

University Staff Senate Meeting Minutes

Date: Wednesday, December 10, 2025

Location: Meadowlark Room, Overman Student Center, Pittsburg State University

Time: 1:30 PM

I. Call to Order

- a. Co-President Eva Sager called the meeting to order at 1:32 PM CST.

II. Roll Call and Confirmation of Quorum

- a. Senators recorded attendance via a provided attendance sheet. A record of attendance is attached to these minutes.
- b. Quorum was confirmed by voice vote upon review of the attendance sheet.

III. Approval of Previous Meeting Minutes

- a. The previous meeting's minutes were approved by the Senate by unanimous consent.

IV. Shared Governance Report

a. Faculty Senate

- i. No representative was present. Co-President Michelle Hensley provided the report.
- ii. Pittsburg State's proposed new class scheduling system has been put on hold. The current scheduling system will remain in place for the 2026 Fall semester, and its efficacy towards classes in the new satellite buildings will be reviewed. The proposed class scheduling plan may be revisited once more information is gathered.

b. Student Government

- i. No representative was present. Co-President Eva Sager provided the report.
- ii. Student Government will attend Higher Education Day in Topeka during the first week in February 2026.
- iii. Fee Committee meetings will also start in February 2026; SGA has representatives on all committees governing fees.
- iv. SGA appointed their elections board, which is mostly comprised of seniors graduating in the 2026 Spring semester.

c. University Leadership

- i. No representative was present.

V. Human Resources Report

a. General Report

- i. Malia Orender reported that Human Resources will be enforcing an early timecard deadline entering into the December break, with timecards due on December 19, 2025 at 4:00 PM. HR asks that employees submit their timecards for the subsequent pay period at that time as well, whenever possible. A worksheet for reporting time over the holiday is available on HR's website.
- ii. Hannah Randall reported that the 2026 Discretionary Day will be available for use on or after January 6, 2026, **not** on the earlier date reported in the Pittstate Daily email.

b. Orientation Report

- i. See attached.

c. Employee Initiative Teams (EIT)

i. Kudos/Recognition

- 1. The Kudos/Recognition Team successfully completed their Popcorn Appreciation event.

ii. Professional Development

- 1. No report.

- iii. Onboarding/Offboarding
 - 1. Did not meet.
- iv. Employee Wellness
 - 1. The Employee Wellness Team is discussing hosting a Spring walkathon or a similar event.
- v. Performance Management
 - 1. No report.

VI. Cabinet Update

- a. Presidents' Report
 - i. Regent Universities Meeting (minutes attached to agenda provided in meeting)
 - 1. These minutes have not been posted yet by Emporia State University.
 - ii. PSU Leadership Meeting (notes attached to agenda provided in meeting)
 - 1. Wichita State University and the University of Kansas are working on budget rearrangements, possibly because a larger portion of their funding structures are directly tied to grants. Pittsburg State is not looking into budget rearrangements as strongly, though avenues including Tuition adjustments may be considered as needed, pending discussion with/approval from KBOR.
 - 2. Senate Leadership submitted a request to University Leadership that proposes compensating some members of the Senate Executive Committee for their increased responsibilities and workload. University Leadership is considering the proposal and plans to reach a decision no earlier than January 2026.
- b. Treasurer's Report
 - i. Treasurer Libby Graham reported that the cookies, cocoa, and coffee for the present meeting cost about \$107. No other expenses have been incurred since her last report.

