



HLC Accreditation 2016-2017

Evidence Document

Wichita State University

Support Staff Senate **USS**

Agendas and Meeting Minutes 2015-2016

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MEETING MINUTES SENATE COMMITTEES SCHEDULE OF MEETINGS

IN THE NEWS

COPs approves Leave Equalization Proposal

Senate Elections 2017

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University Support Staff Senate

This senate body at Wichita State University exists to promote the interests of all University Support Staff employees of the University, to provide an open forum for the expression of these interests, and to regularize the exchange of information between administrators, faculty, students and University Support Staff of the University.

» [Learn more of the Senate Constitution and By-Laws](#)

FEATURED LINKS

[Optional USS to UP Conversion \(2016\)](#)

[Nomination for President's Distinguished Service Award](#)

[Shocker Employee/Dependent Scholarship](#)

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[Classified Move to University Support Staff \(2014\)](#)

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June 8, 2016

Present: Denecia Angleton, Connie Basquez, Kristin Brewer, Johny Buchanan-Spachek, Bryan Carter, Jama Challans, Linda Claypool, Crystal Dilbeck, Shaleah Fields, Danielle Gabor, Rosemary Hedrick, Matt Houston, Ali Levine, Angela Linder, Walter Mayne, Sheryl McKelvey, Lisa Nettleton, Robbie Norton, Stacy Salters, Randy Sessions, Micah Thompson, Connie Wells, Lisa Wood, William Wray & Carrie Wyatt

Excused: Dustin Carter, Christy Clarkson, Michael Hinkle

Unexcused: NA

Guests: Angela Beatie, Troy Brown, Daniel Collins, Lisa Dedrick, Renea Goforth, Milissa Hawkins, Deb Herndon, Carla Mann, Robby Murray, Joan Neal, Doris Wells, Karen Wilson

I. Call to order/Welcome

II. Guest Panel – *President, John Bardo; Provost, Tony Vizzini; Vice President, John Tomblin; University Budget Director, David Miller; Director of Undergraduate Admissions, Bobby Gandu; Human Resources, Sarah Hunter; Vice President of Administration & Finance, Troy Brown.*

A) Bardo

- **Budget issues** - Governor Brownback announced a 4% cut for 2017 AY. WSU's goal was to make payroll, and we did that.
 - Reserves are not where we want them to be but we didn't have to borrow from other accounts (where we would have to pay those funds back) to make payroll.
 - Our Higher Learning Commission (HLC) viability ratio is still ok, meaning we are still financially stable enough to not trigger an audit - that's great news.
 - Tomblin and others commended Dr. Bardo for his work on his goal of making payroll and keeping staff employed in lieu of various budget challenges.
 - At the next Regents meeting, we'll be formalizing the cuts for 2017 AY. WSU will be adjusting our budget by the expected 4% state budget decrease and also by raising tuition 5%.
 - There are four fundamental sources of funds for WSU:
 - General use (GU)- from state. 4% cut for 2017 AY.
 - Tuition- depends on enrollment dollars.
 - Foundation- interest on gifts are currently running at about 4/10ths of 1%. So not earning much there. Bardo did donate the raise the Regents gave him to setup a scholarship fund for staff's children and grandchildren to attend WSU. First payout may be this fall, if it hasn't earned enough by then, will be next fall.
 - Gifts/grants- except for NIAR, grants at WSU are going down. Need to get more people applying for any that are available and make sense.
- **Fall Parking** - the lot at 21st and Oliver wasn't fully used and wasn't cost effective. The foundation of the lot was not suitable for bus traffic, so it would have cost about \$200k a year to make it so. 29th and Oliver lots aren't full, so they will still take some overflow. RSC parking garage will start construction in mid-year.

- **Innovation Campus**
 - Will have its own parking lots. Thought of stationing WSU police at certain lot entrances temporarily to let people know if they are full.
 - A 123-room hotel is being built- will announce those plans soon. The coffee house plans will be announced before July 11; it should open by Nov. 1.
 - Partnership buildings- the private company will own their building but we maintain land, utility poles, etc. WSU/state owns the parking lots, pedestrian areas, etc. The buildings will be privately owned for 30-40 yrs. then turned over to WSU/state- and would then probably be used as academic buildings. Must be built to our standards and company must have a connection to our purpose.

- **Wichita Area Technical College (WATC) merger-** met this morning on formal process of merging with WSU. It will take until Jan. 2018 to complete.
 - Final approval is expected by winter break of 2017-2018 AY by the Higher Learning Commission (HLC). They will revisit us that spring to check progress.
 - WSU already using some of their space at Webb Rd. location. Tech training has changed- we could modernize training and possibly offer from high school up to master's degree, depending on what people want.
 - Facilities Management - Major corporations are needing staff with a bachelor's degree in Facilities Management. No one is able to offer that in this area currently. This merge would give us both the opportunity to do something along these lines.
 - Hospitality Management - Wichita is a hub for many nationwide company's regional offices/ headquarters for several hospitality venues (hotels, restaurants, etc., but no one offers training of this type here. We could possibly offer a 2+2 program (WATC does the first two years of education, then as they merge with WSU, they can offer the second two years in specific training. The degree would then come from WSU).
 - The core classes will be moved so students actually take those from the appropriate WSU dept. (e.g., English core course taken at WSU but at a lower cost; student must be enrolled in that particular college). WATC won't physically move to campus, but their staff will attend dept. meetings here, etc.
 - Merge allows both entities opportunities we could not offer individually. We can see, for example, engineers taking a welding course to help make prototypes for research projects, etc. Also, affects new design projects like composite aircraft (made of various materials, not just aluminum, as traditionally made). WSU could offer hybrid courses that allow for different levels of training – depending on what the technician does on the tarmac (level 1-2 may be online courses, level 3-4 they will come to Wichita). WSU is heading up this project nationally.
 - Most WATC staff have a bachelor's degree or lower as their terminal degree. At WSU, most of them will come in as Unclassified Professionals (UP). Those who need a higher degree will go on a tenure and promotion track appropriate to their field.

- **Fine Arts- Henrion Hall/ Ideas Lab-** is still underway. Working on it, but still raising funds.
- **Food Trucks** - here June 20th. Intrust Bank offering free sno cones that day.
 - At least two trucks will be here each day; up to four. Can check online for availability and dates for which trucks will be there.
 - Detention pond and fountain will be installed in that area. Picnic tables and quick pick-up areas will be available. No umbrellas for shade at this time; due to the possibility that high winds may damage or blow them away.
 - Apps will be available soon; you will be able to order food ahead and pick up.

- **GPS maps** (directions to WSU) - many visitors are showing up at Wilner Auditorium (as that location shows up as WSU's main location in various online maps). Will look to see if we can have that point re-routed to the Marcus Welcome Center.
- **WSU Football** – conferences still deciding on their configurations. Our proposal for the possibility of a WSU team will be submitted to them in the next two weeks to see what conference it might be in, if created. Any results will be posted on the web.
- **Human Resources**
 - Sick/vacation leave question: there is no plan currently to move to a “paid-time-off” (PTO) type of leave.
 - WSU is offering the UP conversion option because it's a cost savings to the university. University of Kansas (KU) found that running two different staffing systems was quite costly and didn't seem to benefit the employees much.
 - Incentives still cost money, so it's been difficult to offer those in lieu of raises due to the current budget issues. If we had any funds, Bardo would rather add that directly to staff salaries vs. other incentives, so people could use the funds how they want. Right now, WSU is just looking for ways to keep staff employed. If you have ideas for any staff incentives that would be very low to no cost, please share that information with the Senate President.
 - Have not heard any mention of furloughs/layoffs if enrollment is down in the fall. If more budget cuts come down the road, we can't control that.
 - WSU had a pool of reserve funds, saved for staff raises, etc. but due to the budget cuts, those funds had to be given back to the state.
 - Office of Research and Technology (RTT) had initially paid all their staff through restricted use (RU) funds generated from grants and contracts.
 - That RU money isn't there now, so to keep this office functional, those staff are now paid out of GU funds (\$800k). This isn't new money, it's just allowed us to retain staff and moves the RU funds into depts. in order to generate new grants and contracts.
 - Tomblin mentioned RTT was \$4 million in debt before he took over; he's been trying to pay that down. Grants are down about 15% currently; there was an \$800k deficit last year - thought we'd have to lay-off all the research staff. Problem then becomes cyclical, if we don't have RTT staff, we cannot generate more research dollars.
 - Faculty workload is being looked at due to grant stipulations.
 - Historically, faculty have said their grants won't be awarded to them by the grantor if it has to pay for their salary, so they want to be released from a larger teaching load, etc.
 - Most grants will pay those types of costs, unless they specifically state that certain costs are excluded, the grantors actually expect to have to cover those costs to get the research done.

B) Tomblin

- **Innovation campus**- private buildings, such as Airbus, will contract out their own maintenance, etc. WSU Physical Plant could submit a bid for that if they want.
 - Oct. timeframe for parking lot at 17th Street. Will not be able to drive through to Perimeter Dr., designed that way in order to avoid student/staff traffic.
 - Parking changes- Woodman Alumni lots will close in Aug., reopen in Nov. About 240 spaces will be added. New road at 21st St. (called Braeburn St.) will be a “right in / right out” configuration - won’t be able to turn left. There will be a 22-car waiting area for the new coffee house; more than enough room for predicted traffic patterns.
 - Mall area- pedestrian walkways, picnic tables, etc. will be available.
 - 21st and Oliver Street changes- avoid that intersection for now if possible. City is currently widening it by 15 ft. on every side and will eventually create enough room for 10k more cars. Not sure of completion date yet. Will be 6 lanes across. May be 2 more stop lights- one at 18th and 19th St. (new roads on Innovation Campus). City applying for grant; waiting to hear back on that. Plan is to create islands down Oliver (like we currently have on Hillside) between 17th and 21st.
- **Police Training building**- break ground in Aug. - Sept. timeline. Will be about 60k sq ft.
 - First two floors are the county/sheriff offices and backup city 911 center; third floor will house our WSU Criminal Justice (CJ) program. WSU will pay utilities four years or so in lieu of paying for construction- it was more cost effective for WSU. That means we are getting the building at almost no cost.
 - 75% of our WSU police force have a degree. This arrangement makes it easier for the city police officers to enroll in WSU courses as well. University police will stay a WSU unit; they have specialized training directed toward our specific population. May be able to use the facility for training though.
 - WSU Police will be the ones policing the Innovation Campus, as it’s our (state) property.

