

## University Support Staff Senate

Wednesday, September 11, 2024

### Minutes

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

Guests: Jordan Harding, Emily McElwain, Norm Philipp, Hannah Randall, Eva Sager

Senators Present: Tracey Eagon, Sean Hall, Michelle Hensley, Jake Keltner, Keith Shively, Sara Sullivan, Cindy VanBecelaere, Stephanie Willis, Heather Winzer, Carol Young

Senators Excused: Michelle Ewan

Senators Absent: Wylie DeGruson, Woody Lopez, Ed Vanderbeck

Three Raps of the Gavel and President, Sean Hall called the regular USS Senate meeting to order at 1:35 pm September 11, 2024, in the Meadowlark room of PSU's Overman Student Center.

May 2024's meeting minutes taken by Barbara Barto and August's recorded by Heather Winzer were offered for review. Michelle Hensley moved to approve both as submitted, seconded by Cindy VanBecelaere, no discussion, motion passed. Minutes are available on the USS Senate website (<https://www.pittstate.edu/faculty-staff/university-support-staff-senate/index.html>)

Treasurer's report none.

#### Other University Shared Governance Group Reports

- a. Faculty Senate President Remarks: Norm Philipp – 1<sup>st</sup> meeting 9/30/24, next week is their KBOR institutions, divisional meeting. With PSU readjustments and consolidations Faculty Senate will be reviewing their constitution to ensure accurate representation.
- b. Unclassified Professional Senate (President-Elect) Remarks: Eva Sager – reported the 1<sup>st</sup> UPS Senate meeting was not well attended; their second meeting is soon. In conversations of filling open subcommittee spots, and submitting their proposal for funding.
- c. Student Government Association President Remarks: Hanna Eckstein absent – (Eva shared; September 25<sup>th</sup> SGA is hosting ALL Day Voter Registration as well as celebrating Constitution Day (a required recognition), do not be alarmed if you see folks in 'Founding Father' costumes roaming around. The Bicknell Center has been approved as a Crawford County Early Voting location therefore any registered voter may exercise their right between the hours of 9am-4pm Tuesday, October 22<sup>nd</sup> in the Bicknell Lobby. SGA's Fall into Service day is set for Monday 9/30, Safe Trunk or Treat at the Bicknell Center is scheduled for Wednesday 10/30, Organizations should complete the Registration Form available on Gorilla Engage. This year's Homecoming Theme is Gorilla Groove t-shirts are available at our campus bookstore this Family Day weekend.

Sean Hall and Michelle Hensley met with Dr. Dan Shipp August 22, 2024

- a. Emily McElwain will be coming to our meeting as a representative from the President's office.
- b. Funding will not be a problem. UPS had already spoken to Dan and he in turn has spoken to Doug. It is not clear if the monies will be sent to our accounts or if we will have to ask when funds are needed.
- c. We discussed the survey coming out (Spring 2025) and that it will be interesting to see how they could have changed since the Employee Initiative Teams (EIT) were created. He knows that it will still show that money is the most important thing and is working on solutions with KBOR. He is trying to increase the amount that will be received for Ft. Hays, Emporia, and PSU

to equal/compensate for what the other regional schools are receiving in state funds at the per student level. Emily McElwain (University Administration) shared that it's important for all Regionals to stay tight on this message, due to potentially huge ongoing budgetary impact

- i. Dan thinks we should include a cover sheet with the survey that shows what has been accomplished since the last survey. (recommended for each university)
- d. We spoke about retirement (KPERs) and how to start that process by speaking with the other regional schools to see if they are interested in working on this. Legislation will be needed to make any changes.
- e. We also discussed Flexible Scheduling...come to find out it is already policy! Group conversation during the meeting included learning the following: Flexible scheduling is left up to the area supervisors. It's important to figure out what is an agreeable, workable solution, then communicate and publish such information so it is known (campus-wide transparency). Often times phone calls are answered by University Police Dispatch 'after hours' be it Friday afternoons during Summer Hours or after 4:30; when someone calls the main 620-231-7000 number indicating they would like to speak to a helpful Gorilla.

KBOR USS-UPS Council Joint Meeting – attached. Fort Hays State University is going to begin talking with the Docking Institute of Public Affairs (located in Hays) about our Spring 2025 USS-UPS Climate Survey.

