

University Support Staff Senate

Wednesday, August 14, 2024

Minutes

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

Guests: Eva Sager and Joe Sheehy

Senators Present: Sean Hall, Michelle Hensley, Woody Lopez, Sara Sullivan, Cindy VanBecelaere, Stephanie Willis, Heather Winzer, Carol Young

Senators Excused: Tracey Eagon and Michelle Ewan

Senators Absent: Scarlett Bowles, Wylie DeGruson, Jake Keltner, Keith Shively, Ed Vanderbeck

Two Raps of the Gavel and President, Sean Hall called the regular USS Senate meeting to order at 1:30 pm August 14, 2024, in the Meadowlark room of PSU's Overman Student Center.

With 8 senators in attendance all votes were tabled until September's regular meeting.

May 2024's meeting minutes taken by Barbara Barto were submitted for review. They are available on the USS Senate website (<https://www.pittstate.edu/faculty-staff/university-support-staff-senate/index.html>) at <https://www.pittstate.edu/faculty-staff/files/documents/university-support-staff-senate/minutes/5-8-24-uss-minutes.pdf>

Treasurer's report was discussed as new business.

Agenda item 4: Guest Speaker: Suggestions needed

The following names were shared during discussion: Tim Senecaut, Susan Bon, Heather Eckstein. Sean appreciated the good ideas and will follow up.

Other University Reports

- a. Faculty Senate President Remarks – Norman Philipp, absent (1st meeting 9/30/24)
- b. Unclassified Professional Senate Remarks – Eva Sager (UPS President-Elect) shared the 1st UPS Senate meeting is soon, only their cabinet has met thus far. Eva is excited about working with Vice President Michelle Hensley on syncing different projects.
- c. SGA President Remarks – Hanna Eckstein absent (retreat soon, 1st meeting 2nd week of school)

Sean Hall and Michelle Hensley are scheduled to meet with Dr. Dan Shipp August 22, 2024 there will be a Senate President's report with the University President shared during our next meeting.

The Kansas Board of Regents USS-UPS Council Joint Meeting has not occurred for FY 2025 yet.

Agenda item 8: Committee Reports volunteers are needed to serve on the following:

- a. Elections: our senate composition is not aligned with our Handbook (<https://www.pittstate.edu/faculty-staff/files/documents/senate-handbook---rev.-november-2016-original.pdf>) Article V of the Constitution indicates twenty-one senators are required. 14 USS Employees remain from the list shared in May's minutes. At-large positions need filled.
- b. Parking Committee: Stephanie Willis volunteered to remain on this committee.
- c. Overman Student Center Board of Governors: need a representative for this monthly meeting as we hold a voting position. Eva Sager now oversees OSC and is revamping these meetings to be more holistic, she'll share more at our next meeting.

Old Business:

- 1) It was suggested that due to Tonya Pentola's May resignation as President-Elect that the Satisfaction Survey Response Committee elect someone else likely after the New Survey release.
- 2) It is understood from the KBOR group that a new Survey is set to release in Spring 2025.

New Business:

- 1) Budget: Sean reported PSU Foundation took the money historically distributed (to both USS and UPS Senates) combined it into \$45,000.00 and presented it to the Pitt State Employee Initiatives Teams (EIT).
 - i. August 5, USS and UPS Senate Leadership teams met together after discovering our accounts both had zero balances to begin Fiscal Year 2025. It was concluded both groups should inquire more.
 - ii. Sean met with Vice President of Business, Finance and Facilities Doug Ball, and has been assured that funds are available to support our mission, we just must ask for them.
 - iii. We do know that \$25,0000 of the money provided to the EIT has paid for Linked-In Learning.
- 2) Combining USS & UPS, new committee to work on Handbook
 - i. Michelle and Eva, as well as others hope to begin in September
 - ii. If you are interested in working on the new bylaws please share, between now and next meeting.
- 3) Look at retirement options
 - i. Sean is interested in exploring possibilities Retirement tiers knowing Legislation may be required.
 - ii. Any input on how to help with this idea or other suggestions is welcome.
- 4) Pitt State Employee Initiative Teams Subcommittee Update [membership list distributed at meeting attached]
 - i. August 13, Sean met with Director of Human Resource Services, Lori Scott Dreiling and secured USS Senate representation on the 2 subcommittees missing our voice: Onboarding/Offboarding and Performance Management.
 - ii. Michelle volunteered for Onboarding/Offboarding Subcommittee chaired by Jamie Clayton.
 - iii. Sean volunteered for Performance Management Subcommittee chaired by Lori Scott Dreiling.

