

# **University Support Staff Meeting Minutes**

February 9, 2022

## **I. Call to order**

Terry Pierce called to order the regular meeting of the University Support Staff at 1:32pm on 2/9/22 in the Meadowlark room of the OSC.

## **II. Attendees**

Barb Barto, Carrol Bell, Terri Blessent, Kevin Elrod, Amy Gideon, Michelle Hensley, Diane Letner, Woody Lopez, Tonya Pentola, Terry Pierce, Joe Sheehy, Stephanie Willis, Heather Winzer, Mary Jo Meier, Dr. Steve Erwin.

## **III. Approval of January minutes – Accepted.**

## **IV. Video Presentation of Ks House Higher Ed Budget Committee on 2/7/22; Dr. Scott testifying in front of the committee in Topeka.**

**V. Treasurer's Report** – Carrol Bell. New expenditures of \$5.13 for the Senate photo from Budget account leaving a balance of \$2274.87. No new expenditures from the Foundation account. Accepted.

## **VI. Other University Reports**

Unclassified Professional Senate President – Mary Jo Meier, no meeting this month due to inclement weather closure.

Faculty Senate President - Shawnee Hendershot, not able to attend.

## **VII. Senate President's Report from meeting with University President, Dr. Scott**

a. Met Tuesday 2/8 at 10:30 a.m.

b. Mask mandate removed, University will continue to monitor Covid.

c. Dr. Scott testified to the House Higher Education Budget Committee, Committee was receptive to his testimony, he was allowed an hour, which is much more time than years past.

d. Info-grams and video

e. February 17, Dr. Scott goes back to Senate Committee

f. State Revenue report for January, \$118 million above estimates

g. 5% raise for state employees, proposed in the Governor's budget has been received by government leaders in a positive way—still in process

h. President search still underway

i. More snow days than usual, Current University Administration tends to error on the side of caution and closes university more often than in the past

j. Snow removal crews did a great job

k. Dr. Scott would like to return to see our Senate again in the spring, perhaps in April.

– I will try to get it scheduled.

## **VIII. USS Council Conference Call – Terry Pierce, attached**

### **IX. Committee Reports**

Elections: 2 open positions. Tim James is removing himself from President Elect which opens the position. No one nominated or volunteered at this time.

Public Relations: NA

Welcoming Committee: Diane Letner – No new USS employees

Parking Committee: Cindy VanBecelaere – NA

Board of Governors: Michelle Hensley – Mary Mercer has left and they are now looking for a replacement. OSC is working on a student fee proposal but not really expecting anything due to Govenors “No Increases” statement. New digital signage to be installed. Barnes & Noble consolidating two floors into one for new Diversity location. Sodexo bringing back retro Sodexo concepts for limited time; Noodles, Baha, Corner Market.

Strategic Planning Committee: Terri Blessent, 2/7 meeting cancelled.

Information Technology Council: Michelle Hensley – Next meeting 2/10

University Legislative Coordinating Council: Have not met.

University Revenue Planning Committee: Meet 2/25.

Survey Committee: Notes attached.

### **X. Old Business**

Satisfaction Survey to be launched in March – Results by August 2022

Marketing and Communications will be sending out an email to alert USS & UPS that the survey is coming.

### **XI. New Business**

Days between Christmas day and New Years day

a. I emailed Lori Dreiling

b. Spoke with Dr. Scott

c. Proposal of making the days permanent would be better addressed to the President’s council when the new President is hired.

### **XII. Good of the Order**

Next Meeting, 3/9/22, 1:30pm, Meadowlark room of the OSC.

Special Guest for next meeting could be Angela Neria or Lori Dreiling. May’s Special Guest will be Scott Donaldson.

### **XIII. Adjournment**

Terry Pierce adjourned the meeting at 2:16pm.