#### Committee Reports:

- a. Parking Committee: Stephanie Willis – group has not met yet. Appeals tend to occur quarterly.
- b. Overman Student Center Board of Governors: need a representative for the not yet regularly scheduled monthly meetings (we hold a voting position). Eva Sager is revamping these meetings to be more holistic and promises they will not be on a Friday at 3pm, Carol Young volunteered.
- c. Satisfaction Survey Response Committee: Spring 2025 survey is on the KBOR USS-UPS Council Joint October Meeting Agenda.
- d. Kudos/Recognition: Carol Young and Ed Meyer – Fall Food Trucks at Bicknell September 20<sup>th</sup> 11-1 (3 options) not a free meal, but a chance to gather & enjoy lunch together. GoPitt Fest is in the Spring, planning begins later this fall.
- e. Professional Development: Sean Hall – not contacted yet. Our visit HR team, Hannah and Jordan indicated that Tarynn Brenner is new to the Human Resource office and is getting her feet wet with Linked-In Learning among other things, therefore more to come soon. UPS Senate is preparing to host a 2<sup>nd</sup> Professional Development day (just after our winter interim break) the week before Spring Semester classwork begins where the morning sessions are repeated in the afternoon so everyone can be together for lunch but offices can be covered the whole day.
- f. Onboarding/Offboarding: Michelle Hensley – not contacted yet.
- g. Employee Wellness + Wellbeing: Tracey Eagon and Carol Young – meeting later today [3:30pm 9/11] Pittsburg State University's Wellness Day 2024 Monday, September 30<sup>th</sup> 1-4pm Crimson and Gold Ballrooms: State Employee Health Plan will be onsite with Open Enrollment information as well as many community businesses (25 vendor tables) with other wellness offerings, including 'retail therapy'. Hannah Randall (Human Resource Services) shared Community Health Center staff will be offering flu shots, which can assist employees in earning five (5) HealthQuest Rewards credits (aka points). Some COVID vaccinations may also be available, be sure to bring appropriate insurance and identification cards if interested.
- h. Performance Management: Sean Hall – not contacted yet. Jordan Harding (Human Resource Services) indicated HR is working with a consultant this Fall and next Spring to help improve the Performance review process, as well as make it more meaningful. Vice President Michelle Hensley stated we may need to contact Jamie Brooksher to ensure appropriate action is taken for University Support Staff employees, should merit pay be included. The current USS Summary

of Policies & Procedures (Handbook) can be found on PSU's HR webpage:  
[https://www.pittstate.edu/hr/files/documents/uss-handbook\\_1-9-2014.pdf](https://www.pittstate.edu/hr/files/documents/uss-handbook_1-9-2014.pdf), not to be confused with the University Support Staff Senate Handbook/Bylaws committee work.

President Sean Hall took a moment to give a shout out to Michelle Hensley and Heather Winzer for helping make USS Senate agendas and other meetings happen lately. He will begin a new position next week and has been super busy.

#### Old Business:

- a. UPS/USS Merger Constitution/Bylaws/Handbook Committee – another USS representative is welcome to assist Michelle Hensley, Heather Winzer, Eva Sager and other UPS employees in this endeavor. If interested please contact mhensley@pittstate.edu. Meeting schedule forthcoming.
- b. Provost Dr. Susan Bon USS/UPS Meet and Greet, 2pm September 25<sup>th</sup> Governors Room, Overman Student Center. Sean encouraged all to come, as he has found her to be amazing. Emily indicated that the ask was made at PSU's Cabinet meeting that all Vice-President's share and encourage staff members in their respective areas to attend. Campus wide invites and reminders forthcoming.

#### New Business:

- 1) Sean has challenged all senators to bring 2 candidates to our next meeting. We need involvement.
- 2) Stephanie Willis encouraged that we invite Heather Eckstein to speak about the Howard W. Smith Student Success Center. Other speaker names were also shared.
- 3) Sean is working to move us forward, any input, ideas or other suggestions are welcome: shall@pittstate.edu

#### Good of the Order:

- a. Next meeting: Wednesday, October 6, 2024 at 1:30 pm in OSC Meadowlark Room
- b. Wellness Day Monday, September 30<sup>th</sup> 1-4pm Crimson and Gold Ballrooms, OSC

One rap of the gavel and our meeting was complete at 2:10 pm.

Minutes submitted by Recording Secretary Heather Winzer.

