

Pittsburg State Unclassified Professional Staff Senate

Meeting Agenda - Notes

Sept. 4, 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
 - First meeting, introduction of senators
 - Seeing there were no corrections, the minutes were approved as distributed.
3. Approval of May 1, 2024, Meeting Minutes – Marissa Poppe, Secretary
 - Minutes approved
4. Treasurer Report – Rachel Reardon, Treasurer
 - Update on funds available this year
 - Currently no PD scholarships funds, waiting to hear back on status
 - Received one application for PD funds
5. Orientation Report from May 1 to Sept. 4, 2024 (see Attachment 1)
6. Shared Governance
 - Student Government – Hannah Eckstein, President – Charlie Judd filling in
 - Expanding the Senate
 - Currently have 32 senators with lots of additional applications
 - Students can register and vote on campus
 - Community Service events planned for October
 - Faculty Senate – Norman Philipp, President
 - Not present – COT meeting conflict
 - University Support Staff – Sean Hall, President
 - They had their first meeting and discussed future plans
 - University Leadership Team – Emily McElwain, ED of Univ Affairs
 - Starting on September 11th, Provost Bon, Dr. Stumo, & Shawn N. will be going on a campus tour to do a listen and learn with faculty. The goal is to learn about key programs, opportunities for growth, enrollment drivers, and discuss external funding opportunities.
 - Business and Finance and Facilities – Doug Ball – investigating course fee issues on faculty taking classes
 - Changes in KBOR IT Governance – tighten up security in software and technology during purchasing process – IT purchasing guidelines

- Year 2 in Gorilla Strategic Plan – cabinet members will be presenting their highlights on their initiatives from the past year & initiatives/focus for upcoming year
- Total enrollment up 14 students across the board (Freshman up, transfers up, international down, retention is up 1%)
- Athletics – game went great, very successful, SRO/sold out , MIAA network purchases were significantly up, app listeners were up, students stayed entire game
- Soft phones – IT is receiving high volume of requests for hard phones – push from leadership on training and education from IT
 - Can put in ticket for voicemail to go to your email

7. Cabinet Update: Kelley Manley, President

- Meeting set for Sept. 4, 10 am
 - General update for Dr. Shipp
 - USS/UPS merger discussion
 - PD Day for staff

8. Committee Updates: (see attachments)

- UPS Committees
 - By-laws, Elections & Merger Committee – Eva Sager, combined committees co-chair
 - Combined for this year since merger year
 - Professional Development Scholarships, Rachel Reardon
 - No update
 - Communications Committee, Marissa Poppe
 - No update
- Regents USS/UPS Shared Council, Executive Team
 - Hour long Zoom where other Regent Universities share what they are doing and get ideas to replicate on Pitt State campus
- University Committees
 - Employee Initiatives
 - Professional Development – need rep from UPS Senate
 - a. Senate members can reach out to Kelley if they are interested in serving on this committee
 - Kudos/Recognition - Rachel Reardon/Shawna Witherspoon
 - a. Gorilla High Fives – Visit 204 Russ to get a stack of Gorilla High Fives (write a note to staff/faculty member doing a good job or send a thank you)
 - b. Friday, September 20 from 11 am – 1 pm at Bicknell Center – food trucks on campus!
 - On-Boarding & Off-Boarding – Michael Woodrum

- a. Onboarding checklist is up on HR website, great feedback so far
 - b. Goodie bags have been a big hit – reach out to HR if you have a new employee and would like to get them a bag
 - c. Can donate items for the bags – 40 items
 - d. Offboarding is next on the to-do list
- Performance Management – Greg Murray/Shawna Witherspoon
 - a. No report
- Employee Well Being – Angie Davidson/Jodeci Turner
 - a. No report
- Parking – Tracy Holzem
 - No report – need to check who is on the committee
- Satisfaction Survey – TBD
 - Talking with Dr. Shipp about timing – Docking Survey in Spring of 2025
 - May need to create a committee
- Sustainability – Erica Martin
 - No report

9. Old Business

- No Report

10. New Business

- Shared Teams group with all senators – Marissa Poppe
 - Discussion
 - Update agendas – if it is an event, make sure you link to the event
 - Will add all Senate Members to Teams folder to update their areas in the agenda
- Website changes
 - Check your name/title information
 - Find agendas/minutes

11. Open discussion

- Suggestion: Submit topic to President before the meeting
 - PD Day for UPS/USS – are we interested?
 - Timing of event, start a planning committee, collaborate with PD team that’s already in place
 - Email or reach out to Kelley if you have feedback/ideas so she can report back to Dan.

12. Announcements

- Upcoming Events

- Food Truck Friday | Sept. 20 | 11 am–1 pm | Bicknell Circle Drive
 - Meet and Greet with Dr. Bon | Sept. 25 | 2 pm – 2:45 pm | OSC
Governors Room – Refreshments included
 - Benefits & Wellness Fair | Sept 30 | 1–4 pm | OSC – Crimson & Gold
Ballroom
 - Voter registration day –
 - Sept 12 | We Work for Change | 4-6 pm | Bicknell Center
 - Sept 13 | 3-4 pm | Axe Library | Howard Student Success Center
Ribbon Cutting
 - Sept 12 | Soccer Home Opener vs East Central Ok | 3 pm
- Invite your unclassified colleagues
 - UPS members are welcome to our meetings and are encouraged to bring suggestions/thoughts to present to the Senate at any time.

13. Adjournment

- Next meeting: Wednesday, Oct. 2, 2024, at 2 pm; OSC - Meadowlark

A motion to adjourn was made by Micheal Woodrum, seconded by Ashley Waddell. Meeting was adjourned at 2:49 pm.

Attachment 1 - Orientation Report from May 1 to Sept. 4, 2024

- No longer with Pitt State:
 - Fnu Anuj Kumar – NIMA
 - Brandon Bachar – Athletics
 - Jon Cooper – Advancement Services
 - Alexander Dean – Athletics
 - Anna Farrow – Admissions
 - Tim Huddleston – Athletics
 - Rebecca Linder – Communications
 - Allison Ouellette – Housing and Residents Life
 - Pratik Patel – NIMA
 - Slavica Porobic Katnic – NIMA
 - Christopher Roark – Athletics
 - Erik Sommer – Cashiers and Student Accounts
 - Caden Springer – Campus Recreation
 - Kinley Walden – Academic Advising
 - Braxton Williams - Athletics
- New to Pitt State:
 - Joshua Barnes – Athletics
 - Makayla Bockover – Admissions
 - Gregory Carlisle – Academic Advising
 - Kennedy Cooper – Inclusion and Belonging
 - Anthony Crespino – Athletics
 - Narsimulu Daulatabad – NIMA
 - Thomas Dey – Cashiers and Student Accounts
 - Kody Eckert – Athletics
 - Kelby Fritz – Athletics
 - Amber Gardner – Nursing
 - Duston Green – Athletics
 - Jessica Heuertz – Academic Advising
 - Erik Jantz – Admissions
 - Morgan Kinsey – Academic Advising
 - Ellen Lavin – Athletics
 - Jennifer Lawrence – Academic Advising
 - Jhalani Long – Student Financial Assistance
 - Brent McDowell – Library Services
 - Jordan Murdock – Athletics
 - Trenton Puckett – Business Office
 - Ashlee Wilber – Academic Advising
- Promotions and job changes:
 - Promotions
 - Transfers
- Retirements
 - Tom Amershek – Planning, Design, and Construction
 - Bienvenido Cortes – Kelce Graduate School of Business
 - Steve Erwin – Presidents Office
 - Rita Girth – Student Health Services

o Jeff Steinmiller – Campus Activities