Minutes submitted by: Michelle Hensley

## KBOR UPS-USS Council Joint Meeting

9-11 a.m., January 18, 2022

FHSU 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
  - b. COPS Report
  - c. General updates from each School (major initiatives, events, news, etc.)
    - i. ESU:
      1. As a morale boosting incentive, ESU is paying a one-time bonus of \$1,000 to each full-time, benefits-eligible employee and \$500 to each part-time employee on February 4<sup>th</sup>. Interim President Ken Hush and his team were instrumental in implementing this incentive in less than 3 weeks. President Hush also has requested a list of other morale boosting ideas and funding required to implement them.
      2. Interim President Hush announced that a new, stand-alone Enrollment Management department has been formed. Enrollment Management was moved from Student Affairs.
      3. As of January 1<sup>st</sup>, USS and UPS Senates combined into one representative body called Staff Senate.
      4. ESU has received no word from KBOR about our Presidential Search chairperson or who will be included on the committee.
      5. Caesar Chavez Day will be held on March 31<sup>st</sup> in conjunction with a focus on encouraging Hispanic enrollment.
      6. KLC grants will be given to 40 people on campus to encourage leadership development.
      7. The Wichita Business Journal rated ESU as the number 2 business program in the state.
      8. Human Resources will be starting a salary study with CBIZ this spring.
      9. ESU administration has asked the city and county to enter into a partnership to provide scholarship funding.
      10. Regent schools marketing directors will be meeting at KBOR to discuss how institutions can more effectively communicate the value of higher education as a system.
      11. Because of the renewed COVID outbreak, ESU will continue with mandatory masks, social distancing, and increased cleaning for the spring semester.
    - ii. FHSU:

1. The university plans no immediate changes to the Phaseout Plan that guided our COVID-19 response efforts throughout the fall semester. Accordingly, our existing policy regarding local faculty and supervisor decision-making on wearing face coverings remains in place.
2. The application process to participate in the voluntary separation incentive program (VSIP) opened January 3, 2022 and will close February 4, 2022. FHSU staff and faculty who are active participants in the Kansas Board of Regents 403(b) mandatory retirement plan, the KPERS Retirement Plan or the KP&F Retirement Plan who will be at least 60 years old AND have worked at least 5 years in a benefits-eligible position at FHSU or a State of Kansas agency at the retirement date will be able to apply for consideration in this incentive program unless otherwise ineligible. The employee also will have to meet retirement program requirements for full retirement as outlined in the KBOR Mandatory retirement plan, the KPERS Retirement Plan or the KP&F Retirement Plan.
3. Staff Senate is updating bylaws and will be voting on all of the changes in February.

iii. **KSU:**

iv. **KU:**

v. **PSU:**

1. COVID-19 Campus Update – Classes start next Tuesday, Jan. 18. We look forward to welcoming students back. At the same time, we are in the midst of a surge in COVID-19 cases due to the highly contagious omicron variant, and it's putting a strain on our healthcare system. Our goal is to maintain a safe campus and remain fully operational during what we hope is a short-term surge. A few things:
  - a. We reinstated our campus-wide mask mandate effective Tues. Jan. 11. Together with vaccines, masks give us the best possible chance to achieve our safe and operational campus goal. For now, all faculty, staff, students, and visitors are required to wear a mask that covers their nose and mouth while indoors on our campus, with few exceptions. Though mild, breakthrough cases among the vaccinated are growing and represent a public health risk, therefore even vaccinated individuals must wear a mask. The mandate applies to everyone as we follow the latest science.
  - b. Our 2022 PSU COVID-19 Face Mask Policy is available at [pittstate.edu/coronavirus](http://pittstate.edu/coronavirus).
  - c. Our Student Guide for Returning to Campus is ready at [pittstate.edu/coronavirus](http://pittstate.edu/coronavirus). This spring 2022 edition of the return to campus guide for students includes information and guidelines students will find useful as they start next week.
2. President Scott met with legislative leaders the first week in January to advocate for funds to be allocated for salaries and deferred maintenance.
3. PSU Town Hall held on Tues. Jan. 25, 2022 at 2 p.m. will be streamed.