C) Miller

- Experienced about as many budget changes that could possibly occur already in his 5 months at WSU.
- Worked 15 yrs. for Sedgwick County but never heard anyone say in hard budget times that, “We will not lose people.” as Dr. Bardo has set as a goal. He is determined to make payroll as much as that is possible.
- Please feel free to email/contact him with any budget related questions.

D) Gandu

- **#1 driver to increase enrollment** - is personal referrals. Someone told a student about WSU and interacted positively with them.
- **New software, “Recruiter”** - being instituted. Will be able to track conversations, mailings, make notes like we do in Banner, but it’s used for recruiting purposes specifically. Right now just being tested in Admissions, but eventually hope it’s a tool all depts. can use. Will keep real time information at hand for everyone.
- **Communication issues** – will try to send out announcements earlier and more frequently to the campus community on events, orientations, etc. so staff can be prepared and interact with visitors in a positive, recruitment focus.

Ways to engage in recruitment:

- Staff can wear WSU attire, keep physical environment welcoming to others, esp. on orientation/Senior Days, etc. to assist in communicating a positive environment for visitors.
- If you see students walking around with the white/black plastic WSU bags and campus visit folders, take a minute to greet them, maybe offer directions, etc.
- Also discussing better preparation for weekend events - keep RSC open during those times, offer food/drink options for visitors, etc.
- *We are all WSU ambassadors*- remember to engage folks in the community as well- at the grocery store, public events, etc. Every positive interaction helps our cause!
- Bardo comments on enrollment/recruitment:
 - “Friendly faces” are an integral part in recruitment and are one of the most important ways of affecting a family’s decision to attend Wichita State. We’ve got a lot to offer and all staff need to know about our services. We all need a different mindset of being more recruitment focused, all the time.
 - Lower level courses are doing fine on credit hour production. Upper level courses in particular aren’t doing as well, esp. in Liberal Arts and Sciences. They are ok but down a bit in Health Professions as well.
 - Freshman class is up in numbers, but community colleges aren’t graduating as many students now, so they aren’t transitioning to WSU.
 - Kansas also has a shrinking youth population; the # of high school graduates is starting to decline; although it is up a bit in Wichita. Primarily these are first generation college students who don’t have mentors to navigate this new type of environment to them. WSU recently had around 1,400 African American students in this constituency show interest in attending; about half of them never finish their application. Looking at engaging community more to combat this issue via social service groups, helping find financial assistance, etc.
- If you have any recruitment ideas, great student stories, want to refer a student to WSU or even request to subscribe to the Office of Admissions email newsletter, etc. please contact: bobby.gandu@wichita.edu

E) Brown

- Send him any questions on HR, financial statements, and the parking project.

F) Hunter

- **CBiz update**
 - Created 456 job titles; 13 job families covering 1,391 employees.
 - General titles to be released to supervisors/staff around July 1. Changes should be reflected in Banner around Aug. 1. These are generic titles, but you may choose to have a different vanity title as appropriate (e.g., general title could be “Senior Specialist”; vanity title could be “Director of Human Resources” for that position).

- Writing the position descriptions now: *general job descriptions*- covers general areas/types of positions; *individualized job descriptions*- were based on the information staff submitted. Those will be available around Sept. 1. Classification/compensation policy changes should be around Sept. 15, with completion by Sept. 30.
 - Only pay grades that were increased were positions that were below the minimum determined by the CBiz market analysis. Most WSU positions were in the mid-range, so were not affected. Most RU funded positions are not expected to increase, however, due to their funding source.
 - Each position pay grade was determined by either local, regional or national depending on where each job was originally posted/recruited.
- **Fair Labor Standards Act (FLSA) change**- effective Dec. 1- if position is exempt (non-teaching) and below \$47,476, they will be changed to non-exempt.
 - **Stacy gave quick update from Matt Johnson**- (See addendum for further information.) Those staff in physical plant/service and maintenance and commissioned police officers who fall under the collective bargaining agreement will not be able to move to UP (they will be notified). This is due to federal regulations.

III. Discussion and approval of May meeting minutes.

Approved as revised- add guest, Karen Wilson.

Motion: Lisa Wood

Second: Johny Buchanan-Spachek

Approved unanimously

IV. Continuing business

- a) General updates – USS to UP conversation data so far: 127, no / 123, yes.
CBIZ- see Sarah Hunter’s comments.
COPs/KBOR/USSC- teleconference and Ft. Hays meetings- KU isn’t participating as their constituency is small. Rotational reporting methods- ESU in Sept., WSU in Oct., etc.
Every school will present 2x a year.
One-on-one with Pres. Bardo
- b) Finance Report – \$1,592 balance; about \$270 catering bill still to be paid.

V. New business

- a) New executive team – election results for 2017 AY:
 - President:** Johny Buchanan-Spachek
 - Vice President:** Renea Goforth
 - Secretary:** Angela Beatie
- b) Certificates – thank you to all the outgoing Senators for your hard work and service!

VI. Senate Committee Reports

- a) Alternative Service Committee – (performance evals, grievance policy)- leave policy passed to match the UP staff benefit of 6.77 hrs. accrued per pay period.

- b) Communications - NA
- c) Community Service - NA
- d) Constitution - NA
- e) Elections – done.
- f) Shocker Pride - NA
- g) Shocker Scholarship – NA
- h) Tuition- NA
- i) Welcoming - NA
- j) Professional Development- still working on this, will present data in the next couple of months.

VII. University Committee Representative Reports

- a) Campus Recreation Board – NA
- b) Library Appeals - NA
- c) RSC Board – Mike Hinkle leaving Senate, may need new rep- he can pass packet of info along to new rep. Contact officers if interested.
- d) Traffic Appeals - NA
- e) Wellness - NA
- f) Tobacco-Free Campus - NA
- g) Sustainable Efforts - NA
- h) Budget Advisory Committee – meeting next week.
- i) Crisis Management/Weapons Possession Policy Committee – reviewing the policy, present to KBOR in Oct.

VIII. Other business/As May Arise

- a) John Tomblin to present at July meeting- latest updates on Innovation Campus, etc.

IX. Motion to adjourn

Motion: Lisa Wood

Second: Ali Levine

Approved unanimously

Addendum:

Since the USS Senate meeting, further discussions have taken place which have led to a change in regard to the information shared at the USS Senate meeting concerning those employees who fall under the collective bargaining agreements on campus. Any current employee may volunteer to transfer to UP at any time (regardless of collective bargaining). Any vacant position covered by collective bargaining will be hired as USS but may choose to switch to UP at any time. All vacant positions not covered by collective bargaining will be hired as UP.

May 11, 2016

Present: Denecia Angleton, Connie Basquez, Johny Buchanan-Spachek, Jama Challans, Linda Claypool, Shaleah Fields, Danielle Gabor, Rosemary Hedrick, Matt Houston, Ali Levine, Shirley Lewis, Angela Linder, Walter Mayne, Sheryl McKelvey, Robbie Norton, Stacy Salters, Randy Sessions, Micah Thompson, Connie Wells, Lisa Wood, William Wray & Carrie Wyatt

Excused: Kristin Brewer, Bryan Carter, Dustin Carter, Christy Clarkson, Crystal Dilbeck, Michael Hinkle, Lisa Nettleton,

Unexcused: NA

Guests: Milissa Hawkins, Eric Jacobsen, Deb Herndon, Sharon Kraus, Karen Wilson

I. Call to order/Welcome –

HR update: Frankie Kirkendoll

- USS to UP conversion
 - Clarification- if you move to UP, there is no additional probationary period. You will also stay in the same status, either exempt or non-exempt, as you were when in USS.
 - Last day of the HR meetings on this topic is June 23rd, so please sign up for that or contact HR directly with any questions.
 - June 5th is the actual conversion will occur for those who switch.
- CBiz
 - Deadline for directors to turn in their information to HR by end of week.
 - Hope changes will be ready to send out job descriptions by end of month.
 - Contact HR with any questions, paperwork. OHR 200 paperwork should be done by the dept. for title changes, etc.
 - Some depts., due to the budget cuts/hiring freeze, do not want to make any changes, but HR still recommends chairs/directors make them now, even though the budget does not allow for raises, etc. at this time.
- HR Director search- four candidates have been interviewed. A recommendation has been made, in review now to make that decision soon. The person hired is expected to start on July 1.

II. Guest Presentation – Ken Kriz, Ph.D., Kansas Regents Distinguished Professor, Hugo Wall School of Public Affairs, Economist

- See [Powerpoint presentation](#). Differences between retirement plans, KBOR vs. KPERs
- **KBOR:** defined contribution plan, contributions controlled by you, tend to be better funded over time.
 - Takes more time to review funding opportunities yourself; you make your own investment choices and how you take withdrawals.

- Contribution level: 5.5% employee and 8.5% from employer.
- Cannot take out funds and put into other funding opportunities, but more asset classes to invest in with this plan.
- You have more control but also more responsibility to make wise investment choices.
- WSU has TIAA-CREF and Voya (formerly ING) to choose from.
- 100% vested
- Payouts are determined by you- but if you don't take out the minimum amounts by age 70 ½; you are deferring taxes that will need paid later.
- Don't have to watch every day, but have to check periodically. And also be ok, with losses here and there, but leave funds in over the long term to see portfolio growth.
- Plan is run in such a way that the funds last as long as you can make them. If you invest well, you'll be better off, but if not (or you take out funds early), you may not have enough funds in this one plan to pay throughout your retirement until death.
- All consultants, fund managers are under fiduciary contracts.
- **KPERS:** defined benefit plan, 7 board of trustees reps, contributions controlled by 3rd party-committee reps and investment management reps, determine vesting requirements, plus two independent consultants and several fund managers.
 - Legislature controls the final contribution levels.
 - State/local government contribution amounts are capped in Kansas (unlike many other states). If a gap occurs between required contribution and the cap, the plan is then underfunded. That is part of why KPERS is underfunded now (also investment returns have been low, etc).
 - Point system- you get certain number of credits for each year you work, and a minimum age, etc.
 - If leave plan, and not vested, small rate of interest and your contributions, but no the employers part.
 - Major source of risk- all benefit rules can be changed in future. If they try to change it retroactively, employees can sue on those grounds. But most plans never do this. It's possible as KPERS given current pattern, it won't achieve full funding status in near future, it would need major changes.
 - Only vested after period of time- currently 5 years for Kansas.
 - More consultants available but institutional factors make the plan less funded.
 - Plan is run so that you get a set amount for the rest of your life after retirement. However, you have to watch how well funded the plan is over the long term, to see if they will actually have the funds to pay all the retirees contributing to it when they actually retire.
- Multiple types of risk- not just low, medium, high. It's actually things such as, "annual" risk, "funding" risk, etc. so you'll need to gauge in each area where your tolerance lands. See Powerpoint for details.
- Low risk usually equates with low return, etc. Equities are higher risk, but tend to have higher return on annual basis. 12 Mutual funds do lower risk, but lower return.

