

Pittsburg State Unclassified Professional Staff Senate

Meeting Agenda

Nov 6, 2024, at 2 pm

OSC, Meadowlark

Call to Order and Welcome:

President Kelley Manley called the meeting to order at 2:00 p.m.

1. Call to order / welcome - Kelley Manley, President
2. Roll call (confirmation of quorum) - Marissa Poppe, Secretary
 - Sign-in sheet
3. Approval of October 2, 2024, Meeting Minutes – Marissa Poppe, Secretary
 - See online: [Unclassified Professional Senate | Pittsburg State University](#)
4. Treasurer Report – Rachel Reardon, Treasurer
 - Funds going to Professional Development Day
 - Sent proposal to President’s Office for a 2024-2025 budget of \$850.
5. Orientation Report from Sept 29 to Oct 26, 2024
 - Send notes to new employees welcoming them as Unclassified Professional Senate
 - No longer with Pitt State:
 - Kayla Laderer – Facility Operations
 - Lynn Hoyt – Bicknell Family Center for the Arts
 - Cody Lindbloom – Academic Advising
 - New to Pitt State:
 - Aaron Shockley – Provost
 - Brian Melies – Information Technology Services
 - Hope Zafuta – Automotive and Engineering Technology
 - Ethan Pope – Bicknell Family Center for the Arts
 - Leslie Damian - Admission
 - Promotions and job changes:
 - Promotions
 - Transfers
 1. Greg Keltner – Facility Operations
 - Retirements
 - Sara Riddle – Institutional Compliance and Integrity

6. Shared Governance

- Student Government – Charlie Judd, ED of Operations
 - Passed new constitution
 - Higher Education Day in Topeka
 - Good turnout for early voting and Trunk-or-Treat events
 - 926 hours of community service during October
- Faculty Senate – Norman Philipp, President
 - No KBOR meeting this month so no updates
 - Academic Affairs – working on updating syllabi + understanding the shifts in IRB since the office moved under a new division
- University Support Staff – Sean Hall, President
 - Reading of new handbook
 - Discussed Docking Institute Survey
 - President and President-elect gaining access to email lists for USS/UPS employees
 - PD Day involvement – discuss additional topics that can be beneficial to USS + select a location that makes it easier for them to attend sessions
- University Leadership Team – Emily McElwain, ED of Univ Affairs
 - Gorilla Rising moving forward with the construction
 - Sen Moran was here to announce the \$5M for STEM initiatives to help renovate labs and update equipment in Heckert-Wells and Yates Hall
 - Job Opening in Academic Advising
 - Opportunity to host a football playoff game on 11/23
 - November 8th – National First Gen Day
 - Campus Master Plan is updated and filed with KBOR – starting with internal audit and outsourcing the parts we can't do ourselves
 - Blueprint for Literacy – presented in front of the literacy committee our proposal for a Literacy Center for Excellence which includes simulation and lab classrooms
 - Moving forward with two Dean searches – the first round of interviews will be the first week of December, with on-campus visits after the new year

7. Cabinet Update: Kelley Manley, President

8. Committee Updates: (see attachments)

- UPS Committees
 - By-laws, Elections & Merger Committee – Eva Sager, combined committees co-chair
 1. Through the first round of by-law review, will have a copy for UPS to review at the next meeting
 2. Putting together a proposed budget

3. Discussing the composition of the first year regarding the mix of USS/UPS members and their terms
 - Communications Committee, Marissa Poppe
- Regents USS/UPS Shared Council, Executive Team
 - Meeting next Tuesday
- University Committees
 - Employee Initiatives
 1. Professional Development – Libby Graham
 2. Kudos/Recognition - Shawna Witherspoon
 - a. Discussing potential events (hot chocolate on oval)
 - b. Service awards are being re-evaluated + additional awards will be created
 - c. Keep handing out Gorilla high fives!
 3. On-Boarding & Off-Boarding – Michael Woodrum
 4. Performance Management – Greg Murray/Shawna Witherspoon
 - a. Currently training supervisors so we can move forward with the next steps
 5. Employee Well-Being – Angie Davidson/Jodeci Turner
 - a. Their big event went well and had a great turnout.
 - Parking – Tracy Holzem
 1. Discussing the need to add speed bumps at CTC – having conversations with the cabinet on potential solutions
 - Satisfaction Survey (Docking Institute)
 1. Will be taking place Spring 2025
 2. Have received permission from Dan to move forward
 3. Micheal Woodrum will lead a team
 - a. Need volunteers if you are interested
 - b. Will also be including volunteers from USS
 4. Working on the wording of the questions
 5. This is a regents-wide survey – not just a PSU survey. The data helps KBOR when asking the legislature for additional funding.
 - Sustainability – Erica Martin
 1. Received grant for solar charging benches
 2. Leafy Greens partnership
 3. Working closely with Students for Sustainability

9. Old Business

- Staff PD Day in January
 - Survey still open – please make a submission for topic ideas
- PSU benefits - <https://www.pittstate.edu/hr/benefits-summary.html>
- State Thanks & Recognition (STAR) program- <https://oitsapps.ks.gov/da/ops/star/>

10. New Business

- Docking Institute Survey will be distributed again – Spring 2025
- Gorilla Plan – UPS items to submit
- Join an Affinity Group – Connect with faculty and staff that have similar interests and hobbies (i.e. parenting, hiking, crocheting)

11. Guest Speaker

- Glenn Storey, Director of Grant Support, Division of Research + Economic Development

12. Open discussion

- Suggestion: Submit topic to President before the meeting

13. Announcements

- Invite your unclassified colleagues
- Free popcorn in OSC at the Info Desk – 2 to 4 pm on Fridays

14. Adjournment

- Next meeting: Wednesday, December 4, 2024, at 2 pm; OSC – Meadowlark

A motion to adjourn was made by Micheal Woodrum, seconded by Emily McElwain.
Meeting was adjourned at 2:54 pm.