

PSU University Support Staff

Meeting Minutes

March 13, 2024

The University Support Staff welcomes all university support staff employees; you do not have to be a Senator to attend.

Welcome Guest: Rachel Schubert, Ed Vanderbeck

Senators Present: Barb Barto, Wylie DeGruson, Sean Hall, Michelle Hensley, Woody Lopez, Sara Sullivan, Cindy VanBecelaere, Stephanie Willis, Heather Winzer.

Senators Absent: Andrew Beihl, Scarlett Bowles, Tracy Eagon, Michelle Ewan, Jake Keltner, Tonya Pentola, Keith Shively

Agenda

Opening of Meeting

Meeting called to order by Senate President Cindy VanBecelaere at 1:00 pm in the Physical Plant Conference Room.

Review of February 2024 Minutes – Accepted

Treasurer's Report – Accepted **Budget:** \$57.04, **Foundation:** \$1,793.11

Guest Speakers:

Michael Woodrum – spoke about the proposed merger between USS & UPS. Michael was a USS employee for years and is now a UPS employee. Per HR all new employees hired will be a UPS employee. Physical Plant Trades & University Parking and Police employees will always stay USS employees. All other regent school have combined senates (Emporia, Ft Hays, KU, Wichita). This merger will not affect anything on salaries or benefits. Neither senate is a bargaining unit, not now or in the future, we are only a voice for things we might want. Michael has drafted a proposed merger of the USS & UPS and will be sent out as soon the executive committees meet.

Other University Reports:

- a. Faculty Senate President – Rebeca Book / NA
- b. Unclassified Professional Senate President – Greg Belcher / NA
- c. SGA President – Jaben Parnel / NA

Senate President 's Report with University President: No meeting

KBOR / USS / UPS Joint Council Meeting: Was held March 5, 2024, Cindy was unable to attend.

Committee Reports:

- a. Elections, Barb Barto, Need Senators, Ed Vanderbeck volunteered
- b. Parking Committee, Stephanie Willis, meeting cancelled
- c. Board of Governors, Stephanie Willis, met on 3-1-24, lots of things going on in Overman Student Center next meeting 3-29-24.

Satisfaction Survey Response Committee:

- a. Tonya Pentola / NA

Employee Initiative Teams:

- a. ?? Tonya Pentola / NA
- b. Wellness & Wellbeing: Tracy Eagon & Carol Young / NA , Barb Barto spoke and they are having another meeting on March 26th, this committee is to inform all of the university campus what wellness benefits options are available to them. More information to come on this...

Discussion Topics:

- a. Lots of discussion about the merger of USS & UPS
- b. Senate voted to proceed with looking at the options of the merger, Yes-7, No-3
- c. Both USS & UPS executive committee will meet
- d. Two - town hall meetings will be scheduled in the very near future (April) to answer questions on the merger. Date & Times TBD
- e. In the future, someone from each committee will be ask to attend a USS senate meeting to give a report of what is going on with that committee
- f. The USS is not a bargaining unit we are only a voice to try and make things better.

Old Business:

- a. Meeting with UPS about potential merger / Pros & Cons list attached
- b. USS Voya Award was presented to Barbara McCarley, Student Success on February 29th at the Bicknell Center
- c. Still no interest from USS staff to attend the meetings

New Business:

- a. Karl Stumo will be the guest speaker at our next meeting, April 10th.
- b. Town Hall meeting will be scheduled to answer questions about the merger of USS & UPS, dates & times will be announced soon
- c. Voted in Ed Vanderbeck to be a USS Senator

Good of the Order:

- a. Next USS meeting April 10, 2024 @ **KTC 10:00am in room S109**, Karl Stumo will be our guest speaker
- b. Popcorn on the Oval, March 3, 2024, 2:00 to 3:30
- c. Food Truck, location TBD, May 1, 2024
- d. May 8, 2024 meeting @ OSC 1:30, TBD

Adjournment

Meeting adjourned at 2:15 pm

Minutes submitted by: Barbara Barto

USS Senate – UPS Senate Merger Proposal

Article I – Name

The name of this organization shall be the Pittsburg State University Staff Senate (“Senate”).

Article II – Purpose

The purpose of the Senate is to foster communication and collegiality among the Unclassified and University Support Staff (“Staff”) of the University; provide representation for the Staff and serve as a liaison to the University administration, Kansas Board of Regents and others regarding issues of concern; provide channels for the Staff to participate in university governance; and formulate recommendations to the University President regarding policies and procedures that relate to the concerns of the Staff at Pittsburg State University. The Senate may work cooperatively with the Student Government Association, and/or the Faculty Senate of the University for the accomplishment of common goals and objectives.