- Trend is historically, more important, than anything else. If people put money in higher risk areas when younger and ride out markets, they do better by retirement age. Stocks also win over bonds long term. As you get closer to retirement age, go lower risk as you would then put more on an “annual” trend by that time.
- Some good resources:
 - Visit [HR Retirement website](#) to compare differences, [TIAA-CREF](#) and [Fidelity](#) have good online investment materials (Investing 101, etc. are available free to public online.) [IFA.com](#) (Index Fund Advisors) investment firm funded by professors from various places- big in education. [Morningstar.com](#) helps you evaluate mutual funds.
 - Understand – your individual goals (not everyone is the same), risk tolerance, health concerns, etc.
 - Great online survey at that lets you determine your risk tolerance: <http://njaes.rutgers.edu:8080/money/riskquiz/>
- In general, he cannot be an individual advisor, but feel free to contact him if you have general questions. Ken.kriz@wichita.edu x7240.

III. Discussion and approval of April meeting minutes

Motion: Robbie Norton

Second: Lisa Wood

Approved unanimously

IV. Continuing business

- a) President’s Report- see addendum after minutes in this document.
- b) Finance Report - NA

V. New business

- a) New senators & executive team –
 - New senators -new roster will be uploaded to website once finalized.
 - Executive Team, decide on that when we know constituency better. Many folks are moving to UP about 100 so far we know of switching and current Senators that will not continue on USS Senate.
 - Meet next meeting 15 minutes early to vote on Executive Team, after emailing nominations.
- b) Meeting in July & August – break or meet. Consensus to keep going through summer.
- c) Committee to determine combining senates- hold until next meeting.
- d) Welcome vs General meeting- NA
- e) Search Committee for VP of Finance & Administration- NA

- f) John Tomblin, Tony Vizzini, Mary Herrin at June meeting- will invite all to June; Bardo will be here. Also ask, David Miller also for June. Invite Tomblin to July/Aug meeting as he'll need more time for [Innovation campus](#) updates.

TABLED UNTIL NEXT MEETING

VI. Senate Committee Reports

- a) Alternative Service Committee – (performance evals, grievance policy & leave bill)
- b) Communications – (combined newsletter & social media topics)
- c) Community Service
- d) Constitution
- e) Elections
- f) Shocker Pride
- g) Shocker Scholarship
- h) Tuition
- i) Welcoming
- j) Professional Development

VII. University Committee Representative Reports

- a) Campus Recreation Board
- b) Library Appeals
- c) RSC Board
- d) Traffic Appeals
- e) Wellness
- f) Tobacco-Free Campus
- g) Sustainable Efforts
- h) Budget Advisory Committee
- i) Crisis Management/Weapons Possession Policy Committee

VIII. Other business/As May Arise

- a) Welcome new senators- those in attendance: Eric Jacobsen, Sharon Kraus, others had left before we had a chance to introduce them.

IX. Motion to adjourn

Motion: Lisa Wood

Second: Ali Levine

Approved unanimously

ADDENDUM: PRESIDENT'S REPORT, May 11, 2016

I. HR Report

- A. New Director Search – asked for an update, none given
- B. CBIZ update – this project has been delayed to give reviewers additional time to take care of the budget cuts; 40 people below the line that equals roughly \$100 – no details on a plan to handle that yet; no new updates shared
- C. USS to UP switch – about 100 have made the switch

II. COP's/KBOR refer to the email update sent out on April 22

- A. Leave Policy is on the KBOR agenda for May 18; April meeting resulted in the policy passing out of the Governance Committee
- B. Next meeting May 18 at Topeka

III. Meeting with President Bardo refer to email sent out April 15 regarding last meeting

- A. He wants everyone to know that his priority through the budget cuts is to retain all jobs
- B. After hearing about the continued concern for the budget and jobs, he agreed to attend the June meeting
- C. Tuition assistance will be funded again in the Fall; funds ran out for the summer only
- D. Topics for me to take to him?

IV. USSC conference call –

- A. Set spring meeting for May 26 at FHSU
 - 1. Since K-State is not participating on the Council, we've decided to divide the reporting among all the schools with one school taking the lead as a contact for all & we'll decide the rotation at the meeting
 - 2. Since all the Regents are fairly new, the Council decided to prepare a timeline of KPERs funding & salary increases to help them understand our concern
- B. COP's presentation on the above

V. UP Senate update refer to the email sent out April 15 as part of the USS update with Bardo

- A. At the UP general session, Bardo spent a good deal of time talking about the budget; the WATC merger is on-going even though the legislative bill has been pushed back. The focus will be on gaining HLC approval. When asked why on-line fees are larger than campus fees, he said that's the only revenue for on-line courses. Plus, there are fewer students to pay for the cost. Therefore, the fees will be larger until the pool of students grow.

VI. Legislative update session over; state funding bill is at governor's desk for signature

VII. Crisis Management/Weapons Possession Policy Committee

- A. Town Hall/Forum regarding Weapons Policy – please attend one or all of the forums that will soon be posted and give your feedback, the committee is using all the feedback when making decisions regarding the policy
- B. Student Affairs forum – May 12, CAC Theater, 9 a.m.

VIII. Professional Development Committee is reviewing the survey and plans to present results in June to all the Senates

IX. Budget Advisory Committee primarily discussed budget cuts; see update sent out April 22

- A. FY16 budget is stable; current FY16 budget cuts are assumed to be a permanent cut to the base with some additional cuts to come all pending the governor's approval of the state budget

April 13, 2016

Present: Sherry Alexander, Denecia Angleton, Connie Basquez, Johny Buchanan-Spachek, Bryan Carter, Jama Challans, Linda Claypool, Shaleah Fields, Danielle Gabor, Rosemary Hedrick, Michael Hinkle, Matt Houston, Ali Levine, Shirley Lewis, Angela Linder, Walter Mayne, Sheryl McKelvey, Lisa Nettleton, Robbie Norton, Stacy Salters, Randy Sessions, Micah Thompson, Connie Wells, Lisa Wood, William Wray & Carrie Wyatt

Excused: Kristin Brewer, Dustin Carter, Christy Clarkson, Crystal Dilbeck

Unexcused: NA

Guests: Renea Goforth

I. Call to order/Welcome

II. Guest Presentation – Darryl Carrington, University Community Service Board

- Works with Ted Ayres from the Community Engagement for Opportunity office. This group works on building bridges to the community.
- Creating a Community Action Plan—with such events as Enough Is Enough campaign.
- Setting up various activities, watch for the marketing on these.
- May 2-3 – Community Organization Summit/Dinner. 6 pm, Fairmount Park Shelter House at 1640 S. Yale. WSU Head Basketball Coach Greg Marshall (Day 2) and Wichita District 1 Council member, LaVonta Williams, (Day 1) are speaking on ways to build leadership. Will send email to Stacy to forward so you/others can register to attend. All five community liaisons in Kansas are attending, including Darryl.
- Various other upcoming activities such as Oct. 2 “Back to the Park” featuring Fairmount Park cleanup, bands, food, etc. Research shows that community activity in parks lessens the amount of crime in the neighborhood.
- Fairmount area community feedback – they want public and personal safety, access to university resources. Some think WSU wants to “annex” that area and are apprehensive about that. Westar bought some housing there in order to building substations to lay down power lines. They will sell back to community afterwards.
- If you have any questions or comments, please contact Darryl at x6530.

III. Discussion and approval of March meeting minutes.

Motion: Shirley Lewis

Second: Robbie Norton

Approved unanimously

IV. Continuing business

a) HR report- Frankie Kirkendoll

- WSU is now in a hiring freeze. Some exceptions to hiring for critical positions can be made if given reasonable justification.
- USS conversion- about 20 forms have been received so far requesting a person move from USS to UP. Many staff are still reviewing their individual situations now to see if it benefits them to move. Still holding HR meetings, go

to myWSU portal to find a date and sign up or contact HR to set an individual meeting with an HR rep.

- Other questions: Do furloughs differ between USS and UP? They are treated the same. Note: WSU is doing all they can to avoid layoff/furloughs. Keeping employees is a high priority.
- Changes are coming via Fair Labor Standards Act (FLSA), will inform staff of those when they are set.

b) COP's/KBOR-

- Leave Equality- hope the vacation leave bill will be passed at the next Regents meetings.
- Budget cuts-discussion of effects of large cuts on staff, snowball effect from the K-12 cuts, how it affects recruitment/retainment of students, faculty, staff, etc. Discussing lifting tuition cap.
- What can be done for staff benefits, in lieu of pay increases- staff say they'd like time off, more professional development, etc. Also, how could long term employees receive incentives for their service.
- Next KBOR meeting April 20th if anyone wants to attend, less Stacy know.

c) Meeting with President Bardo

- Budget concerns are top priority. See his [update to staff](#) dated March 22.
- Discuss possibility of offering other benefits such as offering free tickets to WSU baseball games, Shocker Spotlight on employees, increased recreation center benefits, etc. Need various ideas as not all of these incentives appeal to every employee.

d) USSC- Discussed topics to take to next KBOR meeting: leave equality- hope our bill will be passed, KPERS- affect from budget cuts, concealed carry- universities working together on ideas for implementation, support for tuition cap possibility, what is status of CBiz updates. Found out last meeting that some universities received small raises in previous years and some did not. Those funds did not come from the state however.

e) CBiz- Directors and Deans are reviewing job descriptions now. Sarah Hunter extended their deadline to get the information to HR, due to budget cuts that must be their priority decision making model right now. Some universities posting all updates on their websites. Ask HR if WSU will do that as well.

f) Finance Report- Micah Thompson, VP. \$2,375.78 in account use for trips to KBOR. Think about ways to use especially early next year.

g) UP Senate update- sent out Professional Development survey. Results were great, much input about ideas (refer to Senate Reports (j) in this document).

h) Legislative update – Andy Schlapp, WSU legislative rep, mentioned we could see upwards of an additional 6-10% budget reduction by next fiscal year; on top of the 3% rescission we were mandated to give back out of this year's current budget. Waiting on information from the April tax revenue.

