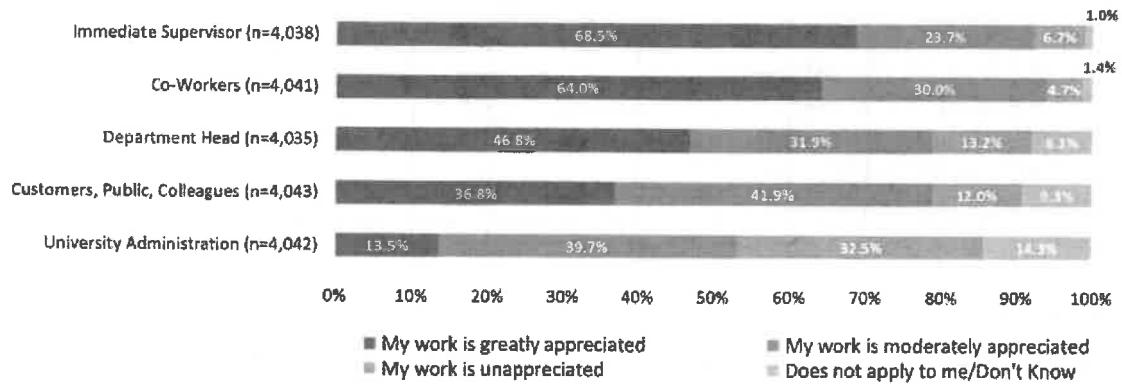
Employment Classification

	Frequency	Percent	UPS/USS%	
Unclassified Professional Staff (UPS) - Hourly Wage	876	21.6	70.6	UPS
Unclassified Professional Staff (UPS) - Salary	1,818	44.9		
Unclassified Professional Staff (UPS) - Unspecified	166	4.1		
University Support Staff (USS) - Hourly Wage	925	22.8	29.4	USS
University Support Staff (USS) - Salary	248	6.1		
University Support Staff (USS) - Unspecified	20	0.5		
Total	4,053	100		