4. Spring Convocation held on Thurs. Jan. 27 will be held face to face at this time.
5. Terry Pierce will serve as the President of PSU Unclassified Support Staff effective January 1, 2022.
6. VOYA Employee Recognition Awards – VOYA is offering an award of \$750 to one UPS employee and one USS employee at PSU. These awards will be given the week of March 7. (Apple Day is March 7 but will be celebrated throughout the week). Mary Jo Meier (UPS President) and Terry Pierce (USS President) will work together with their respective executive committees to receive nomination forms and finalize the selection of award recipients.
7. PSU Presidential Search – On November 17, 2021 the Kansas Board of Regents (KBOR) appointed 26 members to the committee that will assist and advise the Board in the search for the next President of Pittsburg State University (PSU). The search committee includes representation from university students, faculty, staff, alumni and the southeast Kansas community. In October the Kansas Board of Regents named Rick Webb as chair of the search committee. Webb is a Pittsburg State graduate and Executive Chairman of Watco, LLC.

vi. **WSU:**

III. Old Business

- a. Satisfaction Survey Update
- b. Council bylaws/policies in Microsoft Teams

IV. New Business

- a. Council Goals for 21-22
  - i. COVID and remote work policies
  - ii. Partnering with each institutions HR Department to promote more of the benefits that we have as state employees, ie discounts, EAPs, etc.

V. Good of the Order

- a. Meeting Schedule
  - i. 3<sup>rd</sup> Tuesday of every month 9:00am-11:00am

VI. Adjournment

**2021-2022 UPS Council Representatives****Emporia State University**

President: Greg Larson, [glarson@emporia.edu](mailto:glarson@emporia.edu)

President-Elect: Lindsay Bays, [lbays@emporia.edu](mailto:lbays@emporia.edu)

Past President: Jaden Rahe, [jstrobe1@emporia.edu](mailto:jstrobe1@emporia.edu)

**Fort Hays State University**

Staff Senate President: Jennifer Whitmer, [jwhitmer@fhsu.edu](mailto:jwhitmer@fhsu.edu)

Staff Senate Vice President: Staci Kinderknecht, [skinderknecht2@fhsu.edu](mailto:skinderknecht2@fhsu.edu)

Staff Senate Secretary: Liz Atwater, [eratwater@fhsu.edu](mailto:eratwater@fhsu.edu)

**Kansas University**

Staff Senate President: Tim Spencer, [tjspencer@ku.edu](mailto:tjspencer@ku.edu)

Staff Senate President-Elect: Jessica Chilcoat, [jchilcoat@ku.edu](mailto:jchilcoat@ku.edu)

Internal UPS Representative: Brian Moss, [bdmoss@ku.edu](mailto:bdmoss@ku.edu)

**Kansas State University**

UPS Co-Chair: Renee Gates, [regates@ksu.edu](mailto:regates@ksu.edu)

UPS Co-Chair: Mishelle Hay McCammant, [mhay@ksu.edu](mailto:mhay@ksu.edu)

**Pittsburg State University**

UPS President: Mary Jo Meier, [mary.meier@pittstate.edu](mailto:mary.meier@pittstate.edu)

UPS President-elect: Tammy Higgins, [thiggins@pittstate.edu](mailto:thiggins@pittstate.edu)

UPS Past President: Jason Kegler, [ckegler@pittstate.edu](mailto:ckegler@pittstate.edu)

**Wichita State University**

Senate President: Gabriel Fonseca, [gabriel.fonseca@wichita.edu](mailto:gabriel.fonseca@wichita.edu)

Senate President-Elect: Denise Gimlin, [denise.gimlin@wichita.edu](mailto:denise.gimlin@wichita.edu)

Senate Past President: Trish Gandu, [trish.gandu@wichita.edu](mailto:trish.gandu@wichita.edu)