V. New business

- a) Letter to the President - a letter was submitted to the President's Office from "USS staff". The letter was written in regard to the continuation of construction & spending in light of state budget cuts, no raises given to staff & no updates/changes regarding CBIZ. The letter was delivered anonymously & not from the USS Senate. The Senate decided that no further action was needed.
- b) Senate Compensation- Faculty Senate raised the possibility of them having some compensation for spending large amount of time on Senate duties. This was really in the form of course reduction, so they did not have to teach as much in semesters they served as a Senate officer, but must be looked at for other Senates (UP/USS) as well. Other universities do not have this instituted in any form other than some do allow for faculty course reduction upon request.

VI. Senate Committee Reports

- a) Alternative Service Committee – (performance evals, grievance policy & leave bill)-NA
- b) Communications – (combined newsletter & social media topics) Newsletter going out tomorrow. 204 Twitter followers now.
- c) Community Service – Tree House flyers up, put out donations boxes- none received yet. Remind people to donate. Shockerthon- noon to midnight on Sat.
- d) Constitution- on hold
- e) Elections- Please remember to accept your nominations- they are completed and deadline is 15th. Then election ballots go out next week to vote.
- f) Shocker Pride – *done*
- g) Shocker Scholarship – done. Sent our marketing for people to donate to fund and also to generate applications. June 1st is deadline for Fall applications. Committee usually meets the week after. Talk to Foundation about getting word out for this as well.
- h) Tuition – *on hold*
- i) Welcoming – complete
- j) Professional Development - survey information compiled. Received lots of great input from staff on ideas of what they want in this area. The committee is reviewing the results & drafting a plan to submit to each senates in June.

VII. University Committee Representative Reports

- a) Campus Recreation Board – *on hold*
- b) Library Appeals – na
- c) RSC Board – na
- d) Traffic Appeals – two new staff attending.
- e) Wellness – *on hold*
- f) Tobacco-Free Campus – (Connie Wells, Amy McClintock, Shirley Lewis & Linda Claypool) – proposal still in legal office in final draft stage, per David Moses, WSU General Counsel.

Enforcement of this proposal would come mostly through peer pressure, no legal ramifications.

- g) Sustainable Efforts – (Shaleah Fields & Sherry Alexander) – na
- h) Budget Advisory Committee – discussed cuts. State swept all inactive accounts funds. Purchases, new hires, etc. must be “mission critical” and have justification.
- i) Crisis Management/Weapons Possession Policy Committee – meeting cancelled. Will inform us of next one when scheduled.

VIII. Other business/As May Arise-

- Mary Herrin, WSU Vice President for Administration and Finance, position will be open soon. Send the job posting to those you know who may have a finance background.
- Guest speaker in May is Ken Kriz, Kansas Regents Distinguished Professor in WSU Hugo Wall School. Pension plan, 401k expert.
- Perhaps have Bardo attend another USS meeting this fiscal year if possible.

IX. Motion to adjourn

Motion: Mike Hinkle

Second: Shirley Lewis

Approved unanimously

March 9, 2016

Present: Sherry Alexander, Connie Basquez, Kristin Brewer, Johnny Buchanan-Spachek, Bryan Carter, Jama Challans, Linda Claypool, Crystal Dilbeck, Shaleah Fields, Rosemary Hedrick, Ali Levine, Shirley Lewis, Angela Linder, Walter Mayne, Sheryl McKelvey, Lisa Nettleton, Robbie Norton, Stacy Salters, Randy Sessions, Connie Wells, Lisa Wood, William Wray & Carrie Wyatt

Excused: Denecia Angleton, Dustin Carter, Christy Clarkson, Danielle Gabor, Michael Hinkle, Matt Houston, Micah Thompson

Unexcused:

Guests: LeeAnn Birdwell, Becky North, Darryl Carrington

I. Call to order/Welcome

II. Guest Presentation – Kiah Duggins, SGA Chief of Staff. Not available.

III. Discussion and approval of February meeting minutes

Motion: Connie Basquez

Second: Lisa Wood

Approved unanimously

IV. Continuing business

a) HR report- No rep available. But so far, 9ea USS to UPP forms received, 8ea of which are moving, 1ea not.

- Make sure to set your meeting with HR rep to discuss your comparison statements with them for your individual needs.
- Tier 1 and 2 statements went out, Tier 3 HR is waiting on method of calculating theirs, but upcoming. KPNF (for police, etc.) info upcoming.
- Years of service - there was a 1 yr. waiting period for KPERs prior to July 1, 2009 (unless you bought it back), so that is reflected.
- USS Comments- most newer employees feel ok about the move as they get more benefits; KPERs invested employees aren't seeing much of a benefit to them to do so, but they could move to UP and still stay with KPERs. Kim Cinelli is a great resource in HR to talk to about any questions you have.
- UP comments- many are uncomfortable about bringing up any issues, problems due to the appointment notice. KS is a "right to work" state, so any employee can be let go without cause. You can simply not re-appoint UP with no reason; with USS you can't do that unless you get rid of the position. Most supervisors won't risk that. If you get let go for "without cause" listed, it's harder for it to be contested by the employee who was let go.

- b) COP's/KBOR – student insurance going down, benefits going up. Focusing on efficiency study, hoping to centralize services, etc. saving money. No set plan, but the study could then come down as an unfunded mandate from KBOR, so concerned about that.
- New leave policy- Ft. Hays not available to attend meeting, Stacy reported. Found Fiscal Affairs currently has it (one employee does not approve it yet - been stuck there for several months), will then go to Governance committee then KBOR. Plan for it to move on to KBOR hopefully by May. Every President wants this passed so we don't see that it will have a problem being approved.
 - Other- Campus safety issue also discussed, see below. Largest concerns are about KPERs funding, salary and compensation not keeping up with other universities or inflation. How will all this affect morale, workload, confidence of employees, retention, recruitment, etc.
 - Regents Presidents are disappointed with the CBiz study when the College and University Professional Association of Human Resources (CUPA-HR) shows we should receive raises, etc. but CBiz did not and they spent a high consulting fee for that information.
 - Breakfast with Regents – Stacy was asked what other issues besides the ones above that we have that would constitute us having a meeting like this. The issues above are our highest concern and we need them addressed. Everyone in the university system is concerned about them. Faculty group has a rep that attends a breakfast, but they have not set one for USS.
 - Next COP's/KBOR meeting- March 23rd in KC. Let Stacy know if you want to attend.
- c) Meeting with President Bardo- set for tomorrow. Send topics to Stacy. Will ask his thoughts on the breakfast meeting. Last meeting, he was prepared for \$2 million hit if the state budget required it, and that is what happened. That is just for one month, not sure what further possible cuts may be coming yet.
- d) USSC- conference call last week.
- Discussed budget cuts that everyone is dealing with. Ft. Hays got a 1.5% increase and \$400 to offset insurance increase. They actually have had 2 raises since our last raise.
 - Universities are freezing “non-critical” positions and spending, but definition of “non-critical” isn't really clear.
 - Travel and furniture are high cost, so those are possible areas that would be cut back. Library is not ordering new books.
- e) CBiz - review deadline of VPs to make changes on job descriptions are due next week. Sarah Hunter has only heard from a few so far. If your supervisor hasn't heard, would suggest you send them direct to Sarah. It is up to them to change titles, but we can make suggestions later as well.
- f) Finance Report – Carrie reported for Micah. \$2,424.78 balance. \$460 upcoming travel already submitted from Stacy. Please let officers know if you need funds for anything.
- g) UP Senate update- see comments above.

- h) Senate Budget- Could buy some items for Welcoming committee, community service, etc.
- i) Crisis Management/Weapons Possession Policy Committee
- Stacy is a member. Will need a few more volunteers. Randy, Ali, and Johny volunteered.
 - Concerns/suggestions about having weapons on campus:
 - Will employee policy at WSU change to allow employees to carry?* The policy must follow the law, so unless the law changes, then policy must follow. That change would happen after our exception expires, July 1, 2017.
 - Are weapons allowed in state capital building?* Yes. They have scanners but still allow them. City Hall in Wichita does not.
 - Concerned about those who haven't been trained to conceal carry (constitutional carry) as now it's just allowed.* Feel uncomfortable that folks who don't know or have not been trained, right now you can buy a gun at a gun show without a background check.
 - Continuing education for all staff?* Culture change coming, training for people- what would they do differently if they now get to carry without training? Share facts: FBI Statistics say states with conceal carry have less violence, gun crime.
 - What about residence halls?* They are going to be exempt. May install lockers.
 - How will it affect recruitment/retention?* Some international and other students do not understand U.S. gun culture and feel uncomfortable.
 - What scanners, etc. would be available?* Its cost prohibitive but committee will look at some building/events that may be covered. Think more security cameras may be helpful. Right now, WSU only records via cameras, but doesn't physically review live.
 - Email Stacy any further comments/suggestions.*** Need policy to present to KBOR by fall even though policy isn't in effect until next year. Bardo will send information out with a fact sheet and forums announced. Reps from police dept., and general counsel, etc. will be present. Specific forums: Physical plant and custodial staff (3rd shift).

V. New business

- a) Legislative update- budget is flat funded for 2 yrs. No increases but possible decreases.
- April 27- consensus revenue day- KS legislators will announce how much funds are down from taxes. Can expect even more cuts if it does not meet expectations.
 - WSU is also following these bills- one on partnerships that can affect the innovation campus, one on community colleges and state funding that could

affect concurrent enrollment, and one on the WATC merger. Also focusing on the efficiency study as well for cost savings.

- b) Tuition assistance policy review- no feedback received. Please send to Stacy. Does the current policy work or does it need reviewed.
- c) Budget cuts- see above discussion. How we're affected so far:
 - Library- not buying books right now.
 - Fine Arts – band isn't fully funded now. Most universities the athletics dept. pays for that. Two GA positions funded through that. May be cut even more.
 - Business- considering crowd funding, fundraising opportunities.
 - Others- Housing, restructured, losing jobs in some areas.
- d) MyPerformance- contact Sheryl Probst will any questions. Job duties aren't part of it. Not goal-based; you can set goals but they aren't affected by review. Some feel it's a step backwards. Hope that it helps with merit-based raise possibilities. Difficult how to apply it to your job.

