

University Support Staff Senate

Wednesday, November 13, 2024

Minutes

PSU's University Support Staff Senate welcomes all, you do not have to be a Senator to attend.

Guests: Debbie Amershek, Tarynn Brenner, Emily McElwain, Eva Sager, Tim Senecaut

Senators Present: Wylie DeGruson, Tracey Eagon, Sean Hall, Michelle Hensley, Tonya Pentola, Keith Shively, Ed Vanderbeck, Stephanie Willis, Heather Winzer, Carol Young

Senators Excused: Joe Sheehy, Sara Sullivan, Cindy VanBecelaere Senators Absent: none

Three Raps of the Gavel and President, Sean Hall called the regular USS Senate meeting to order at 1:30 pm November 13, 2024, in the Meadowlark room of Pittsburg State University's Overman Student Center.

October's meeting minutes were presented for review. Carol Young moved to approve as submitted, Keith Shively seconded no discussion, motion carries. Minutes are available on the USS Senate website (<https://www.pittstate.edu/faculty-staff/university-support-staff-senate/index.html>)

Treasurer Tracey Eagon's report nothing to share this month. Michelle Hensley asked Emily McElwain when we would hear more back from our budget proposal, she answered, "hopefully soon".

Guest Speaker Tim Senecaut shared the attached Facility Operations Directorate (p 4). I made the following notes: 80=current full time staff, 43 students mainly in custodial, grounds, and supply/recycling services. The five trade areas have been reorganized with a renewed emphasis on Preventative Maintenance. Heckert-Wells and Family and Consumer Sciences Chillers were replaced recently hoping there will be no air conditioning problems in those building this upcoming Summer 2025. Retuned Steam Heat from the Boiler up through tunnels = positive improvements. The IT (Information Technology Services) portion of Kelce Hall's HVAC equipment will be addressed summer 2025, Kelce College of Business will not be in downtown location until 2026. System Upgrades all across campus. Landscape improvements have resulted in removing landscaping; 2 beds in front of Russ Hall increasing 'greenscape', adjustments at Bicknell, cutting trees overhanging sidewalks, overall cleaning things up. Positive to be a part of the Campus Master Plan Update especially Gorilla Rising to review suggestions and recommended manufacturers, as well as assisting with planning. Trying hard to clear buildings especially the storage within Shirk Hall to stay ahead of abatement contractor (which could be as early as the week of Thanksgiving, definitely by early/mid-December). There are a lot of desks and chairs, Eva asked if there will be a 'scavenger' time prior to any sale, assured yes (once it's moved to the plant). Being a part of the Homecoming coordination meeting allowed for forethought and activities to run smoothly. Further Questions asked: "When will Kim gets some help?", "Got a plan, we're working on it." "How has the employee count change since you began?" "Since 2005 the PSU building space has increased by 500,000 square feet and the staff has reduced by 26%. In 1985 we had more custodians (focused on buildings near the oval) than we do now for all of Pittsburg State University, there are openings we are trying to fill." "Has a cleaning service been considered?" "Quote for such things as cleaning or grounds etc. doesn't come close to handling everything that is done by our on-site employees. Once the layers are peeled we only scratch the surface, of actual activity costs."

Other University Shared Governance Group Reports

- a. Faculty Senate President Remarks: Norm Philipp – absent, no report.
- b. Unclassified Professional Senate (President-Elect) Remarks: Eva Sager – shared news about Staff Professional Development day, set for Friday, January 10, 2025, lunch and light snacks will be provided, specifically looking for affinity group representatives, helping make connections happen.

Please contact Eva Sager, Kelley Manley or our own committee USS rep Tracey Eagon with interest, thoughts, ideas or recommendations. Highlighted the State Thanks & Recognition discount program <https://oitsapps.ks.gov/da/ops/star/> encouraging use of it (a reminder may appear soon in a Pitt Daily announcement). Glenn Storey, Director of Grant Support, Division of Research + Economic Development, spoke at their November meeting he is happy to meet with folks to help direct them in places to find potential grant funding, not complete the necessary steps in lieu of your action. Non-advertised announcement, new this year, should you happen to be in Overman on a Friday afternoon (2-4pm) stop by 1st floor info desk for free popcorn. More forthcoming UPS/USS joint initiatives in effort to building staff morale and increase positive connections and work relationships.