Senate Vice President: Kayla Jasso, [kayla.jasso@wichita.edu](mailto:kayla.jasso@wichita.edu)

**2021-2022 USS Council Representatives****Emporia State University**

President: Douglas Cushenbery, [dcushenb@emporia.edu](mailto:dcushenb@emporia.edu)

Vice President: Josh Jenek, [jjenek2@emporia.edu](mailto:jjenek2@emporia.edu)

Vice President: Debra Rittgers, [drittger@emporia.edu](mailto:drittger@emporia.edu)

**Fort Hays State University**

USS Representative: Lisa Lang, [llang@fhsu.edu](mailto:llang@fhsu.edu)

USS Representative: Debbie Allen, [dallen@fhsu.edu](mailto:dallen@fhsu.edu)

**Kansas University**

USS Representative: Chris Wallace, [ewallace@ku.edu](mailto:ewallace@ku.edu)

USS Representative: Todd Carpenter, [tcarpent@ku.edu](mailto:tcarpent@ku.edu)

**Kansas State University**

President: Mary Oborny, [mobornv@ksu.edu](mailto:mobornv@ksu.edu)

Vice President: Monica Macfarlane, [mcmacfar@ksu.edu](mailto:mcmacfar@ksu.edu)

**Pittsburg State University**

USS President: Terry Pierce, [tpierce@pittstate.edu](mailto:tpierce@pittstate.edu)

Past President: Terri Blessent, [tblessent@pittstate.edu](mailto:tblessent@pittstate.edu)

**Wichita State University**

USS Representative: Angie Linder, [Angela.linder@wichita.edu](mailto:Angela.linder@wichita.edu)





Recap of today's meeting: Survey Committee meeting Notes, 01/14/2022

- Work with your local IT or HR to get employee email list. Probably the closer to the end of February the better, that way it's more accurate. Format the spreadsheet like this and email it to me for me to send Docking the final list.

Last Name	First Name	Email Address	University	USS o
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- We will use the greeting option for the survey email "Hello (Name),"
- The end will say "Thank you, USS-UPS Survey [docking@fhsu.edu](mailto:docking@fhsu.edu)"
- Please work with your local IT to make sure [mwalker@fhsu.edu](mailto:mwalker@fhsu.edu) and [docking@fhsu.edu](mailto:docking@fhsu.edu) are both approved emails so they don't get listed as spam, junk, etc.
- The final payment to docking will be when the results are sent out (August 2022)
- Below is the language that is used in the survey email coming from Docking. Terri Blessent (thank you again Terri for taking this part on!) will work with Abby and the Communication Officer group to come up with an email to tell people the importance of the survey, this isn't junk, it's short and confidential, etc. If anyone has any specific language that they'd like to use, please reply all so Terri can connect with Abby. We also discussed having this email go out twice, perhaps a week or two in advance and maybe the day or two before. It was also suggested that each of us follow up with our own Communications Officers to make sure everyone is on the same page. (If I missed anything about this specific topic, please let me know).

- o Hello,

The Docking Institute of Public Affairs has been asked by University Support Staff (USS) and Unclassified Professional Staff (UPS) representatives from the six Regent Universities in Kansas to conduct a short poll of USS and UPS employees. This poll will take 10 minutes at most to complete.

The purpose of this poll is to measure USS/UPS employee morale with regard to recognition and appreciation, compensation, workload, job satisfaction, desired incentives, training, budget limitations, and other issues.

A link is provided below. Please complete the poll within the week, so that I may begin analysis of the findings soon. The poll is voluntary and confidential. Analysis will be of grouped data only. The poll is limited to employees 18 years of age and older. Please do not begin if you are under the age of 18.

I think that might cover everything. Like I mentioned in the meeting, I don't foresee a need to meet again as I think everything can be done through email. But if anything comes up either from this group or Docking, we can always find a time to meet. We are getting so close and I appreciate each and every one of you! Enjoy your weekend ☺

Thanks,