

University Support Staff Meeting Minutes

March 8, 2023

I. Call to order

Diane Letner called to order the regular meeting of the University Support Staff at 1:35pm on 3/8/23 in the Meadowlark room of the OSC.

II. Attendees

Senators – Barb Barto, Carrol Bell, Andrew Beihl, Terri Blessent, Tess Carl, Amy Gideon, Sean Hall, Michelle Hensley, Diane Letner, Tonya Pentola, Sara Sullivan, Cindy VanBecelaere, Stephanie Willis, Heather Winzer; Guests – Tammy Higgins, Karen Johnson, Craig Stokes, Jeff Burns, Ed Meyer & speaker Heather Eckstein.

III. Guest Speaker – Heather Eckstein, Assistant Vice President, Student Success Center

- Handout attached.
- National Institute for Student Success created a “Playbook” for each of the Kansas Universities concerning Student Success per KBOR’s request.
- Our Playbook includes;
 - o New student Financial Aid, GUS Portal access for students, and information can be shared with Advising.
 - o Creation of Advisor Center a better model for retention and graduating students.
 - o Help students transition from GenEd to their major of choice.
 - o Data to support student outcomes and student communications.

IV. Approval of 2/8/23 minutes – Accepted.

V. Treasurer’s Report – Accepted.

- Budget Account; Starting balance \$2380.00, February expenditure \$13.00, expenditures to date \$260.25, February ending balance \$2119.75
- Foundation Account; No expenditures, February ending balance \$57.04

VI. Other University Reports

1. Unclassified Professional Senate President –Tammy Higgins
 - Paul Grimes came to speak about Kelce moving uptown.
 - Elections, 9 open positions.
2. Faculty Senate President – Karen Johnson
 - Gen Ed was approved in the last FS meeting, this will begin 24WF

VII. President Meeting –

- Discussed Dr Erwin’s phased retirement, still being worked out.
- Town Hall meeting should be end of March to the first of April. Docking Committee to get document to him after spring break. Then meeting will be finalized.

VIII. USS/UPS Council – See attached.

1. See attachment.
2. Regular meeting March 28, 2023.

IX. Committee Reports

1. Elections: 3 positions open
2. Public Relations: Kevin Elrod, no updates.
3. Welcoming Committee: Diane Letner- nothing to report
4. Parking Committee: Cindy VanBecelaere, 1 tabled, the rest denied.
5. Board of Governors: Sara Sullivan, Utilities up 22% and fee increase of \$5.00 requested.
6. Information Technology Council: Michelle Hensley;
 - New Financial Aid is live.
 - Four companies bidding for Implementation team for new Student Information System.
 - Wiring Infrastructure is ahead of schedule.
 - Phones awaiting bids.
 - Fiber Cuts that happened finals week of last semester were explained.
 - Penetration Testing currently being done for cyber-attacks against our network from the inside and outside.
 - Chat GBT – AI, encouraged to setup account to see how it can work for you.

X. Old Business

- Sub-Committee PSU Docking, with Tonya Pentola as chair, will meet tomorrow.
 - o Working on document to be given to President Shipp. It contains the problems the survey shows and our short term & long term suggestions for corrections.

XI. New Business

- Other Regent Institutions have monetary stipends for the President and President Elect of their USS and UPS Senates. We do not have the resources to do this, but it might be something to explore in the future.

XII. Good of the Order

- Apple Day is scheduled for March 27, 2023
- March 29, 2023, Employee appreciation/Service Awards at the Library.
- Nominations for the Voya Employee Recognition Awards for 2023 are being accepted.
- Summer hours are set for May 1th – August 5th
- Next meeting: 1:30pm, Wednesday, April 12, 2023, in OSC, Meadowlark Room.

XIII. Adjournment

Meeting adjourned at 2:50pm.

Minutes submitted by: Michelle Hensley

Playbook Executive Summary



Prioritized actions

Pittsburg State University is poised to raise its student outcomes above national averages and fulfill the promises of its Strategic Plan through the re-imagining of student support services. To do so, PSU must provide students with data-informed, proactive and coordinated supports and guidance as they pay for their education, choose their majors, and progress through their studies.