Article III – Organization

- A. The Senate represents Unclassified Professional Personnel and University Support Staff of Pittsburg State University. Unclassified Professional Personnel and University Support Staff employees appointed to permanent, benefits-eligible positions shall constitute the electorate of the Senate (“Electorate”). Any member of the Electorate shall have the right to nominate and to vote for the candidate(s) for Senator and to vote in all other elections held in connection with Senate activities as provided by this Constitution. Any employees eligible to serve on Faculty Senate, or who currently serve on the President’s Cabinet, Executive Vice President’s Council, or University Leadership Team, excluding the Staff Senate President, are ineligible to serve on the Senate.
- B. Composition and Representation of the Staff Senate:
 - a. There shall be no more than 25 senators on the Staff Senate.
 - b. Terms of Membership
 - i. Senators shall be elected from all USS and UPS staff.
 - ii. All Senators will serve a two-year term beginning July 1.
 - iii. After serving two consecutive terms, a Senator shall not be eligible for re-election for one Senate year – July 1 through June 30.
 - iv. Officers are exempt from term limits for the term of their appointment
 - v. To ensure continuity, approximately one-half of Senators shall be elected each year.
 - vi. If the immediate Past President is completing their second year, they will be invited to serve one additional year as an ex-officio member in order to lend continuity to the governing body.
 - c. Voting Privileges
 - i. Each Senator shall have one vote. The President shall be a non-voting member unless a vote is needed to break a tie. Ex-officio members do not have voting privileges.
 - d. Officers
 - i. Officers of the Senate shall be Past President, President, President Elect, Secretary, and Treasurer. Any elected officers shall have served at least one year on the Senate before they are eligible for an office, unless otherwise approved by the Senate.

- ii. Combining USS and UPS requires equal opportunity to leadership positions. For the short-term, President and President-elect will be rotated on a yearly basis, if possible, as follows:
 - 1. The Presidency will be assumed by the President-elect each year in July.
 - 2. President Elect
 - a. Nominations for this position will be rotated between the two groups. If UPS is the president in a given year, USS have the right of first refusal for this position. The converse is true if a USS member is president in a given year.
 - b. If a nominee cannot be taken from membership of a given group, nominations will be taken from the other group. This protocol should provide an opportunity for leadership roles for each group on a rotating basis.
 - c. Each year, the right of first refusal will be given to the group that is not President.
 - 3. Secretary and Treasurer
 - a. These positions can be held by either USS or UPS in any year.
 - b. Nominations will be solicited from both groups.

Most new hires will be UPS from this point forward. When the USS membership dips below 50, the Senate will conduct a vote to change the by-laws allowing both groups to hold any office in any year. If the motion does not pass, the rotating leadership plan will stand until a future vote by the Senate changes nomination by-laws

e. Duties of Officers

i. President

- 1. The President shall be the official spokesperson for, and preside at all meetings of the Senate, and shall have the right to approve Senate expenditures.
- 2. The President, in cooperation with the other officers, shall establish the agenda for Senate meetings.
- 3. The President shall serve no more than a one-year term, after which the president will take on the role of Past President.
- 4. The President shall represent the Senate on the University Leadership Team by attending monthly meetings during the school year.
- 5. The President shall conduct regular one-on-one meetings with the University President throughout the year.
- 6. The President shall represent PSU on the Kansas Board of Regents (KBOR) USS/UPS Council, comprised of Staff Senate Presidents/other representatives from each KBOR University, and will attend monthly KBOR USS/UPS Council meetings as needed.
- 7. The President will attend regular KBOR meetings and/or regular KBOR Wrap-up meetings on campus.
- 8. Every six years, PSU leadership will chair the KBOR USS/UPS Council. Part of that obligation is for the USS/UPS President to attend monthly KBOR meetings and present to the group, when necessary, as well as establishing the agenda and presiding over all monthly KBOR USS/UPS Council meetings.

9. The President may choose a designee to attend or lead any meeting if their schedule does not allow them to be present.
- ii. Past-President
 1. The Past-President shall provide advice as needed at Senate and Officer meetings.
 2. The Past President shall preside over meetings in the absence of the current President and the President Elect.
 3. The Past President may attend other monthly meetings if the President or the Present-elect cannot attend.
- iii. President-elect
 1. The President-elect shall assume duties of the President in the event the President is absent or incapacitated and will assume the presidency for the next election year.
- iv. Treasurer
 1. The Treasurer is responsible for Senate fiscal records, monetary disbursements as directed by the Officers, and providing financial reports at full Senate meetings. The Treasurer will chair the Professional Development Committee to process the professional development funds.
- v. Secretary
 1. The Secretary shall prepare the minutes of the meetings of the Senate and make them available to all members of the Senate by posting them on the Senate webpage no later than five business days following a regularly scheduled meeting of the Senate.
 2. Distribute copies of the agenda for any upcoming Senate meeting and minutes of the Officers' meetings by posting on the Senate webpage. Agendas shall be posted at least five business days in advance of any meeting of the Senate.
 3. Make the agenda of each meeting of the Senate available to Staff. Agendas shall be distributed at least five business days in advance of any meeting of the Senate.
 4. Serve as chair of the Communication Committee
- f. Removal of Officers and Senators
 1. Members of the Senate, to include officers, may be removed during the term of office for reasons of dereliction of duty, or unethical conduct in the performance of the responsibilities of office.
 2. Removal of Senators and officers during the course of the annual term shall require a two-thirds vote of the Senate.
 3. Senators who resign or are removed from their positions will be replaced with a Senator who will be appointed by the current Senate with a two-thirds majority vote.
 4. Officers who resign will be filled with the natural progression of officers and a new President-Elect will be elected, depending on timing and how much of the terms are left. The Senate reserves the right to determine the succession and election on a case-by-case basis.

