

# University Support Staff Meeting Minutes

April 12, 2023

## **I. Call to order**

Diane Letner called to order the regular meeting of the University Support Staff at 1:35pm on 4/12/23 in the Meadowlark room of the OSC.

## **II. Attendees**

Senators – Barb Barto, Carrol Bell, Andrew Beihl, Tess Carl, Kevin Elrod, Amy Gideon, Sean Hall, Michelle Hensley, Diane Letner, Woody Lopez, Tonya Pentola, Sara Sullivan, Cindy VanBecelaere, Stephanie Willis, Heather Winzer; Guests – Tammy Higgins, Karen Johnson, Craig Stokes, Maggie Lloyd, Marty White, Terri Blessent.

## **III. Approval of 3/8/23 minutes – Accepted.**

## **IV. Treasurer's Report – Accepted.**

- Budget Account; Starting balance \$2119.75, no expenditures
- Foundation Account; No expenditures, February ending balance \$57.04

## **V. Other University Reports**

1. Unclassified Professional Senate President – Tammy Higgins
  - KBOR meets with UPS & USS 4/20 at 2p
  - Discussed concerns about CBiz with Dan, adding representation (USS, UPS, FS) to Presidents Leadership Council, & Jamie Brookshires new responsibilities.
  - Elections, 9 openings
2. Faculty Senate President – Karen Johnson
  - Professional Development has been increased.
  - Associates of Arts approved by FS, awaiting approval from KBOR.
  - KBOR to be on campus next week.

## **VI. Presidents Meeting –**

Discussed Town Hall Agenda

## **VII. USS/UPS Council – See attached.**

1. See attachment.

## **VIII. Committee Reports**

1. Elections: 3 positions open
2. Public Relations: Kevin Elrod, light still works.
3. Welcoming Committee: Diane Letner, 2 new employees; Michael Potusek & Joshua Wilderman.
4. Parking Committee: Cindy VanBecelaere, no meeting.
5. Board of Governors: Sara Sullivan, no meeting
6. Information Technology Council: Michelle Hensley;

- Student Financial Planning – 90% of students are in the system, graduate level is all that is left to add. Oracle will make Fed updates automatically. Students will access through GUS Portal. Verification of enrollment has not been decided yet.
- Student Management Cloud -currently awarding implementation partner. Culture change could be hardest part of process. We will have access to IBM for a time, but not forever.
- EAB Navigate – 10yrs of data has been moved to this system. Currently verifying information. Hope to be live by August 2023. New App comes with the system and will replace our current app eventually.
- Phones – they are currently coming in, soft phone was the most requested. Still looking for a company to complete tunnel work.
- Mr. Bulke – hope to be retired by Summer 2023. Moving to Outlook lists.
- Policy Update – currently working on Chosen/Preferred Names, Pronouns, & Gender Markers.
- Check Conference is May 17<sup>th</sup> & 18<sup>th</sup>, free registration, in Lawrence KS and PSU is presenting..

#### **IX. Old Business**

- Update from Survey Sub-Committee, next meeting 4/13/23
- Discussion on Town Hall 4/11/23.
  - o Disappointed in direction meeting took.
  - o No discussion on the number one problem of pay.
  - o No response from Dan concerning our response.
- Elections for 23/24 terms will be held on May 10<sup>th</sup>.
  - o Current openings; President’s Office, 1; Academic Affairs, 3; Administration & Finance, 4; Student Life, 4; University Advancement, 1.
  - o Cindy VanBecelaere will serve in the capacity of President. Tonya Pentola has offered to be President Elect. We will need to vote on a Secretary & Treasurer.
  - o Stipend for Senate leaders discussed again, Maggie recommended talking to Kathleen Flannery.

#### **X. New Business**

- USS Professional Development money availability, we do not currently have this program.
- KBOR on campus 4/19 & 4/20. Diane, Michelle, & Heather from USS, and Tammy & Greg from UPS will be meeting with KBOR on 4/20 at 2pm.

#### **XI. Good of the Order**

- Next meeting: 1:30pm, Wednesday, May 10, 2023, in OSC, Meadowlark Room.

#### **XII. Adjournment**

Meeting adjourned at 2:30pm.