1 **Strengthen financial aid through collaboration with other units and coordinated, proactive outreach to students**

2 **Establish an advising structure and professional staff to ensure all students receive consistent, proactive advising support**

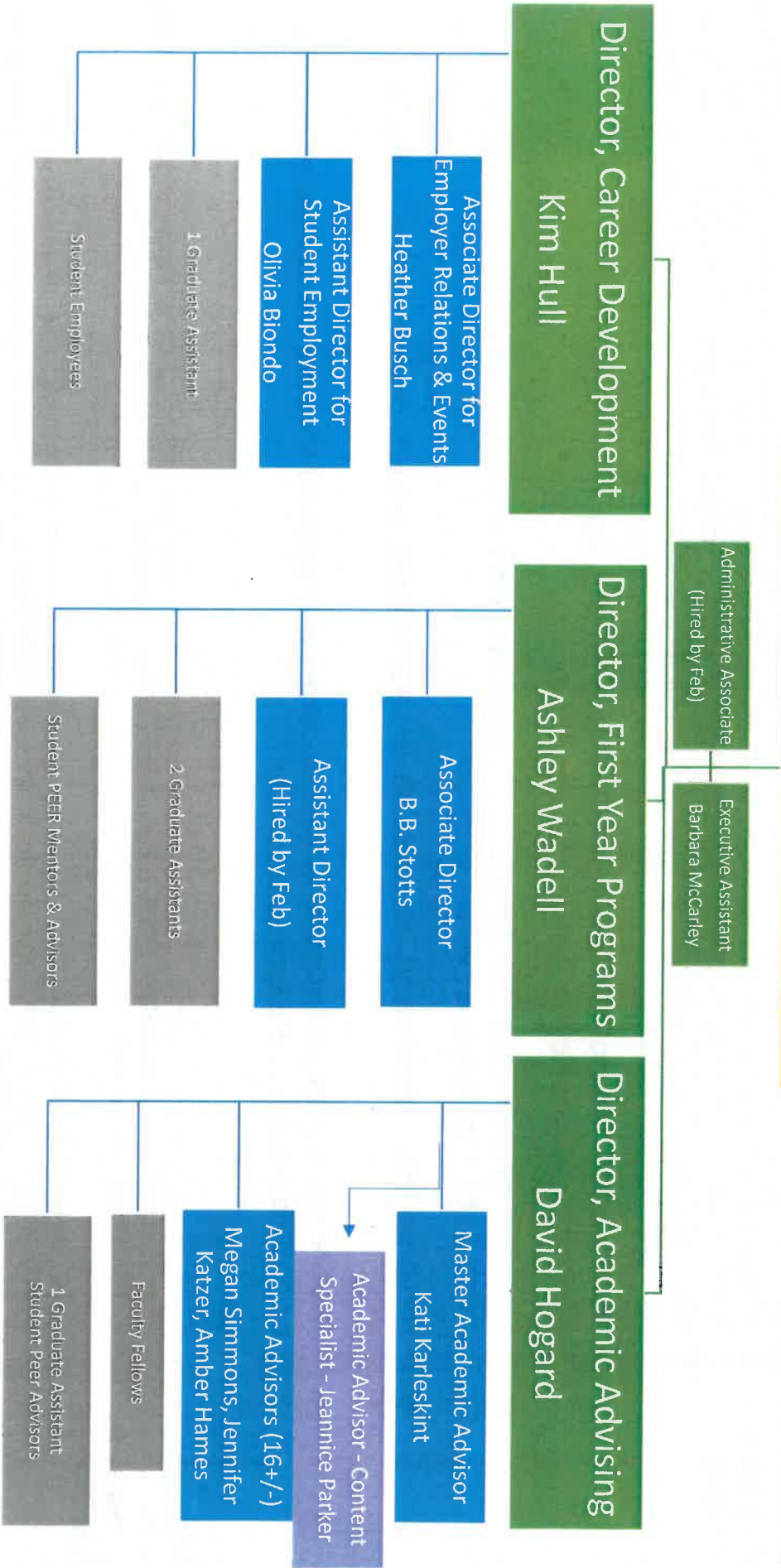
3 **Develop intentional ways for students to learn about, select, and transition between majors**