VI. Senate Committee Reports

- a) Alternative Service Committee – (grievance policy & leave bill)- NA
- b) Communications – (combined newsletter & social media topics) – newsletter being worked on, ads out for scholarship/donating, Twitter- 187 followers. Remember to send links out again to constituents with the links.
- c) Community Service – *guest, Darryl Carrington*. Suggesting he be put on next month's agenda, he has about a 20 min. presentation. Engagement plan moving forward.
- d) Constitution- on hold until figure out what USS to UP constituency will look.
- e) Elections- March 21st - 31st open nominations. April 4th - to accept nominations. Election- April 18th – 22nd. New Senators set up by May. Term is 2 yrs.
 - Up for re-election:** Denecia Angleton, Connie Basquez, Lisa Wood, Lisa Nettleton, Carrie Wyatt, Stacy Salters, Johny Buchanan- Spacheck, Rosemary Hedrick, Mike Hinkle, Matt Houston, Shirley Lewis
 - Served 2 terms - going off** (can be elected after being off one year):
Sherry Alexander, Lora Eckman, Ali Levine
- f) Shocker Pride- RSVP via the form sent out.
- g) Shocker Scholarship- ads out. June 1 deadline.
- h) Tuition – *on hold*
- i) Welcoming – complete
- j) Professional Development – UP sent survey out, got great feedback. Well done survey. Reminder going out Thursday, 331 out of 1,900 responses.

VII. University Committee Representative Reports

- a) Campus Recreation Board – *on hold*
- b) Library Appeals- none.
- c) RSC Board- NA
- d) Traffic Appeals- need 2 new people. Rosemary and Connie B volunteered.
- e) Wellness – *on hold*
- f) Tobacco-Free Campus – (Connie Wells, Amy McClintock, Shirley Lewis & Linda Claypool) – proposal is in legal still, waiting on approval.
- g) Sustainable Efforts – (Shaleah Fields & Sherry Alexander) NA- but will be an umbrella group over all campus efforts, like Green Group, etc. Check out website.
- h) Budget Advisory Committee- NA
- i) Crisis Management/Weapons Possession Policy Committee- will start giving updates.

VIII. Other business/As May Arise

IX. Motion to adjourn

Motion: Randy Sessions

Second: Rosemary Hedrick

Approved unanimously

February 10, 2016

Present: Connie Basquez, Kristin Brewer, Johnny Buchanan-Spachek, Bryan Carter, Jama Challans, Christy Clarkson, Linda Claypool, Crystal Dilbeck, Shaleah Fields, Rosemary Hedrick, Matt Houston, Shirley Lewis, Angela Linder, Walter Mayne, Sheryl McKelvey, Lisa Nettleton, Robbie Norton, Stacy Salters, Micah Thompson, Lisa Wood, & Carrie Wyatt

Excused: Sherry Alexander, Denecia Angleton, Dustin Carter, Lora Eckman, Danielle Gabor, Michael Hinkle, Ali Levine, Randy Sessions, Connie Wells, William Wray

Unexcused:

Guests: Renea Goforth, Charity Lowe, LeeAnn Birdwell, Becky North

I. Call to order/Welcome

II. Guest Presentation – Elizabeth King, WSU Foundation

- a) Managed over 2,664 scholarships this year. 1,823 students receiving (some awards are stacked). Means over 14k students don't receive scholarships.
- b) \$49 million raised last year, record giving year. \$2.5 million award from Cybertron, PCs and support to Experiential Engineering.
- c) Telephone campaigns allow for equipment, faculty support etc.
- d) Almost 14,000 donors total currently.
- e) Assets were just less than \$300 million as of last June, market has dropped considerably since.
- f) Current funds- \$7.5 million. Endowed funds- \$6 million- only spend out whatever the gift earns.
- g) Half way mark through new campaign (2 ½ yrs. in) - \$118.5 million raised so far. Consultants believe it can hit about \$200 million.
- h) Facilities –
 - a. Henrion Hall (original gym, now Arts/Ceramics building)- \$8 million goal. Royce Smith, in Fine Arts, creating MakerSpace for creative arts. Will need HVAC system, etc. Goal is to raise half and university ongoing maintenance funds used for the other half.
 - b. Barton School of Business - \$70 million goal – only pure academic endeavor on Innovation Campus. Proposal for \$4 million to Intrust/Koch Industries to offer lead gift. New trading center.
 - c. Athletic facilities – \$12 million goal - Koch Arena upgrades and new student service center (at \$6 million now) and \$2 million for Eck Stadium. Have 100 more student athletes now vs. first time we renovated Koch Arena. Weight training for softball/baseball, tennis, golf, etc. to have own workout area.
 - d. Experiential Engineering- \$15 million goal- almost \$3 million so far. Open labs.

- e. Student support - \$35 million raised on \$85 million goal.
- f. Faculty/staff support – \$13 million on a \$39 million goal. We have long way to go, want to add new professorships, etc.
- g. Program initiatives- way above goal, now at \$26 million on \$9 million goal. Most came from Bill/Dorothy Cohen for the Honors college.
- h. “Percent of giving” is one of the most important statistics (vs. dollar amount, etc.) given. Was around 20% from staff previous years, now around 17%. Percent is lower now (they know some of that is due to staff not receiving raises), but total amount given is higher (fewer people giving more).
- i. Small gifts are just as important, even \$5 a paycheck is helpful. Foundation appreciates the work staff all do as representatives of the university.

III. Discussion and approval of January meeting minutes

Motion: Connie Basquez

Second: Walter Mayne

Approved unanimously

IV. Continuing business

a) HR report – Frankie Kirkendoll

- USS to UP conversion Information sessions are now being started – please attend. Can find dates/times on the myWSU portal. Also, new evaluation system trainings.
- CBiz- meeting with VP’s in each division now.
 - Once job descriptions are reviewed, they may make changes. Position titles won’t change much, if at all.
 - Descriptions are written (very general, just as the previous state classifications were to encompass various areas)- staff will get a chance to review those as well.
 - VP’s have 3 weeks to revise and return to HR. They can speak with their staff during that time to discuss revisions.
 - Three staff requests have already been sent to HR to move to UP. Remember it is the *employee’s* decision if they want to move, not the supervisors.
 - W2’s are available online through state website (link on HR’s website) if you haven’t received yours for some reason.
- Federal Labor Standards Act (FLSA)- *exempt*: don’t earn overtime. *Non-exempt*: eligible to earn overtime. USS that move to UP will be in the same status as they were in their previous USS position.
- Retirement is one of the most important factors in deciding on if you move.
- Remember to set an individual meeting with an HR rep once you receive your letter discussing your options (should go out by March 1; you receive shortly after).
- If you elect to change to UP, the changes take place on June 5th, 2016. Will have employees sign a document to that effect.

- KPNF retirement (police dept. and maintenance staff)- having our general counsel review the effects on their retirement plans as well.
- b) COP's/KBOR- Ali gave report as Ft. Hays unavailable.
- New leave policy- at Governance committee now; policy being rewritten along with other policies coming forth; they try to do them all at once. Presidents already approved it. Stacy will contact Blake at KBOR for further information. Goal is to implement it July 1, 2016.
 - Weapon's survey- please review the documents emailed to you. Regents will not try to amend the actual law, so we just have to figure out how to implement it.
 - Next COP's/KBOR meeting- next Wed. Micah, Ali, Renea and Stacy attending.
- c) Meeting with President Bardo
- Early retirement option suggestion – he would consider this over any layoffs, soft freezes, esp. looking at the WATC merger, as there are similar positions at both institutions and they will need to look at that. Status on merger- WATC board needs to approve still. Hoping to make revisions, etc. by this semester.
 - Raises- he wants to build something into budget for next year. Don't have further info on amounts, etc. or if it will actually occur.
 - Parking- formed committee who is reviewing all rules; create a one-stop office to make reservations, etc. Andy Schlap will lead this committee and look at fees, how money is used, etc. Memo sent to the physical plant employees to inform them not park in faculty/ handicapped/ reserved spots for loading/unloading, or to park plant vehicles there to save the space for their personal/other vehicles after lunches, etc.
 - Housing update- survey data received that we'll need 400 more beds once Fairmount Towers is no longer used (no date yet- years out from this). Working on YMCA programs, "Campus Rec" would go away; building would be used for some housing there temporarily, etc. Members could use any YMCA and our new facility would be built on the golf course. No timeframe yet- still having to raise funds, etc.
- d) USSC- conference call last week. Ft. Hays will request breakfast with KBOR. In lieu of the previous "Day on the Hill".
- e) CBiz- see HR report above.
- f) Finance Report – Micah Thompson, VP. \$2,612.22 in account use for trips to KBOR.

V. New business/As May Arise

- a) Any suggestions for future guests?
- Food pantry- located in Campus Rec now. Have Community Involvement (Angela Linder) committee get involved with that. They have shifts available where WSU folks can sign up to hand out food, etc.

- b) Tuition assistance policy review- didn't receive any feedback. Please contact your constituents again. Discussing getting staff full tuition; wouldn't apply to online courses (those fees are not waived- as that is their only revenue right now).
- c) President's Distinguished Service awards- Randy Sessions, Susan Carol and Nancy Thompson were chosen as our awardees this year.

VI. Senate Committee Reports

- a) Alternative Service Committee – (performance evals, grievance policy & leave bill). NA.
- b) Communications – (combined newsletter & social media topics). Plan spring newsletter, send committee stories you might have. List election winners once they are done. Growing accounts for social media.
- c) Community Service – food pantry service possibility.
- d) Constitution- on hold waiting on USS-UP and CBiz changes.
- e) Elections – will work on that in next month or so.
- f) Shocker Pride – see President's Distinguished Service awards.
- g) Shocker Scholarship - done. Work on marketing for June 1st deadline.
- h) Tuition – on hold.
- i) Welcoming – complete.

VII. University Committee Representative Reports

- a) Campus Recreation Board – *on hold*
- b) Library Appeals – none.
- c) RSC Board - na
- d) Traffic Appeals –
 - a. Shortage of police officers, down about 4 officers. They usually attend this meeting to provide additional information, but they couldn't attend due to the shortage.
 - b. Lots 6 & 7 are worst parking areas currently- students parking in faculty/staff lots and are ok with the tickets, as they have their financial aid to pay them later; just consider it a "fee". Need to bring that up to the parking committee.
 - c. Another issue: seems that some depts. can "override" others by authority, in order to save parking spaces; also why Bardo is forming the committee.
- e) Wellness – *on hold*
- f) Tobacco-Free Campus – (Connie Wells, Amy McClintock, Shirley Lewis & Linda Claypool). Policy about written, ready to go through legal counsel in the next week.
- g) Sustainable Efforts – (Shaleah Fields & Sherry Alexander) . NA
- h) Budget Advisory Committee – Stacy not available to attend last one.