- c. Student Government Association President Remarks: Hanna Eckstein absent – (Eva shared) Passed a new constitution variation of leadership structure this past month. Gearing up for February 2025's 'Higher Ed day at the Statehouse' visit to Topeka where OER (Open Educational Resources) among other topics will be emphasized. Pleased with the decent early voting turn out on campus, as well as hosted Trunk or Treat event (more student organizations participated less community involvement [weather may have played a factor]). "Fall into Service" netted 925+ hours of community service.
- d. Human Resource Representatives: Debbie Amershek and Tarynn Brenner promoted Linked-In Learning use. All of HR are gearing up for the holidays (esp. payroll). Debbie encouraged everyone to verify recent Health Insurance elections via the MAP portal and double check pay stubs beginning in January 2025. They are working projects & through processes changes; more information coming out in the next few months. Keeping an eye on Legislation dictating change; as was the case summer '24 when the Department of Labor required exempt vs. non-exempt (salary/hourly) non-negotiable adjustments for some employees. Michelle questioned how time (worked or off) is reported for Veterans Day. It was explained there are different rules for USS and UPS employees. As a Kansas Board of Regents employee [UPS/Faculty] when PSU classes are ***In-Session*** if you do not work, then leave (vacation, discretionary, etc.) must be reported as our purpose is to serve the student. https://www.pittstate.edu/hr/_files/documents/holiday-reporting-guidelines-approved-100724.pdf

Sean Hall & Michelle Hensley met with Dr. Dan Shipp & Emily McElwain Wednesday, November 6, 2024

- a. *[2025 Regent Universities USS-UPS] Survey Costs, Dan is getting things in place to take care of this. Assured it's an Agenda item for Wednesday, November 20th Kansas Board of Regents (KBOR) Meeting.*
- b. Discussed the USS joint handbook being released today and voted on at the next meeting. Getting access to email of all USS employees for the Secretary. *Emily followed up with an ITS clarification: the limit is 2 individuals (be it - President, Secretary, whomever per bylaws) this changed when Mr. Bulk-E dissolved, limiting the number of people with access to large rosters of PSU constituents.*
- c. Demolishing the "On Board" *[All Aboard]* building should begin by the end of month. This will begin the construction of the new Kelce College *[of Business Downtown]*.
- d. KBI building should be completed by 2027. *[far east side of campus off of Rouse Street]*
- e. Polymer going forward with new addition to its building.
- f. Dan accepted being our speaker for the January or February meeting.

KBOR USS-UPS Council Joint Meeting – Institution updates attached (pp 5-6). Michelle and Heather listened learning it is KBOR who bestows Holiday closure dates ('wellness week' @KU) system wide; Emily McElwain verified this sentiment in that days are evaluated annually to 'strategically maximize' time off. She also explained Governor Kelly's 90 million dollar budgetary ask, along with the 21 million dollar request to be split among three regional institutions (ESU, FHSU & PSU) encouraging us to remember while funding has been chipped away, we are among most underfunded from the State of Kansas budget at \$365/student whereas larger institutions are closer to \$7,000/head. 10 million dollars added to our base budget would provide latitude to fill vacancies. Dan Shipp will meet with Gov. Laura Kelly along with Ken Hush (ESU) and Tisa Mason (FHSU) this Friday, November 15th. We were reminded, that quite often, things at each

institution are different: a) Notice of Non-Reappointment (NNR) dates for example are a concern at KSU, HR stated ours are by May 1st for the cycle beginning June 15th, and b) One-time Bonuses announced at FHSU.

Committee Reports:

- a. USS/UPS Handbook: Michelle Hensley, Joe Sheehy, Heather Winzer, 4 page "University Staff Senate Bylaws Proposal" document was presented, we will likely add a line about e-mail communication access for two individuals. Our next meeting is Friday (11/15) to begin creating the standard operating procedures. Please take time to read these bylaws, share the file with your constituents, contact any of us with questions, and be ready to vote on them at our regular USS Senate December 11th meeting.
- b. Satisfaction Survey: Heather Winzer shared she will work with Michael Woodrum along with other (5 regent's schools) representatives to solidify survey questions, attempting to keep the benchmarks in place (since this is the third {'19 & '22} time through the process). No zoom meetings as of yet.
- c. Parking Committee: Stephanie Willis's name will be given to Tish Potter again (as she said a USS rep was needed). Carol disclosed only 1 appeal was up for group evaluation during most recent review period.
- d. Overman Student Center Board of Governors: Carol Young attended the October monthly meeting where Megan Johnson spoke to the group about SparkWheel, the 'Movie Theatre' basement location near the 'U-Club' has been approved to become their Clothing Closet, after refreshed with paint and enhanced lighting are installed. Service elevator has been fixed. A therapy dog (fully associated with CHC Bryant Student Health Services) named, Scout has been certified and now has an official OSC calendar entry for visit days/times. Keith Shively shared there are currently 40 support animals in PSU dorms.
- e. Employee Initiatives Teams (EIT):
 - i. Kudos/Recognition: Carol Young (& Ed Meyer) – April 1st (*Tuesday of Go Pitt Fest week*) is the date for Service Awards/Employee Recognition event. Thursday, next week November 21st 1:30-3pm Hot Cocoa will be served on the oval, stop by for camaraderie. Employee t-shirts are being discussed along with possibility of printing them onsite using equipment within the College of Technology. Encouraged to keep passing out Gorilla High Fives, more cards available in 204 Russ Hall (Human Resources office) or via e-mailing hrsstudent@pittstate.edu. A simple (and personable) way to let someone know they are seen and appreciated, yielding a significant impact.
 - ii. Professional Development: Sean Hall – not contacted yet.
 - iii. Onboarding/Offboarding: Michelle Hensley – not contacted yet.
 - iv. Employee Wellness + Wellbeing: Tracey Eagon and Carol Young – no meeting this past month.
 - v. Performance Management: Sean Hall – not contacted yet.