4 **Enable the use of actionable data in support of improved student outcomes and better coordinated student communications**

Alignment with Pathway to Prominence

- By coordinating academic advising, and strengthening financial aid, Pittsburg State **"will increase the number of students who successfully attain a higher education credential"** and **"secure additional financial resources...for students"** (Pathway to Prominence, Objectives 2.1, 2.2)
- By developing intentional ways for students to learn about, select, and transition between majors and prioritizing the use of actionable data, Pitt State will **"fulfill high expectations for engagement and interaction of students with faculty and staff"** and **"enhance student support programs, services, and systems"** (Pathway to Prominence, Objectives 2.3, 2.4)

Assistant Vice President
Student Success Center
Heather Eckstein



KBOR UPS-USS Council Joint Meeting

9:00-10:00am, February 21, 2023

KU 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. Jennifer Whitmer and Mike Walker presented the findings of the USS/UPS Staff Climate/Satisfaction Survey
 - b. COPS Report
 - i. Jennifer Whitmer and Mike Walker presented the findings of the USS/UPS Staff Climate/Satisfaction Survey
 - c. General updates from each School (major initiatives, events, news, etc.)
 - i. **ESU:**
 1. Leadership at ESU are creating solutions to solve for the financial realities that have been discovered at ESU and are systemic throughout higher education. The ESU model is receiving wonderful support from our network, including faculty, staff, alumni, community, Kansas Board of Regents, and legislators.
 2. Provost announced that a small team of faculty will work with the provost on a project to restructure Emporia State's College of Liberal Arts + Sciences to drive efficiency and focus for academic programs. The provost's office is reaching out beyond traditional administrative hierarchies to enlist help on this large-scale project.
 3. From our HR director: "There is no ineligible for rehire list here at ESU, or at the state level. Neither system has a "do not rehire" code."
 4. Staff Senate has been given additional funding to begin purchasing prizes and awards for Staff Senate team building events in the amount of \$10,000. The funding is through generous donors to the Alumni Foundation.
 5. February's Staff Senate event is a cutest pet photo contest submission for Love Your Pet Day by February 20th. Photos are judged by random students, staff, and faculty by February 24th.
 6. March event will be games and prizes on National Goof Off Day, March 22nd.
 - ii. **FHSU:**
 1. Affiliation with NCK Tech and Northwest Tech approved unanimously by all schools and KBOR- 3 Presidents held a panel discussion- now at state Legislature <https://www.fhsu.edu/president/affiliation/>
 2. Still waiting on C-Biz recommendations about salaries
 3. Workflex recommendations still pending- still up to Supervisors' discretion, but nothing official

4. Starting our budget process with Senior Leadership Team - initial meeting on February 28th
5. Shared Governance paused due to issues between Faculty Senate and AAUP which have to be ironed out 1st, and AAUP is in MOA negotiations need to be finalized 1st as well
6. We don't know summer schedule yet, when do your campuses find out what yours will be?
7. Our Senate Events Committee is hosting a scavenger hunt with prizes near St. Patrick's Day Do your Senates have budgets for such events (our overall budget has not increased in 6-7 years, and is traditionally used for travel)

iii. **KU:**

1. 2024 Campus Master Plan – there was an online survey sent staff, faculty, and students in the fall. Now town halls are being held to collect additional input.
2. KU was awarded a \$50 million challenge grant from the Kansas Department of Commerce for the campus gateway projects. This requires a 3-to-1 match totaling \$150 million from private funds. Project includes renovations to the football complex, stormwater and sanitation updates, electrical upgrades, and a revisioning of the “entrance” to campus. May also include public-private partnerships to develop a hotel or conference space but nothing is finalized yet.
3. Campus trainings are to be completed by all faculty and staff between 2/15-3/19. IT Security and harassment prevention are required. DEIB session is optional.
4. One Day, One KU – annual Endowment campaign on February 16th raised \$3.2 million in 24 hours for all five campuses.
5. Dean of Libraries search is underway. University Governance was invited to participate and meet with each candidate.
6. Shared Governance Initiative – A visioning event hosted by University Senate was held on February 10th. About 40 faculty, staff and students attended. Participants were guided through the Grove visioning process led by members of the HR Learning and Development team. The question we were trying to answer is “what makes an exceptional learning community?”