VIII. Other business-

- a) Becky North, UP President-elect. She and Stacy will sit on each other's senates now to discuss all staff across the board. Base of senates may be changing due to the USS to UP conversion.
- b) Survey- find out professional development interest; why some do not participate, etc. Draft will be sent to Senators for feedback. Final should go out by March 1.
- c) Volunteers for Professional Development committee- Johny and Crystal.

- d) KPERs- news that Governor will borrow money from it again to balance the state budget.
 - a. They did this a few years back and also last year; sold bonds, then that money also went to pay off Kansas debt, so it never went back into KPERs.
 - b. Financial planners push it as best option- supposed to be guaranteed and protected by law, you can choose options to pay over your life time, best value- if you live a long time.
 - c. What are our options to protect our investments/lobby to fund KPERs- No guarantees, but could take part of the funds and roll into another fund.
 - d. HR will have projections on how it affects your personal retirement when you have your individual meeting.

IX. Motion to adjourn

Motion: Sheryl McKelvey

Second: Robbie Norton

Approved unanimously

January 13, 2016

Present: Denecia Angleton, Kristin Brewer, Johny Buchanan-Spachek, Linda Claypool, Crystal Dilbeck, Lora Eckman, Shaleah Fields, Danielle Gabor, Rosemary Hedrick, Michael Hinkle, Matt Houston, Ali Levine, Angela Linder, Walter Mayne, Sheryl McKelvey, Lisa Nettleton, Robbie Norton, Stacy Salters, Randy Sessions, Micah Thompson, Connie Wells, William Wray & Carrie Wyatt

Excused: Sherry Alexander, Connie Basquez, Bryan Carter, Dustin Carter, Jama Challans, Christy Clarkson, Christina Gregory, Shirley Lewis, Amy McClintock, Lisa Wood

Unexcused:

Guests: Renea Goforth

I. Call to order/Welcome

II. Guest Presentation – Alertus campus safety app- Jennifer Snyder, Systems Analyst; Brett Morrill, Director of System Development & Support; Shadi Tafaraji, Director of Client Services.

- a) Alerts go out via full screen alert on WSU PC's. You can "dismiss" the message once you received; it will go away once. Can also get through the Rave Alert, the RSS feed and Shocker Alert channel. Will show up if you are connected via VPN. But not if you have a password protected screen saver.
 - a. Tornado drill in spring- will try to coordinate use for that. Jennifer will check into that possibility.
 - b. Rave has been instituted with WSU since 2011. They have even notified us within a minute if they spotted issues with alerts not going out in a timely fashion.
- b) Rave Guardian- optional mobile app. Manufactured by our Shocker Alert system. KU Med center is also implementing now. Available soon from GooglePlay for Android phones and Apple IOS for Apple phones. Watch for communication that will be coming out with more details.
 - a. Free for WSU faculty/staff/employees/students, but you can set up other non-employee people as "guardians". Links in the app allow you to call direct to WSU PD or 911 direct. Live Safe app we had looked into would have been \$.50 or so per person, but Guardian has the same info.
 - b. Guardian icons- you can set up "guardians"- people you trust, to receive alerts for certain events- say you are walking late at night on campus, you can send them all a message to check on you; WSU PD can also be notified.
 - c. Can turn in anonymous "tips"- note to WSU PD that says you saw a concerning event/person, etc. and they will be notified to go check on that.
 - d. GPS enabled, locates phone at your location- or at least last known location- wherever phone is located.
 - e. You can setup a personal profile- can include stats (height, weight, etc.) and allergy info on yourself, other health related information.
 - f. WSU Officers and dispatchers are currently being trained and working different scenarios.
 - g. Should go live by fall, hopefully sooner.

- h. If you are on another university campus who also has Guardian, you can simply change your “location” to that campus, and the local authorities will be notified, vs. your usual campus.
- i. Not changing anything RAVE alerts, etc. that currently take place. This is an additional safety feature being offered.
- j. It also saves “history”; say if domestic abuse had happened previously, or someone had a heart condition- and you sent text for help before, WSU PD can look to see- we’ve got a history saying this type of event had happened before. Allows them to prioritize emergencies.

III. Discussion and approval of December meeting minutes

Motion: Mike Hinkle

Second: Randy Sessions

Approved unanimously

IV. Continuing business

- a) HR report –Frankie Kirkendoll- USS to UP conversion option updates
 - i. myWSU portal under MyTraining, lists information sessions that are available. Please attend as many as you can or contact HR with questions. Postcards and email communications will be going out soon.
 - ii. Also, Frankie is retiring June 30, after 35 yrs. At WSU! She’s asked administration to do a national or regional search for her position.
 - iii. Reminder to staff to make an appointment with HR to discuss their individual options.
 - iv. HR will post a general chart comparing differences in the retirement plans, etc.
 - v. No deadline – you can switch anytime, but once a switch is made to UP you can’t move back to USS.
 - vi. The differences right now between the two- USS still have bumping rights (but as USS folks move to UP, may not have many USS jobs to “bump” & there’s no guarantee that this policy won’t be changed in the future); USS can change to the KBOR retirement plan that is the same as UP or they can retain KPERS (many changes involved with this, talk to HR about your individual situation), and right now, vacation accrual is higher for UPs (but it is anticipated KBOR will approve USS to match UP vacation, so that may not be a difference.)
- b) COP’s/KBOR- next week. Ali, Stacy, Renea and Micah going to Topeka.
- c) Meeting with President Bardo – tomorrow. Questions to ask him:
 - i. After KU converted USS to UP, they were offered an early retirement option package. Any indication if that might be done at WSU?
 - ii. If USS numbers drop dramatically, what affect does that have on USS Senate/representation, etc.?



- iii. Ask about potential raises- USS only received one raise in 8 yrs., but there was a 15% cost of living increase during that time; and now we have smaller pay due to health insurance increase, etc.
 - iv. Parking- need update; RSC lot is blocked a lot but no one seems to be parking there.
 - v. What is his view about UP position status- what does that title mean now? Will all be moved to just one "staff" classification?
 - vi. Housing updates- building changes, etc.
 - vii. Please send Stacy anything else you want to ask.
- d) USSC- tele-conference last week. Laid out agenda to discuss in Topeka: campus safety, weapons survey info, CBiz updates.
 - e) CBiz – no updates but more communication should be coming soon. Will implement changes by the new fiscal year and hopefully by May 1.
 - f) Finance Report – Micah Thompson, VP. We have \$2,612 in budget. Will use some of that for Topeka trip. Turn any receipts in to Micah.

V. New business/As May Arise

- a) Resignations - Trudy Calloway & Christina Gregory, and Amy McClintock. New Senators, Kristin Brewer and Lisa Wood. Will need one more to replace Amy.
- b) WSU Budget Advisory Committee – Stacy, as USS President, has been asked to join with other Senate with other administration members. How to set budget- program enhancements, increase to faculty/staff salaries, increase tuition waiver and assess feasibility of these and other options.
- c) Tuition assistance policy review (for employee and spouse & dependents) – ask your constituents how they feel the current process is working and suggestions to better it. Send those to Stacy via email.

VI. Senate Committee Reports

- a) Alternative Service Committee – (performance evals, grievance policy & leave bill)
- b) Communications – (combined newsletter & social media topics) Newsletter out. Twitter followers, 156.
- c) Community Service –March or April donation event
- d) Constitution – on hold. Will need rewritten
- e) Elections – coming up in spring. May change due to staff moving to UP. Ask Frankie how many staff are converting to get an idea of how Senate will be affected.
- f) Shocker Pride – Christina Gregory stepped down as senator, was chair. Micah, Ali and Sherry taking on. Andrea Lagree will be contacted, she'd signed up at open house.
- g) Shocker Scholarship- awarded for spring.
- h) Tuition – on hold
- i) Welcoming – complete

VII. University Committee Representative Reports

- a) Campus Recreation Board – *on hold*
- b) Library Appeals – na
- c) RSC Board – na
- d) Traffic Appeals – na
- e) Wellness – *on hold*
- f) Tobacco-Free Campus – (Connie Wells, Amy McClintock, Shirley Lewis & Linda Claypool)
– proposal to Bardo by Feb. 1 and marketing after that. Would take effect July 1, 2017, so a way out.
- g) Sustainable Efforts – (Shaleah Fields & Sherry Alexander) - many sustainability and green events coming up.

VIII. Other business

- a) February guests – Elizabeth King - discuss donor fatigue.

IX. Motion to adjourn

Motion: Randy Sessions

Second: Micah Thompson

Approved unanimously

December 9, 2015

- I. **Call to order/Welcome**
- II. **Guest Presentation – President Bardo**
- III. **Discussion and approval of November meeting minutes**
- IV. **Continuing business**
 - a) HR report – Frankie Kirkendoll, Sheryl Probst
 - b) COP's/KBOR
 - Weapons survey
 - Next COP's meeting - December 16
 - Leave policy
 - c) Meeting with President Bardo
 - HLC
 - KBOR
 - SGA
 - Campus safety
 - USS to UP move
 - d) USSC
 - e) CBiz
 - f) Finance Report – Micah Thompson, VP
- V. **New business/As May Arise**
 - a) Resignations
 - Adriana Emmot – Trudy Calloway
 - Ruth Harries – Robbie Norton
 - Michelle White – Lisa Nettleton
 - Dale Mauser – Randy Sessions
 - Matthew Rose – Crystal Dilbeck
 - Matt Albers –
 - Trudy Calloway -
 - b) New Steering Committee Member nominee
 - c) Alertus app – the campus security app is currently in testing
 - d) Tuition assistance policy review
 - e) Donations for room dedication

VI. Senate Committee Reports

- a) Alternative Service Committee – (performance evals, grievance policy & leave bill)
- b) Communications – (combined newsletter & social media topics)
- c) Community Service –
- d) Constitution – *on hold*
- e) Elections –
- f) Shocker Pride –
- g) Shocker Scholarship –
- h) Tuition – *on hold*
- i) Welcoming – complete

VII. University Committee Representative Reports

- a) Campus Recreation Board – *on hold*
- b) Library Appeals –
- c) RSC Board –
- d) Traffic Appeals –
- e) Wellness – *on hold*
- f) Tobacco-Free Campus – (Connie Wells, Amy McClintock, Shirley Lewis & Linda Claypool) -
- g) Sustainable Efforts – (Shaleah Fields & Sherry Alexander) -

VIII. Other business

- a) January guest – David Wright regarding the security app, Alertus
- b) February guests – Elizabeth King