Old Business:

1. Budget Request – We will be seeking a larger budget once the senates combine. Possible requests; payment for president position (Sean expressed disagreement with concept, Michelle thought idea might attract interest), travel for executive board, among other new opportunities.

New Business:

1. Reading of New USS Handbook, please take time with this. Vote to be done at December meeting.
2. Next committee meeting Nov. 15th to begin procedures handbook documentation.

Good of the Order:

Tracey Eagon highly suggested and encouraged participation in January's Staff Professional Development day. There was a topic interest survey that went out, Michelle will send it to all Senators this afternoon.

Reminder next USS Senate meeting: 1:30 pm Wednesday, December 11, 2024 Meadowlark Room OSC

Wylie DeGruson motioned to adjourn, Keith Shively seconded, one rap of the gavel and President Sean Hall concluded our meeting at 2:30 pm.

Minutes submitted by Recording Secretary Heather Winzer.

Facility Operations Directorate

80 + 43

Departments

- Landscaping & Grounds
- Vehicle Maintenance & Carpool
- Accounting & Administration
- Custodial Services & General Maintenance
- Power Plant/Boiler Room
- General Services, Supply, & Recycling
- Construction & Repair
- Facility Management

Reorganization

Renewed emphasis on Preventive Maintenance

Emphasis on Repair/Replace systems with systemic problems

Examples: Heckert-Wells Chiller
Family Consumer Science Chiller
Whitesitt VAV
Steam Heat Systems
Kelce (IT) HVAC
Russ Hall Fire Alarm Upgrades
Small Projects
 KTC Compressor
 Exhaust Hoods at KTC and H-W
 System Upgrades (Honeywell, Trane, etc)

Relocations *taken from reverse side*

- KRPS
- UPD
- KU AHEC
- Admissions
- Student Success

Campuswide Landscape Improvements

Assist Facilities Planning with Major Projects

Review Designs

- Gorilla Rising
- Shirk/Shirk Annex Demolition
 - o Clear Buildings
- Kelce Hall
- KBI Facility
- Tyler Research Prove Out

Periodic Site Visits

- Axe Renovation(s)
- McCray HVAC
- Gibson Dining HVAC
- Weede HVAC
- Horace Mann Reroof
- Rec Center ReRoof

Campus Master Plan Update

Activities/Events Support

from page 2

Examples: Athletics (Game Day/Indoor Track)
Homecoming Week
Commencement
Veterans Memorial (Veterans Day/Memorial Day/Commissionings)
Bicknell Family Center for the Arts (Broadway Shows/Student Productions/etc)
Farm Show
Summer Camps (Athletics, Band)
Events on Oval

Work Orders – 168 from Oct 1st to Oct 11th at 1:00pm (Includes 2 weekends – i.e. 8 ½ working days)

Regents USS/UPS Shared Council Meeting
9:30-10:30 a.m., November 12, 2024
Pitt State hosting via Zoom

Meeting Agenda

- I. Call to order
 - A. Welcome & Housekeeping
 - i. Docking Institute – satisfaction survey updates
- II. Reports
 - A. KBOR meeting update
 - i. No current report
 - B. COPS report
 - i. No current report
 - C. General updates from each school (major initiatives, events, news)

Emporia State University

1. We just lifted a boil order that lasted all week. Our team is navigating what went well and what could be changed from dealing with that.
2. What is everyone's institutions planning for holiday? We have not received direction yet.