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

#### Meeting Agenda

- I. Call to order
  - A. Welcome and introductions
  - B. Institution reports/updates – submitted in advance
- 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)

## University of Kansas

1. KU Staff Senate held a retreat at the Edwards Campus on June 12.
2. KU Staff Senate held a Bystander Training session on July 10. The D&I committee had to pivot from the intended diversity training to the Bystander Training due to HB 2105.
3. HB 2105 impacts on KU
  - Staff Senate D&I Committee delays in getting a chair elect.
  - Loss of LinkedIn Learning and Lynda.com for professional development (the bill required all training to be publicly available for review. The training modules found on those sites are proprietary therefore KU had to remove access to them.) KU is working to get this resolved and made available again for staff.
  - KU has moved all positions for diversity and inclusion under the Civil Rights & Title IX office. They have changed position names to be things like "Impact Officers".
4. KU Staff Leadership Summit will be held September 26.
5. KU staff, student hourlies, and GRAs/GTAs received raises.
  - Student hourlies minimum wage increase to \$10.25 per hour.
  - GRAs/GTAs received a 2.5% increase
  - Staff received a 2% increase
6. KU has implemented a minimum salary for all employee classifications. (KU had 500 employees that were not making a living wage). It now matches the federal contractor minimum wage (\$17.20).
7. KU Faculty Union negotiated with KU and approved the 2% raise.
8. KU is preparing for the HLC site visit in March 2025.
9. KU is moving to a "One KU" model with our Medical School and other campuses across the state.
10. KU Provost is moving to a strategic hiring plan. It is being rolled out in September.
11. KU Provost is moving to a matrix management system. Initial training sessions have been held for Deans and upper KU Administration

**Kansas State University** no report

## Pittsburg State University

1. All staff received a 2% raise this summer, a few exceptions were people who had just received promotions or new hires.

2. PSU has a new Provost - Dr. Susan Bon
3. USS and UPS Senates will be working through bylaws and procedures to merge next academic year. We have formed a committee consisting of members of both groups to work together to help make the process a smooth transition.
4. Pitt State has added a Women's Soccer team to athletics.
5. President Shipp has encouraged our senates to plan and execute a staff PD day in the Spring semester. Would love input from others on successful Staff PD days:
  - Considering hosting this the first week back after Christmas Day before Spring semester begins.
  - How have others funded this?
  - What topics are popular?
  - Other tips?
6. A Health and Wellness committee on campus for faculty and staff and they are planning events to encourage and inform employees of healthy lifestyle choices and benefits on campus to assist in this.
7. Due to popularity last year, our Kudos and Recognition committee is continuing to host events such as bringing food trucks to campus periodically to encourage community among faculty and staff.
8. "We Work for Change" event is being hosted on 9/12/24 - keynote speaker is Linsey Davis, ABC News Journalist, who will virtually broadcast into this event. A reception for students and community leaders to network will follow. PSU is one of 3 locations this will be broadcast virtually to.

**Emporia State University** no report

### Wichita State University

1. Staff Senate is currently finalizing our priorities for the year. These priorities are derived from constituent feedback, continued initiatives, and new ideas. They are determined at the beginning to help inform committee work and assess progress. Thematically, these priorities are Senate Visibility and Campus Presence, Training and Professional Development, and Staff Retention & Wellbeing/Belonging. As we define these further and create action items, we hoped to ask other schools what they are doing regarding the following topics:

- Do other schools have training and onboarding for senators and executive members? What does this look like and is it helpful?
  - How do you all communicate and share senate visibility regarding who you are, what you do, and how to use and engage with staff senate?
  - We are aiming to improve constituency connection and engagement. Are there any tips, tricks, or strategies that you have found helpful?
  - What types of engagement and belonging/wellbeing initiatives are happening on your campuses for staff? Who leads these and are they effective?
2. Another topic of discussion is Senator engagement. We currently offer both inperson and online options to attend and participate in senate. We have had a few times where attendance has been sparse because it's easier or more convenient to attend online, however engagement has been called into question. We would like to remain inclusive as this option does allow for guests who are not on campus to participate.
- What, if any, do policies around senate participation and attendance look like at your schools?
3. Dr. Aaron Mitchell has started as our Sr. Vice President of Administration, Finance, and Operations
4. We are currently in the search process to replace our Provost who is set to retire in December.

**Fort Hays State University** no report