IX. Motion to adjourn

November 10, 2015

Present: Sherry Alexander, Denecia Angleton, Connie Basquez, Johny Buchanan-Spachek, Trudy Calloway, Bryan Carter, Dustin Carter, Jama Challans, Linda Claypool, Crystal Dilbeck, Lora Eckman, Shaleah Fields, Danielle Gabor, Christina Gregory, Matt Houston, Ali Levine, Shirley Lewis, Angela Linder, Walter Mayne, Amy McClintock, Lisa Nettleton, Stacy Salters, Randy Sessions, Micah Thompson, Connie Wells, William Wray, & Carrie Wyatt

Excused: Christy Clarkson, Michael Hinkle, Sheryl McKelvey, Robbie Norton

Unexcused: Matt Albers

Guests: LeeAnn Birdwell, Janis Hudson

I. Call to order/Welcome

II. Guest Presentation – Mike Goulding, vRide. Not able to attend. May reschedule.

Guest Presentation – CBiz / Aon Hewitt consultant recommendations - Sarah Hunter and Matt Johnson (WSU HR)

a) CBiz (Sarah)

1. Ed Rataj (CBiz consultant) will give WSU Town Hall presentation on December 8th, 2015 at 10:30 a.m. in the RSC Ballroom. Watch for announcements. Will cover general outcomes of their study/research, methodology of how they arrived at market values, ranges, etc. It will be taped and will also ask for it to be webcast.
2. WSU administrators will receive recommended changes that will then be passed down to deans, chairs, to disseminate to their staff.
3. Implementation will most likely occur at the beginning of next fiscal year. The most significant changes are to job titles- clarified and made more specific. New pay structures will also be instituted.
4. Fair Labor Standards Act (FLSA) - job descriptions were also reviewed and decisions made on whether certain positions will remain exempt/non-exempt. David Moses (WSU general counsel) reviewed recommendations and made some small changes (more descriptive titles, etc.).
5. This process is to prepare WSU for the future – provide more clear descriptions and market value pay grades. Restructuring will occur for many job descriptions, etc.
6. No positions will lose pay; no layoffs are a part of this restructuring, but raises may not occur for most positions either. Scatter plots and other data will be provided- it shows WSU positions are actually fairly close to market value (e.g., If a market job

pays \$10/hr., WSU currently pays on average \$9.40 hr. for that same type of position. Some are lower, some are higher.)

7. WSU is not mandating that every position be brought up to market. The only mandate is that if a WSU position is currently below the minimum rate of the market range for that type of position, then that position will be brought up to at least the minimum rate in its range. Higher paygrades have wider ranges.
 8. They did not do a living wage analysis in this process, so the possibility still exists that some positions may still hit below the poverty level.
 9. Reminder - job descriptions are fairly generic in order to cover various areas, but an individual position description (what an employee does each day or what is advertised when hiring for a new position) may be more detailed.
 10. CBiz will continue market value research for WSU for 5 more years (provide information such as "overall salaries should increase by x%). Hope is to gather salary data we can keep in house.
 11. Please review the new job description for your individual position when it is disseminated. If it is not accurate, the job has changed, etc. please contact Sarah at x6124 or email her at sarah.hunter@wichita.edu to make further revisions. She can verify information with your supervisor to ensure accuracy.
- b) Aon Hewitt- efficiency recommendations (Matt)
1. *WSU needs more efficient services /process procedures-* recommendations are being implemented on various processes and procedures of filling positions, OHR forms, etc.
 2. *Aon recommends a one-time offer (irrevocable) to USS employees to move to UP (unclassified professional).* Builds a better employment relationship - creates more unified and equitable areas vs. having many different factions.
 - a. Larger impacts - mostly occur in benefit realm: retirement (can stay with KPERs as USS or move to KBOR plan as a UP), higher accrual rates for vacation/sick leave, etc.
 - b. Smaller impacts - small changes in job duties, etc. Insurance benefits stay same.
 - c. Timeline - still being discussed, but if offered, should be ready by FY 2016.
 - d. Offer would not be mandatory. USS employees would get the choice- they may move to a UP designation or stay a USS employee.
 - e. Individual meetings would be held for interested staff to meet with an HR representative and help make an informed decision that is best for the employee.
 - f. Some groups of USS employees may not be able to have this option due to certain legalities, but that information will be shared as details are worked out.

- g. As of July 1, 2015, the State of Kansas allowed all state agencies (civil service) to move to UP, so WSU is simply mirroring what the state has already implemented; just need to work out the details for our institution. This also allows our employees to have a choice; not force a decision on them.
- h. It is possible then that some staff, even in the same areas, might do similar work, have the same pay grades, etc. but would then earn different benefits.
- i. All *new and/or vacant* positions would be posted as UP designation.
- j. Discussed having a 45 day period for employees to attend informational / individual meetings, etc. to make informed decisions. It hasn't been discussed yet if staff could change their mind after that period and choose to make that move at a later time if they want. Those types of details are yet to be worked out.
- k. *Clarifications:*
 - i. *Exempt vs. non-exempt positions.* Exempt positions: are exempt from earning overtime (salaried; earn/use time in 4 hr. blocks). Non-exempt positions: earn overtime (hourly; earn/use time in .25 hr. increments). These designations exist in both USS and UP positions; that will not change.
 - ii. *Contracts vs. appointment notices.* Each has different budget structures for UP and USS staff, non-reappointment processes, etc. WSU does not have employment contracts, nor necessarily hire on a year-by-year basis. WSU uses appointment notices for various types of positions and can provide comparisons of these in individual employee meetings if requested.
- l. This is a long term goal - trying to create a more simplistic employment relationship to improve efficiency. Right now, with all the existing factions, it's very complex and this is just one step of many to realize that goal.
- m. Employment relationship is 50/50: 50% employer/50% employee, so each side should get some choice. New model would allow for less factions / more efficiency.
- n. If we hadn't written the proposal to convert Classified Staff to USS staff, we would have been moved to UP's as of July 1, 2015 due to the House Bill that passed. This work allowed us to have a choice.
- o. The Regents schools and the consultants both recommend this opportunity to offer a move from USS to UP in order to accomplish more efficient, long term goals.

3. *Job Reviews / Performance Evaluation process (Matt)*

- a. We all have different working relationships, but please schedule a meeting with Matt if there are specific issues you need to discuss about your particular situation.
- b. New search processes are being implemented. Details forthcoming.
- c. Performance evaluations
 - i. Evaluate employees (as well as search candidates) on their fit for the institution and their role within the university, based on certain criteria. As an example, one competency valued by WSU is communication. We want to ensure consistency that we hire people who communicate well, but that we also evaluate our current employees with that same criteria in mind.

- ii. Dr. Bardo would like a more unified process. HR is working on project plan. USS evaluation cycle timeline currently runs to the end of Feb. (the employment cycle, any possible merit increases, budget cycles, etc. were all items considered in deciding that evaluation cycle).
- iii. USS will probably stay on that cycle in future. UP's and faculty may be changed to that as well, so it puts everyone on the same evaluation cycle.
- iv. Software pilot for evaluations – HR project plan rollout will hopefully be March 1, 2016. Supervisors will use this new system to submit evaluations to HR. It will be used for both USS and UP staff (optional for faculty).
- v. Merit increases—this is separate issue from evaluations, but that is part of the long term goal using this new software tool to possibly create the environment to offer merit increases (which is also only feasible if Dr. Bardo has the budget to offer those types of increases). Employment policies are not changing at this time.
- vi. HR shares many communications to supervisors when to complete their evaluations of their staff. HR is notified if supervisors have not turned in their evaluations, but does not have jurisdiction to do anything other than report that information.

III. Discussion and approval of September meeting minutes

Motion: Walter Mayne

Second: Randy Sessions

Approved unanimously

IV. Continuing business

- a) Council of Presidents (COP's) / Kansas Board of Regents (KBOR) Nov. 18th meeting, 1:30 – 5:00 p.m. in RSC Ballroom. SCOPs meeting- community colleges at 10a as well.
 - Leave equality - COPs at 11a that day- should vote on our leave accrual proposal raising vacation leave to match UPs accrual rate of 6.77. Then it will be forwarded to KBOR, who will hopefully put it on their Dec. agenda.
- b) Meeting with President Bardo
 - University budget- state budget remains flat, as does the university. It is possible the Governor may institute a 2% cut; WSU has saved enough in the budget to cover that.
 - Safety – more foot patrol and officers patrolling in golf carts now. WSU does have a safety app - Stacy will contact David Wright for more information on that.
 - Tuition - The tuition cap was approved by KBOR for 2 years, so student fees will continue to be raised to make up for funds. USS employees can have fees waived; contact Jama Challans for that process. Robyn Bangartz was asked about the online courses, if those fees can be waived as well, but have not heard a response.
 - Wireless access for physical plant- will be approved when Dr. Bardo finds funding for it. He doesn't want to approve now until we hear more about the possible state cuts.
 - WATC- na
 - Wayfinding signs- na

- c) USS Council (USSC)- USS Senate reps from all the regents institutions will be at WSU and have a meeting with KBOR on Nov. 18th. Working on details. USSC would like to talk about the possibility of hosting a breakfast for KBOR in the near future.
- d) CBiz- see presentation information above.
- e) Finance Report – Micah Thompson, VP. No change.
- f) HR report – see presentation information above.

V. New business/As May Arise

- a) October meet & greet- some adjustments need made, but overall went well.
- b) Smoke Free Initiative & Sustainable Efforts representatives (see VII). We have volunteer reps for those now- see below under university committee reports.
- c) Resignations
 - Adriana Emmot – Trudy Calloway (Trudy was offered another position so will be leaving also, but will stay until end of Nov.).
 - Ruth Harries – Robbie Norton
 - Michelle White – Lisa Nettleton
 - Dale Mauser – Randy Sessions
 - Matthew Rose – Crystal Dilbeck
- d) New Steering Committee Member-no update.
- e) KBOR meeting November 18th @ WSU- Please attend all/part of it if possible.
- f) Social Media Policy vote- encouraging vote on that. Watch for announcements.

VI. Senate Committee Reports

- a) Alternative Service Committee – (performance evals, grievance policy & leave bill)- see above presentations for updates.
- b) Communications – (combined newsletter & social media topics)- newsletter being put together from Sheryl/Robbie with holiday topics. 144 Twitter followers now.
- c) Community Service – a few possibilities- TreeHouse, Lord’s Diner, Habitat for Humanity, Carpenter Place; donation drives, etc. Watch for more information coming on those.
- d) Constitution – **on hold** until we see what happens with possible move to UP for many.
- e) Elections – tabled for next time.
- f) Shocker Pride – planning to get group together after winter break. Get applications updated.
- g) Shocker Scholarship – 5 apps this time. Meeting tomorrow for spring recipient.
- h) Tuition – **on hold**
- i) Welcoming – done for fall.