Minutes submitted by: Michelle Hensley

# KBOR UPS-USS Council Joint Meeting

9:30-10:00am, March 28, 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
  - b. COPS Report
  - c. General updates from each School (major initiatives, events, news, etc.)
    - i. ESU:
      1. ESU Goof off Day was a huge success! ESU staff senate hosted a Goof Off Day event with sandwiches, refreshments, games to enter drawings to win prizes. Estimates of close to 450 in attendance.
      2. Staff Senate's next team building event will be a celebration of Cinco De Mayo.
      3. Demolition of Morse Central will begin soon to make room for construction of the new Department of Nursing School and Student Wellness Center. Activity will continue to increase in the coming weeks including a fence and select interior demolition with the main demolition commencing this summer.
      4. Employees now have an opportunity to apply for remote work. Approval will ultimately be made by the V.P. of the department. Supervisors are to provide a business plan for the position working remotely. Hybrid models are expected.
      5. Reorganization efforts continue to be underway at ESU. All the deans have provided ideas and input.
    - ii. FHSU:
      1. Steering Committee has been appointed for the affiliation with NCK Tech and Northwest Tech <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. Budget process is ongoing- I'll leave early to attend a meeting with Executive Leadership Team
      5. Shared Governance being worked on again- I will be reviewing documents created thus far and we will be included in future meetings
      6. We requested that summer schedule be announced earlier and it was! Thanks to all of you for responding and discussing this last meeting...
      7. Our VP for Admin and Finance is reviewing our budget and comparing to hopefully make adjustments this year. Thank you all again!
      8. Elections for Senators will be held at our next meeting, and Officers the meeting after.
      - 9.
    - iii. KSU:
      1. Strategic Planning: 6 task force groups are meeting throughout the spring semester
      2. A faculty member put forth a proposal that this year's COLA (if given) be distributed at a flat rate instead of a percentage. This would help those who need it most (i.e. cost of eggs, milk, etc. are the same for all, so the same amt. to address that would be helpful) without widening the salary gap between employees (i.e. with a percentage someone

earning \$50,000 at 3% gets \$1500 and someone at \$100,000 gets \$3000 so what was a \$50,000 gap in salary is now a \$51500 gap in salary). There is a lot of push back from select folks that cost of housing etc. is part of that, so they need the percent, also that they are below industry standards in pay (separate issue) and are having difficulty hiring because of that, so this keeps them from getting closer (We'd argue the same thing applies to lower paid positions, and maybe more so). As a result, Faculty Senate cannot put forth a recommendation or resolution supporting the matter. PSA is writing a statement of support as we feel it is the right thing to do, but ultimately, it will be up to the President/Provost how they would like to proceed within the guidelines allows by the Regents and legislators.

3. There has been some discussion about eliminating contracts and just having the initial appointment with a notice of annual re-appointment. This would eliminate the prep of letters that have to go through signatures of staff, Deans, and the provost every year
4. USS has voted to submit a proposal to join Faculty Senate as a Caucus (with 4 members) to allow for some form of continued shared governance as their numbers are dwindling to the point of not being able to support a USS Senate any longer. Union eligible employees would be represented within the Union structure, but would be able to elect an ex-officio, non-voting representative to that caucus. We expect this to be short term as most of those positions are being re-filled when empty with Professional Term appointments
5. USS is also in the planning stage for our annual recognition ceremony to honor retirees, years of service and our Excellence award winners which will be held on Wednesday, April 19th.
6. Kansas State University has developed a new employment policy providing departments and hiring managers the opportunity to offer a hiring incentive/sign-on bonus to attract top talent. This is a one-time monetary incentive available to newly appointed, benefits-eligible positions at Kansas State University. The use of this benefit does require approval of the department head and the dean/vice president prior to offer.

iv. **KU:**

1. Market Study – There has been a delay in the completion of the market study. Originally this was to be completed before the end of 2022 but due to some additional data needs and questions regarding faculty compensation, result have not been finalized.
2. KU Faculty & Staff Wellness Fair – To be held on April 5<sup>th</sup>. The event hasn't taken place since 2019. There will be 40 KU and local vendor and door prizes.
3. Mental Health and Wellbeing Director – Hired Jeff Stolz into the new position. This position came from a recommendation from our Staff Fellows. Aligns with the Improve Health and Wellness objective within the Healthy & Vibrant Communities strategic priority within the Jayhawks Rising strategic plan.
4. Shared Governance Initiative – University Senate hosted a campus wide visioning event on February 10<sup>th</sup> about what it means to be an exceptional learning community. The committee is working to draft a vision statement. We are also working on the second charge, on clarifying roles and responsibilities.
5. Staff Survey Response Team – Modeling after a faculty group that was formed to respond to a faculty survey. The group will be a standing group that will address any satisfaction survey completed by staff. The group is made of current and former Staff and University Senate leaders, staff representatives, administrators, and members of KU's data analytics team. Working to develop charges and planning for campus listening sessions/presentations before the end of the academic year.
6. University Senate Reorganization – There is a proposal to balance the membership in University Senate to be equal among staff, faculty, and students. The compromise is

that academic policy changes will first be approved at the University Senate level and then will go to Faculty Senate for approval.