iv. **KSU:**

v. **PSU:**

1. The oldest continuing tradition of P.S.U. is known as “Apple Day”, which celebrates the lobbying efforts of R.S. Russ to secure funding for a permanent building that laid the ground work for the establishment of the Kansas State Manual Training Normal School that would become Pittsburg State University. This year's event will be held on March 27, 2023. It has returned to a student focused event that is recognizing student achievements throughout the year.
2. A virtual update and conversation regarding the Kelce College of Business Initiative that was announced on February 9th will be held on Thursday, March 2nd. This will be an opportunity to hear from those who

have been involved in the project. The Gorilla Rising project will be a collaboration of the University and the community as a whole.

3. Speaking of the Kelce College of Business, a television station in the Kansas City area spoke with Dr. Lynn Murray, Associate Dean, about the possibility of a connection between Gladys Kelce and Travis Kelce of the Kansas City Chiefs. It was all in good fun and we appreciated the spotlight on our University even though we do not believe they are related.
4. Our USS/UPS committee on addressing items as a result of the climate survey are continuing to work on distilling information to focus on the items of most importance. Their intent is to provide suggestions and recommendations to the Leadership and stakeholders to address these concerns.
5. The Leadership is also planning "townhall" type meetings in March to include all campus employees. This will give another opportunity for employees to contribute to the conversation.
6. A reception will be held on March 29th to recognize continued years of service of employees to the University. We have honorees who have work here from 10 to 45 years. This reception will be more of a celebration than the formal ceremony of years past. Plans are in motion to have more employee "appreciation" events throughout the year.
7. The campus is hosting the Spring Career Day on Wednesday, February 2nd. Over 140 companies will be present with employment and internship opportunities for our students. Representatives from the employers always include a large number of Pittsburg State University graduates!

vi. **WSU:**

1. WSU kicked off our latest initiative related to Student Success and Persistence (coming from the NISS recommendations)
2. Our HR division is finalizing plans to implement a new Talent Management System – it will be a multi-phase, multi-year implementation – and a long time coming!
3. At our Senate meeting Tuesday, HR will be presenting the goals and outcomes of the FY2023 Market Based Compensation plan, and will let us know the goals for the FY2024 MBC plan
4. Plans are moving forward to meet more regularly with SGA and Faculty senates; first joint meeting will be after Spring Break
5. Response to questions posed at the last Joint Council meeting regarding sharing names of those not eligible for rehire and regarding whether background checks are required after hire:
 - a. No names are shared across agencies
 - b. Background checks are generally only done at hire – with the exception being areas that require yearly updates such as areas working with minors (child development center, TRIO programs, etc.), and areas where it is required due to a federal contract or grant.

6. Some discussion about whether we'd continue doing the Docking Survey, or if we would re-tool the Hanover Survey to get the data we want from the Docking Survey. No decision made at this time

III. Other Items to Discuss

a. Satisfaction Survey

- i. Not sure if every school will participate next time, as some schools already have satisfaction survey plans for the future
- ii. Every 3 years seems to be the best idea, so that means survey would be deployed Spring 25
- iii. With the 3-year cycle, that would put the same schools as the ones in charge of the survey
 1. To avoid this, the committee suggests that this be a continued conversation at the monthly council meetings
 2. Moving forward it can be delegated from the council to a new survey committee or a goals committee
- iv. We also talked about the Docking Institute and their part of this process
 1. Suggestion is to make sure we have Docking Institute guidelines or processes moving forward
- v. Jennifer, as committee chair, will create a master timeline document
 1. Housed in the Microsoft Teams group
 2. Helpful for transitions moving forward and the historical perspective

b. Future meetings/structure of Council

- i. Tuesday, March 28th from 9:00-10:00 am