VII. Committee Reports

- a. Professional Development Day: Eva Sager/HR
 - i. The Committee's next meeting is in the CAC on Thursday, December 18 at 1:00 PM.
- b. Satisfaction Survey: Michael Woodrum
 - i. No update. The committee has no estimated date to complete their work and has not held or scheduled a meeting since their last report.
- c. Parking Committee: Stephanie Willis & Heather Busch
 - i. The committee reviewed the first round of parking ticket appeals. There were a very large number of appeals compared to this time last semester. Some appeals were deemed valid and approved.
- d. Board of Governors: Donna Jacobs
 - i. Did not meet.
- e. Sustainability
 - i. Dr. Hooey and Dr. Mason are both going on sabbatical during the 2026 Spring semester. Isaac Lewis will be attending the first Students for Sustainability meeting in 2026.
- f. Display Case Subcommittee
 - i. Amber Hames provided the report.
 - ii. The subcommittee is looking for guidance on the cost for the Presidents' name plate in the display case, which they were charged with updating.
 - 1. Amber Hames plans to solicit bids; a rough estimate of possible prices (depending on options selected) is ~\$50–\$150. Senate leadership voiced a preference for a lower price point.
 - 2. The Senate discussed what constituted an acceptable match to the old name plate and the possibility of making name plates in house (via Printing and Design, or Woodworking).

- iii. The subcommittee needs key for display. Libby Graham plans to submit a work order.
- g. Outstanding Senior
 - i. Co-President Michelle Hensley requested that two Senators volunteer to review applications in the Spring 2026 semester. Heather Busch and Cody Sanders volunteered.

VIII. Old Business:

- a. Need **three** more senators
 - i. Laura Wray and Brenda Hawkins indicated interest.
 - 1. Michael Woodrum proposed a Motion to appoint Laura Wray and Brenda Hawkins as senators; Carol Young seconded.
 - 2. The motion was approved by unanimous consent.
 - ii. With the approved appointment of Laura Wray and Brenda Hawkins, the Senate now needs **one** more senator.
 - 1. USS supervisors have been contacted by Senate Leadership to see if any USS employees are interested, with no additional USS employees expressing interest to date.
- b. Buttons and/or ribbons for University nametags
 - i. Senators discussed the possibility to have an object to identify Senators. As possibilities, Senators discussed window clings, something to add to existing nametags, or, as an option not preferred by many senators, amended email signatures.
 - ii. The Senate plans to consult with Printing and Design as to available options at a reasonable price point. Co-President Michelle Hensley will solicit bids.

IX. New Business and Questions

- a. Staff Senate Executive compensation proposal
 - i. Discussed during the President's report.
- b. Open to the floor
 - i. Stephanie Willis reported that the library will be closed on Friday, January 2, 2026, despite the announcement in the Pittstate Daily email.
 - ii. Maria Thompson reported that the residence halls will be closed over Winter Break, but that residents may request interim access if needed. The deadline to request interim access already passed by the date of this meeting, but Maria Thompson indicated that late applications would be considered.
- c. Good of the Order
 - i. Cookies, hot chocolate, and coffee were provided at the present meeting.
- d. Next meeting: Wednesday, January 14, 2026, in the Meadowlark Room, Overman Student Center

X. Adjournment

- a. All attendees were invited to attend Employee Holiday Gathering in the Bicknell Center, 2:00PM–4:00PM.
- b. Co-President Eva Sager adjourned the meeting at 2:13 PM.

University Staff Senate Meeting Attendance

Date: Wednesday, December 10, 2025

Location: Meadowlark Room, Overman Student Center, Pittsburg State University

Time: 1:30 PM

I. Present

- a. Eva Sager, Co-President
- b. Michelle Hensley, Co-President
- c. Heather Busch
- d. Tracey Eagon
- e. Libby Graham, Treasurer
- f. Amber Hames
- g. Brenda Hawkins*
- h. Donna Jacobs
- i. Isaac Lewis
- j. Elizabeth Middendorf
- k. Melissa Prier
- l. Cody Sanders
- m. Tom Smith, Secretary
- n. Maria Thompson
- o. Stephanie Willis
- p. Michael Woodrum
- q. Carol Young

II. Excused

- a. Wylie DeGruson
- b. Sarah Moon
- c. Emily McElwain, University Leadership Representative
- d. Kelley Manley, Past UPS President
- e. Shawna Witherspoon
- f. Laura Wray*

III. Absent

- a. Anthony Crespino
- b. Jordan Harding
- c. Jeannice Parker
- d. Sean Hall, Past USS President

**Senator appointed during the present meeting; see Minutes.*