Good of the Order:

- a. Next meeting: Wednesday, September 11, 2024 at 1:30 pm in OSC Meadowlark Room
- b. The 2024 Campus Gorilla Gathering is Thursday, August 15, 2024 at 9:00 am in the Bicknell Center all staff were encouraged to attend this combined opening meeting.
- c. Not to be confused with the After Hours Gorilla Gathering hosted by Alumni and Constituent Relations and PSU Athletics August 15, at 5:30 pm at the PITT downtown.

Cindy VanBecelaere moved to adjourn the meeting at 2:00 pm.

Minutes submitted by Recording Secretary Heather Winzer.

Pitt State Employee Initiatives Teams
Subcommittee Update as of 8-13-24
Chair – Lori Scott Dreiling
People Experience Intern – Addi Casada

Kudos/Recognition Subcommittee

Reardon, Rachel, Chair
Dreiling, Lori Scott
Young, Carol
Childers, Chris
Stefanoni, Andra
Ahring, Tatum
Witherspoon, Shawna
Meyer, Ed

Kudos/Recognition Subcommittee Summer 2024 Update

Service Awards 2-28-24
Employee Appreciation Popcorn Bar during #GoPitt!Fest Week of 4-3-24
Food Trucks During Dead Week 5-1-24
Employee Ice Cream Bar party in the Oval 7-11-24
Gorilla High Five to kick off at Professional Development Day
Food trucks on campus for September 20
EIT Professional Development Day Presentation, August 14, 2024

Professional Development Subcommittee

Dreiling, Lori Scott, Interim Chair
Dellasega, Susan
Amershek, Debbie
Hall, Sean
Neria, Angela
Ford, Kacie (graduate student)
Montgomery, Colton

Professional Development Subcommittee Summer 2024 Update

LinkedIn Learning 3-Year contract signed in March. Single Sign-On initiated and Pitt State LinkedIn Learning was launched on May 1, 2024.
Plan for Student Success to trial Course Content in Fall 2024. HR department to have internal trial also.
Project to create Pitt State LL “badges” based on certain course content – more to come
EIT presentation on Professional Development Day, August 14, 2024

Onboarding/Offboarding Subcommittee

Clayton, Jamie, Chair
Dreiling, Lori Scott
Neria, Angela
Woodrum, Michael
Sager, Eva
Ferguson, Bryronni
USS Senate rep - TBD

Onboarding/Offboarding Subcommittee Summer 2024 Update

Onboarding checklist announced in March 2024

Jamie Clayton & Lori Scott Dreiling made presentations to Leadership Team and all college leadership teams and admins + ITS during two weeks in March. Tested the Stay Interview with two new employees prior to the end of April. Plan to launch prior to end of CY24.

New employee "Welcome to Pitt State" goodie bags for new Summer and Fall 2024 Employees are ready and being distributed as of May 25, 2024.

Spring 2025: Start on an Offboarding checklist and process (electronic)

EIT presentation on Professional Development Day, August 14, 2024

Employee Wellness + Wellbeing Subcommittee

Randall, Hannah, Chair

Dreiling, Lori Scott

Covert-Miller, Laura

Young, Carol

Turner, Jodeci

Davidson, Angie

Myers, Clint

Eagon, Tracy

Damian, Leslie (CHC/SEK)

Employee Wellness + Wellbeing Subcommittee Summer 2024 Update

Journey to Wellness event held on May 15 called a Day at the REC. Had eight tables to reflect Dimensions of Wellness. Goal is to inform our employees on what they already have available on campus and through State Employee Health Plan, HealthQuest, Employee Assistance Program (EAP), Community Health Clinic, etc.

Journey to Wellness – Benefits Fair and Wellness Day is September 30 - eliminating SEHP Benefits Fair and Retirement Information Day and combining with this big full Wellness event. In ballrooms in Overman.

Will also be involved in an EIT presentation on Professional Development Day, August 14, 2024

Performance Management Subcommittee

Dreiling, Lori Scott, Chair

Dalton, Jamie

Johnson, Jim

Neria, Angela

Fern, Abby

Ferguson, Bryronni

Murray, Greg

Witherspoon, Shawna

Harding, Jordan

Whitman, Darrell

USS Senate rep - TBD

Performance Management Subcommittee Summer 2024 Update

Paper process for FY24 announced on May 31, 2024. Month of June designated as Perf Eval Month. (7-12-24 completion rate of 62%.) Four line manager information sessions held the 1st week in June. NEW performance evaluation form designed by committee.

Signed contract with DriveStream to update our Oracle HCM module for Performance Management. Have spent 40 hours on the development so far. Had a dry run for the committee on July 2, 2024. Final testing week of August 12, 2024.

New Functional Analyst, Colton Montgomery from IT, taking the lead on Oracle HCM changes to module.
EIT presentation on Professional Development Day, August 14, 2024