Fort Hays State University

1. President asked for quick input on Holiday closures from Staff Senate-
 - a. Surveyed Staff for 1.5 days had 309 responses,
 - b. Held a special meeting,
 - c. FHSU will be closed November 27, December 23, 24, and January 2 and 3 (This is how we voted),
 - d. Since the University closes we will have to use our own time for these additional days,
 - e. This was a big stride in Shared Governance.
2. One-time bonuses were announced by President Mason:
 - a. For employees hired on or before August 15, 2024, with five years of service or less: \$500*
 - b. For employees with five to ten years of service: \$1,000*
 - c. For employees with ten years or more of service: \$1,500*
3. Still looking into switching from Workday
4. New Goals for 2024-2027 Strategic Plan:
 - Goal Theme 1 Academic Excellence
 - Goal Theme 2 Student Success
 - Goal Theme 3 Strategic Enrollment
 - Goal Theme 4 Resources and Infrastructure
 - Goal Theme 5 Impactful Partnerships
5. There has been an in person "Conversation," and another is scheduled on November 19th, via Zoom Introduced by President, and discussions led/questions answered by each Goal's chairs.
6. These are tied to accountability and funding.

Kansas State University

1. We met with Dr. Marshall Stewart to discuss the 90-million-dollar request for the regent schools during the last KBOR meeting.
 - a. Were any of you there and have thoughts to share on the subject?
2. Docking survey funding requested and approved.
 - a. We will reinstall a docking survey committee to review previous questions and prepare for the next round in 2025.
3. The holiday break week was approved for admin leave but has yet to be announced.
 - a. Do any of you have word yet?
4. How do your colleges manage the NNR process? Policy related to Professional Staff, USS, and Faculty?

5. Positive note: USS is seeing an increase in committee inclusion and invites to initiative meetings, including one that will align with the strategic plan for staff.

Pittsburg State University

1. PSU has approval from President Dan Shipp to participate.
 - a. He will be on the KBOR CEO call this week (10/28) at which point Dan will add the agenda item to request from KBOR that funding be allocated from each institution for the survey through the Council of Presidents meeting in November
2. Campus is looking at products to align venue scheduling.
3. UPS/USS Senates moving forward with planning a staff professional development on January 10.
 - a. Sent out a survey and received 77 responses, with only 3 “no’s” (not interested or unable to attend)
4. UPS/USS Senates are moving forward on creating bylaws and steps for merging two senates into one for the next academic year.
5. Faculty Senate has had a discussion about requesting that the dependent tuition discount be extended to all Regents; for instance, if one of the faculty wishes to pursue a doctorate at one of the other universities.
 - a. Is there interest in this policy for UPS/USS employees as well?
6. Question for the group: what standing committees do you have on your Senates?

University of Kansas

1. As a result of the last Docking Survey, KU has started holding “State of the –” addresses. Below are links to the Provost’s State of the Campus and the Chancellor’s State of the University addresses.
<https://provost.ku.edu/2024-state-campus-presentation> <https://chancellor.ku.edu/>
2. Provost Bichelmeyer supports KU’s participation in the Docking Survey. KU will also participate in the Great College to Work For survey that is done by the Chronical of Higher Ed. She wants to be able to benchmark us against our KBOR neighbors as well as nationally with the Chronical survey.
3. KU announced the dates for our Wellness Week during the winter break.
4. The Staff Senate Personnel Committee has shared their work on the Inclement Weather Policy. They are trying to find a balance between hybrid/remote employees and those who are not weather essential, but 100% on campus.
5. The KU Student Senate is looking into adding a student seat on the Kansas Board of Regents.

<https://aire.ku.edu/docking-institute-employee-satisfaction-survey-2022>

<https://aire.ku.edu/campus-constituent-surveys> <https://aire.ku.edu/NSSE2024> is the student survey

Wichita State University

1. Requesting funding & approval for Docking Survey.
 - a. Our University Campus Climate committee is also looking at other or additional climate/employee engagement tools to employ campus-wide.
2. WSU will host its second annual ShockerStrive Professional Development Conference in Spring 2025.
 - a. The conference schedule is duplicated providing a morning session and afternoon session to provide two opportunities for staff members to attend based on office coverage, etc.
 - b. Topics range based on staff feedback and interest. A template of last year’s schedule is linked here. <https://www.wichita.edu/services/staffsenate/conference.php>
3. A project team has been convened as a working group focused on the Marketbase Compensation pay gap and action steps. This group is tasked with providing recommendations on how to bridge the gap and is comprised of members from both staff and faculty senates as well as other campus stakeholders.