Article IV – Committees

1. Officers

- ii. The Officers shall consist of the President, Past-President, President-elect, Secretary, and Treasurer of the Senate.
- iii. The following duties shall be the specific responsibility of the Officers:
 1. It shall recommend Senate members for appointment to subcommittees and other all-university committees.
 2. It shall serve as the advisory group of the Senate when called upon by an officer of the administration. It shall refer to the appropriate committee any question of policy on which advice is sought and shall report in its minutes any recommendation on policy.
 3. It shall cause matters approved by the Senate to be brought to the attention of the appropriate administrative officer for action and shall report to the Senate the action taken.
 4. It shall take such emergency action as it finds necessary, such action to be presented at the next regular meeting of the Senate.
 5. It shall refer to the appropriate committee for study such matters approved by the Senate.
 6. It shall prepare the agenda for meetings of the Senate.
 7. It shall ensure nominations and elections are done as specified in the bylaws.

2. Election Committee

- a. The election committee, consisting of at least three members, shall be appointed by the president of the Senate at the first meeting of the new academic year.
- b. In order to comply with the bylaws, the following duties shall be the specific responsibility of the election committee.
 - a. Officer Elections
 - i. Prepare an anonymous electronic ballot available to all current Senate members with nominations for President-Elect, Secretary, and Treasurer as received following the January Senate meeting. If office races are uncontested, no electronic election is needed.
 - ii. Determine the results of the voting and forward the results to the Senate President, who will verify they are willing to serve in the elected office.
 - iii. The President will present the slate of elected Senate Officers to the Senate at the February meeting for acceptance.
- c. Senator Elections
 - i. Determine a list of qualified staff members eligible for election to the Senate effective March 1. (See above for Senate qualifications)
 - ii. Create an anonymous electronic ballot to be available to all Staff in the first two weeks of April for this election.
 - iii. Determine the results of the voting and forward the results to the Senate President, who will approach each nominated staff member to verify they are willing to serve as a senator.

- iv. Proposal of the slate of nominated staff members will be conducted by the Senate President to the Senate at the May meeting for acceptance.
- 3. Professional Development Committee
 - a. The professional development committee shall be appointed by the president of the Senate at the first meeting of the new academic year consisting of at least three members and chaired by the Treasurer.
 - b. The following duties shall be the specific responsibility of the professional development committee.
 - i. Review applications to receive Professional Development Scholarship Funds.
 - ii. Propose allocations of the Professional Development Scholarship Fund to the Senate for approval.
 - iii. Maintain a cumulative list of Professional Development Scholarships awarded. The list shall include: recipient name, amount and date received, purpose of received funds, and office/unit and division at time of award.
 - iv. Explore other professional development opportunities for Staff.
- 4. Communication Committee
 - a. The communication committee shall be appointed by the president of the Senate at the first meeting of the new academic year consisting of at least three members. This committee shall be chaired by the Secretary.
 - b. The following duties shall be the specific responsibility of the communication committee:
 - i. Maintain means of communicating with Staff through the Senate webpage.
 - ii. Promote activities and special events sponsored by the Senate.
- 5. The President of the Senate may, with the advice and consent of a majority of the Senate, establish committees and appoint liaisons from Staff for research, study, and /or for any other legitimate purpose consistent with the expressed or perceived interests of the Staff of the University.

Article V – Meetings

- 1. The Senate shall meet once a month as deemed necessary by the Senate.
- 2. The time and location to be announced by the Senate Secretary.
- 3. A quorum for conducting business at any meeting shall be one more than 50% of the members of the Senate. If no quorum is present, then those present have the authority to reschedule the meeting.
- 4. Any question to be decided at a meeting shall require a majority approval of those present.
- 5. Senators are encouraged to attend all meetings
- 6. Ex-officio Members: The following groups will be invited to have an ex-officio member to the senate.
 - i. Pittsburg State University Faculty Senate
 - ii. Pittsburg State University Student Senate
 - iii. Pittsburg State University President's Administration

Article VI - By-Laws

1. These By-laws may be amended from time to time by a two-thirds majority vote of the members of the Senate.
2. By-Laws will take effect on July 1, 2024.

PROS	CONS
1. Stronger as a group	1. Topics of a merged group may not be relevant for the USS and UPS staff
2. Broader understanding of the employee base at PSU	2. As the USS group shrinks, they may get lost in the shuffle
3. Being proactive in merging the two groups, we have the potential of having more control of making it what we want it to be.	3. Current lack of participation from both groups.
4. Merger of the two groups is likely to occur sooner or later	4. USS senators may be resistant to a merger
5. Since some divisions do not participate in the senate, can representation be set up in a different structure	5. There will be some employees that will not be pleased with any outcome
6. Fundamental issues are similar for both groups	6. If merger is halted until it is forced, there may be little input that can be provided by the senate of each group.