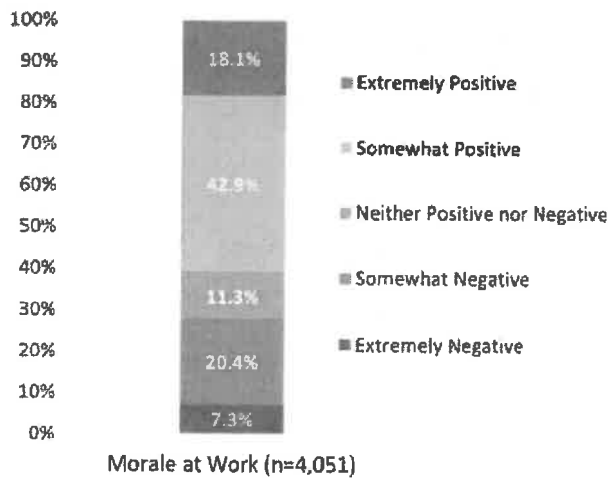
Item Importance



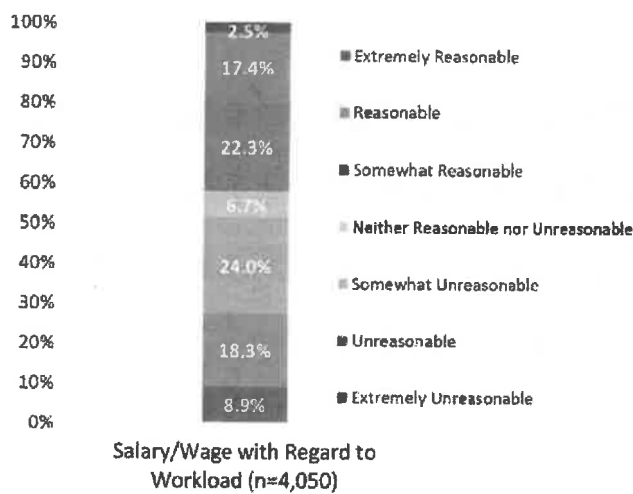
Appreciation of Work by Others



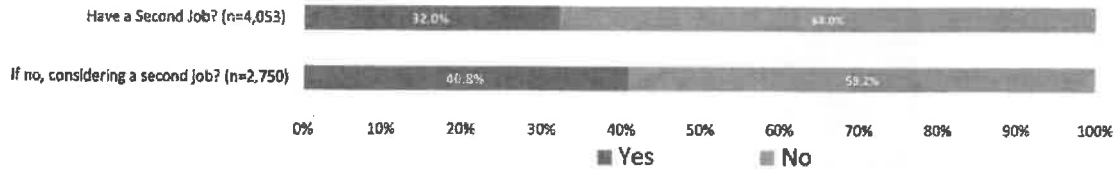
Morale at Work



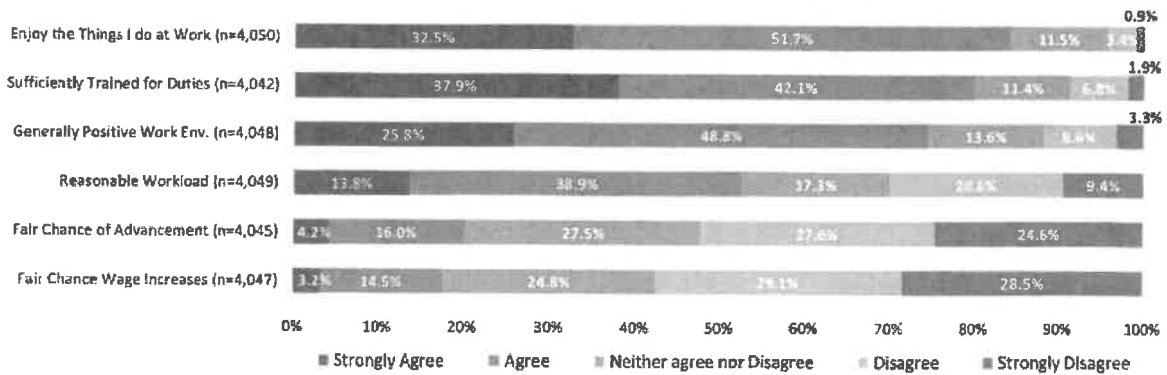
Perception of Wages



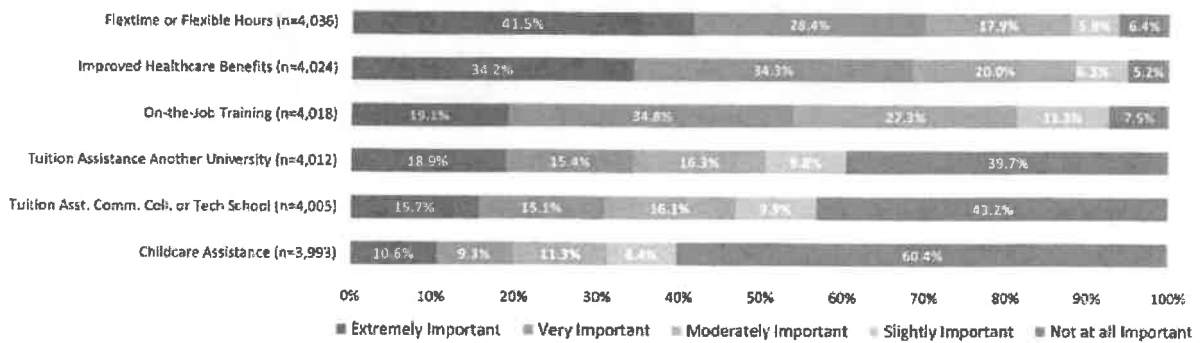
Have a Second Job/Considering a Second Job



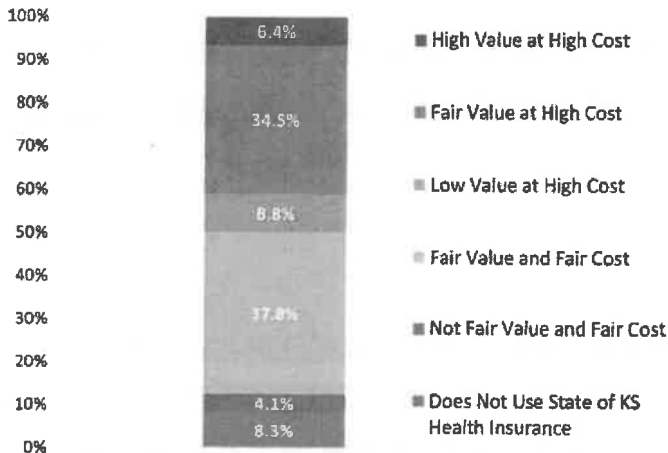
Job Satisfaction



Incentives or Opportunities



Health Insurance



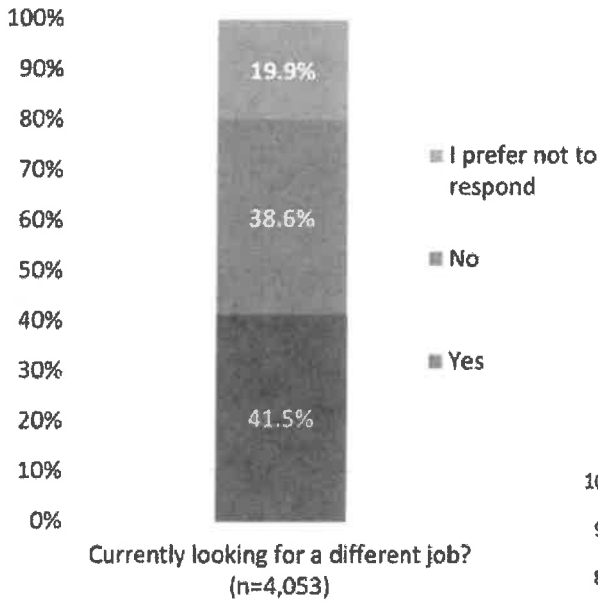
Opinion of Health Insurance (n=4,016)

Impacts of Budget Limitations

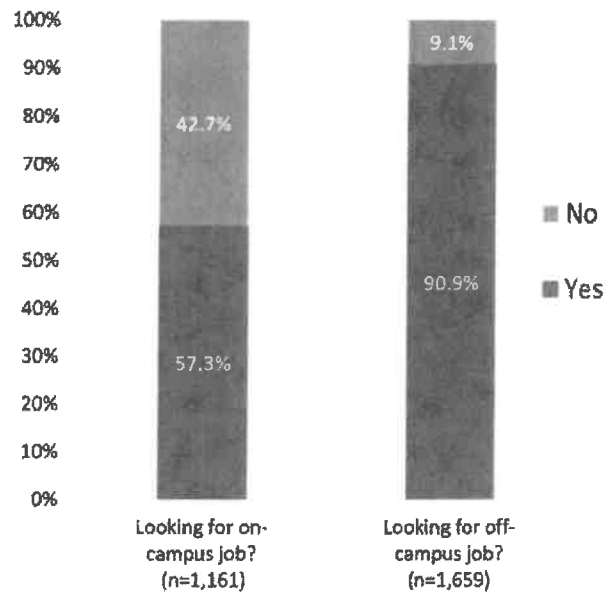


"Yes" Responses (n=4,053)

Looking for Different Job



Looking On-Campus or Off-Campus



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