7. Staff Senate Elections – Elections were held the week of March 13th with winners being notified this week. The senate will hold our transition meeting on April 12<sup>th</sup> to close out this year and start the new session with new senators. We will elect committee chair-elects, University Senate representatives and officers during the transition meeting.

v. PSU:

1. President Dan - President Dan Shipp bikes across Kansas...coming to your neck of the woods this summer. Our President (or Dan, as we call him per his request) will begin a bike tour across the State of Kansas beginning May 15, to raise money for scholarships. A student jokingly challenged him to run across the state to raise scholarship dollars for PSU, and he responded that it was too far to run, but that he would bike it for our students. He's been making plans to ride the almost 800-mile ride in a span of 12 days. He'll be stopping and meeting Kansas students, leaders, alumni and residents in each community along the way. His route includes stops in Fort Scott, Iola, Ottawa, Lawrence, Topeka, Emporia, El Dorado, Wichita, Hutchinson, Pratt, Dodge City, Garden City, Oakley, Colby, Goodland and onto the CO state line. If you see him out and about, please be sure to wave hello.
2. Satisfaction Survey - UPS and USS partnered to create a resolution subcommittee charged with reviewing the contents of the Satisfaction Survey, and presenting to our administration creative suggestions and ideas to begin discussing and resolving the areas of concern. We finalized our suggestions and presented it to our administration to view and discuss last week. We feel there will be an ongoing need for discussion of these pain points as the year(s) progress, so plan to keep this subcommittee active. Our university will host a Town Hall meeting for all USS/UPS employees on April 11. Our administration, USS and UPS executive committee members will be present to have open dialogue with all present. Our agenda includes the USS and UPS Presidents presenting the Satisfaction Survey primary concerns, as well as our resolution subcommittee chair, presenting the document to those present. Our president and provost will be in attendance and plan to share areas of concern already addressed in our new Strategic Initiative, and some ideas for future changes.
3. UPS Election - Our UPS Senate is currently going through our election preparatory process and we will have open elections the first few weeks of April.
4. Apple Day at PSU - Monday, March 27, 2023, PSU celebrates Apple Day. This is PSU's oldest tradition, being held since 1907. Each year, faculty distribute apples to our students. Watch the video here for the whole story:  
<https://www.pittstate.edu/office/campus-activities/appleday.html>  
Our Senate presidents, along with our Homecoming Royalty, judge the contest. As a judge, I can share that the pie, cupcakes, and candy were delicious!
5. VOYA Employee Appreciation - We will be recognizing one USS and one UPS employee this week in a surprise presentation to their office with a balloon display and a BIG check for each. This is a partnership with VOYA Financial, and has also been a tradition for several years. There will be an official campus-wide celebration later this week, where a trophy will be presented to each recipient, along with PSU's appreciation for a job well done.
6. Student Academic Victories
  - a. Students from the School of Construction head to Phoenix, Arizona to compete against schools such as California's Poly Tech, Fairleigh Dickinson University a private university in New Jersey, and McMaster University, a public research

university in Ontario, Canada in the Mechanical Contractors Association of America competition. PSU students submitted a proposal that is based after an actual facility in Colorado. This proposal leads to decarbonizing commercial buildings and will be the largest sewer heat recovery system in North America. The top prize is \$10,000, and Professor Shannon Nicklaus, their advisor, said they'll come away with job offers. "The competition is attended by CEOs, CFOs, and other companies across the U.S.", he said. "When they get off of the stage, they will be hounded with people trying to recruit them."

- b. Students in the Kelce College of Business qualified for the National Leadership Conference in Atlanta, Georgia, after securing first, second and third place wins in competitive events at the Kansas FBLA State Leadership Conference. It was a record number of winning students, according to advisor David Hogard.
- c. Pitt State graphics and communication students score at ADDY (American Advertising Awards). They brought home 41 medals, which will be a definite advantage when it comes time to job hunt.

vi. **WSU:**

III. **Other Items to Discuss**

- a. Satisfaction Survey – Next Steps
- b. KBOR General Education Framework and the impact of staff
- c. Future Meetings
  - i. Doodle poll for May
  - ii. Meet over the summer?