

Pittsburg State Unclassified Professional Staff Senate

Meeting Agenda

Dec 4, 2024, at 2 pm

OSC, Meadowlark

1. Call to order / welcome - Kelley Manley, President
 - President Kelley Manley called the meeting to order at 2:00 pm.
2. Roll call (confirmation of quorum) - Marissa Poppe, Secretary
 - Sign-in sheet
3. Approval of Nov 6, 2024, Meeting Minutes – Marissa Poppe, Secretary
 - See online: [Unclassified Professional Senate | Pittsburg State University](#)
 - Approved
4. Treasurer Report – Rachel Reardon, Treasurer
 - Waiting on Doug for approval
5. Orientation Report from October 27 to November 23, 2024 (see attachment)
 - No longer with Pitt State:
 - Steven Brown – College of Education
 - New to Pitt State:
 - Kamryn Kelley – Admission
 - Michael Riggs - Information Technology Services
 - Promotions and job changes:
 - Promotions
 1. Brigid Dawson – Research + Economic Development
 2. Bradley Barnhart – Information Technology Services
 3. Peyton Simpson – Printing & Design Services
 4. Terri Blessent – Research + Economic Development
 - Transfers - none
 - Retirements - none
6. Shared Governance
 - Student Government – Charlie Judd, ED of Operations
 - Outstanding People
 - Faculty Senate – Norman Philipp, President
 - University Support Staff – Sean Hall, President
 - University Leadership Team – Emily McElwain, ED of Univ Affairs
 - President had a meeting with the Governor for \$21M Regional ask – approximately \$7M per institute
 - Shawn N. meeting with legislators on an update for PSU
 - KBOR visit on April 16-17

1. Posterboard presentations on Gorilla Plan progress on Day 2
- Campus Holiday Gathering – Thursday, Dec 12 from 3-5 pm

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. Name: University Staff Senate
 2. First reading - December; Second reading and vote- January
 3. Duties for leadership positions and policies & procedures will be in separate documents
 4. Send Michael Woodrum an email if you have thoughts or suggestions
- Regents USS/UPS Shared Council, Executive Team
- University Committees
 - Employee Initiatives
 1. Professional Development – Libby Graham
 - a. Emails went out to presenters to confirm details (31 presentations)
 - b. 6 affinity groups are being created – 30 minutes at the end of the sessions
 - c. Registration will go out next week to all staff
 2. Kudos/Recognition - Rachel Reardon/Shawna Witherspoon
 - a. Hot chocolate in the oval was yesterday (Dec 3)
 - b. Planning food truck event
 - c. Service Awards are coming up
 3. On-Boarding & Off-Boarding – Michael Woodrum
 - a. Working on Stay Interviews
 4. Performance Management – Greg Murray/Shawna Witherspoon
 - a. Lots of backend work needs to be done for us to move to next steps – making it all digital
 5. Employee Well Being – Angie Davidson/Jodeci Turner
 - a. Discussions on starting a Wellness Wednesday
 - Parking – Tracy Holzem
 - Satisfaction Survey – Michael Woodrum
 1. Regents meeting on Tuesday, Dec 10.
 2. Working on questions for the survey
 3. Surveys will go out in April
 4. Encourage participation to fill out the survey
 - Sustainability – Erica Martin

9. Old Business

10. New Business

- [New By-laws](#) – first reading
 - Second reading and vote will be held during the January meeting

11. Guest Speaker

- Next meeting will be a combined meeting with USS with President Dan Shipp as the guest speaker

12. Open discussion

- Suggestion: Submit topic to President before the meeting

13. Announcements

- Voya Award – February 1st is the deadline to apply
- PD Registration will open soon!
- Invite your unclassified colleagues
- January meeting will be held in the Prairie Room. President Dan Shipp will speak at 2 pm to both UPS and USS Senate groups. At 2:30 pm, there will be a second reading and vote for the new By-Laws.
- SGA will be starting an Outstanding Staff award this year in addition to the Outstanding Faculty award

14. Adjournment

- Next meeting: Wednesday, January 8, 2024, at 2 pm; OSC - **Prairie**

A motion to adjourn was made by Michael Woodrum, seconded and seconded by Greg Belcher. Meeting was adjourned at 2:38 pm