VII. University Committee Representative Reports

- a) Campus Recreation Board – *on hold*
- b) Library Appeals – tabled for next time.
- c) RSC Board – tabled for next time.
- d) Traffic Appeals – only 1% of tickets are being waived. Most are asked to be paid.
- e) Wellness – *on hold*
- f) Tobacco-Free Campus – (Connie Wells, Amy McClintock, Shirley Lewis & Linda Claypool) – established chair and internal committees, meet every 2 weeks.
- g) Sustainable Efforts – (Shaleah Fields & Sherry Alexander) – try to combine efforts with Green Group on campus; put some info out for Earth Day, water sustainability- Randy Pollack, picking up trash around campus, etc. Old website will be updated and marketed.
- h) Campus Safety Survey - KBOR has asked for feedback on how to implement campus safety procedures that are required by state law to be put in place by 2017.
 - i. None of the Senators/administrators liked the student survey that came out, so they want to revise it for employees.
 - ii. The Faculty Senate is spear-heading an endeavor to create a better survey, asking unbiased, non-political questions.
 - iii. This issue will be discussed more at the next Faculty Senate meeting and the upcoming KBOR meeting at WSU. The hope is that the survey will be revised and disseminated by Dec., then data gathered by Jan.

VIII. Other business

- a) December guests – President Bardo
- b) February guests – Elizabeth King

IX. Motion to adjourn

Motion: Micah Thompson

Second: Sherry Alexander

Adjourned



September 9, 2015

Present: Sherry Alexander, Denecia Angleton, Connie Basquez, Bryan Carter, Dustin Carter, Jama Challans, Christy Clarkson, Linda Claypool, Danielle Gabor, Michael Hinkle, Matt Houston, Ali Levine, Shirley Lewis, Dale Mauser, Sheryl McKelvey, Stacy Salters, Micah Thompson, Connie Wells, Michelle White, William Wray, & Carrie Wyatt

Excused: Matt Albers, Lora Eckman, Christina Gregory, Angela Linder, Walter Mayne, Amy McClintock

Unexcused: Shaleah Fields, Matthew Rose

Guests: Debra Herndon, Renea Goforth

- I. Call to order/Welcome
- II. Guest Presentation - Ann Collins (Pat Hanrahan not able to attend) from [United Way of the Plains](#). See handout on Connect Programs. Video and more information available online. Payroll deduction donation sheets will be sent to staff soon from HR.
- III. Discussion and approval of July & August meeting minutes.
 - July- Motion to approve: Ali Levine. Seconded, Mike Hinkle. Approved.
 - August- Mike Hinkle needs excused. Motion to approve as revised: Christy Clarkson. Seconded, Sheryl McKelvey. Approved.
- IV. Continuing business
 - a) Council of President's (COP's)- meeting next week- Stacy Salters, Renea Goforth, and Ali Levine will attend. Anticipate approval of leave accrual proposal there, then it will be sent to Kansas Board of Regents (KBOR) to put on their agenda. Mary Herrin has approved a travel budget for our representatives to attend.
 - b) Meeting with President Bardo
 - University budget – Maintain budget by delaying filing positions.
 - Faculty/Staff Convocation 2015
 - Recording - wasn't recorded as it was too close to orientation setup, so resources were not available at that time. It is on the agenda to be recorded/streamed next time so departments do not have to close offices to attend. Agenda/materials are available [online](#) on the President's website.
 - Timekeeping – pilot programs going on right now around campus using software program. If departments want to keep paper process, they will still be able to do that. As far as we understand at this point, it's still just exception reporting.
 - Wichita Area Technical College (WATC) – Partnership is growing. Still need some procedures adjusted with admissions, transfer courses, etc. Some WSU advisors are spending time there assisting with this change and KBOR is now overseeing WATC.
 - Other - Staff comments: some they felt their areas were singled out, and that affected morale negatively. Others mentioned the grading system that was used

made some departments look inefficient, etc. Others commented that it was just information about trying to change bureaucratic policies/procedures which are no longer serving us, and looking at how can we change them.

- o Senators make sure information is passed along to constituents and encourage attendance at important meetings.
- Student fees for tuition – these were discontinued at one point, but has been re-instituted. High School (HS) students have \$100 fee for concurrent enrollment with WSU as a HS guest. Contact Admissions for details.
- Stacy asked Bardo for full tuition for all employees. That is mandated by legislature and he will look to see if that’s possible and how it could be modified. Also, ask about covering the fees portion as well.
- Physical plant parking lot- Bardo will watch and see how it is affected by new building being built, more students, etc. on campus.
- Parking Committee concern – see above.
- Wireless access for physical plant – on his agenda to work into the budget. Cost is \$38,000 to implement and \$2,000 a year in maintenance, but is in process.
- c) USS Council (USSC)- all the Regents institutions will discuss the COPs agenda and information at phone conference tomorrow.
- d) CBiz – Sarah Hunter mentioned Ed Ratugh met with President’s Executive Team on Aug. 24th. Subsequent meeting was cancelled, to be rescheduled. They haven’t completed all the work as of yet- including job descriptions, FLSA review. Will let us know further details next month. No other committee needed at this point.
- e) Finance Report – Micah Thompson, VP.
\$2,938 balance. \$2,000 of that was recently added by Mary Herrin’s office for travel.
Request to Eric Sexton for 2 dozen cookies for USS Welcome event in Oct.
- f) Zip Car – WSU Today sent out the information. Please give us any feedback you receive. Some students sound excited about the option.
- g) November 11 meeting moved to Tuesday, November 10 due to Veterans Day. Guest speaker that day discussing the van sharing program.

V. New business

- a) Senator positions- Addie James, Adriana Emmot and Ruth Harries submitted resignations as Senators. Johny Buchanen-Spachek has agreed to serve as “At-Large Senator”. We still need to fill two more positions.
- b) Senators report constituent areas- for event, may be nice to know what areas your constituents work. We have list of Senators on website. Could create reverse list of constituents under their senators, if we find that helpful. You can request from Stacy if you don’t know who your Senator representative is currently.
- c) Ideas for engaging with constituents- send out email to ask what we could be doing for them, etc. Business college’s new Dean requested that his staff to get more involved with USS- they will be reporting back to him on issues being discussed, by-laws still need



updated (and voted on by constituency). Would like to see more information shared on “campus issues” being discussed, such as safety, etc. anything affecting us.

VI. Senate Committee Reports- *please set your first meetings as soon as possible.*

- a) Alternative Service Committee – (performance evals, grievance policy & leave bill) – on hold until Aon-Hewitt Consulting reports back.
- b) Communications – (combined newsletter & social media topics)- will start work on flyer/communications for Welcome event.
- c) Community Service – add Connie Wells.
- d) Constitution – na
- e) Elections – na
- f) Shocker Pride – na
- g) Shocker Scholarship – won’t meet until Oct. for spring.
- h) Tuition – on hold until Bardo lets her know updates.
- i) Welcoming –
- j) Other committees- Recreation- Erick Maki , Wellness, all on hold.
- k) As may arise

Need discussion on safety issues / communication- what can we do to make others feel safe on campus, how to make everyone more aware of incidents, what to do, where to go, procedures, safety plans, better parking options, etc.

- [LiveSafe](#) app may be on COPs agenda as a possible option. Special receiving equipment is needed in dispatch offices, so there is a cost involved to universities as well.
- Communication on these safety issues need to be better addressed. Extra foot patrol is also being instituted on campus.
- CAC Theatre safety meeting was held Aug. 19. Included partners, WSU and city law enforcement, etc. after the on campus shooting in Aug. There are some things being done, but not everyone can attend these meetings, so we need alternatives.

VII. University Committee Representative Reports

- a) Campus Recreation Board – no USS member needed.
- b) Library Appeals –
- c) RSC Board –
- d) Traffic Appeals –
- e) Wellness – on hold.

VIII. Other business/As may arise

- a) October – Town Hall/Open House, come and go event. Oct. 14th, RSC 258 Smoky Hills room. 3:30-5p. Will work on rosters, flyers, etc. Please attend and wear your name tag.
- b) November guest – Mike Goulding from vRides (vanpooling program)
- c) December guest – President Bardo
- d) February guest- Elizabeth King

IX. Motion to adjourn

Motion: Johnny Buchanan

Second: Christy Clarkson

Adjourned.

USS Minutes
August 12, 2015

Present: Sherry Alexander, Denecia Angleton, Connie Basquez, Bryan Carter, Dustin Carter, Christy Clarkson, Linda Claypool, Lora Eckman, Shaleah Fields, Danielle Gabor, Ruth Harries, Ali Levine, Shirley Lewis, Angela Linder, Dale Mauser, Sheryl McKelvey, Stacy Salters, Micah Thompson, & Carrie Wyatt

Excused: Matt Albers, Jama Challans, Adriana Emmot, Christina Gregory, Michael Hinkle, Matt Houston, Addie James, Walter Mayne, Amy McClintock, Connie Wells, Michelle White, William Wray

Unexcused: Matthew Rose

Guests: Randy Sessions

- I. Call to order/Welcome
- II. Discussion and approval of July meeting minutes. No quorum, so tabled for next meeting.
- III. Continuing business
 - a) Council of Presidents (COP's) – KBOR Aug. retreat – COPs usually meets same time but not during a retreat, so the next one is in Sept. Our USSC rep Marcia Tacha (Ft. Hays State) attends; she has no updates at this time, but vote for leave bill is set for that meeting.
 - b) Meeting with President Bardo – next one is next week. Encourage constituents to attend the all-university meeting Friday. Email Stacy with any further topics to take to him- parking topic has been a continuous issue.
 1. Budget for COPs meetings – in favor of supporting our travel, increase in budget. Referred us to Mary Herrin's WSU budget office.
 2. Leave bill process – don't anticipate any issues getting passed. President's take back to implement at their own universities.
 3. Raises – top priority is job protection. Raises may be possible, if state revenues increase, and university gets more funds. This year, more of a possibility for year-end (CY) bonus.
 4. October meeting – he was asked to attend our October open house but is unable to be there. Instead he will be our guest speaker at our December meeting.
 5. Wireless access for physical plant – working on this, he was unaware of the connection issues, has asked David Wright to look at this.
 - c) USS Council (USSC) – discuss Regent/Senate issues. Leave bill is on the agenda for the Sept. KBOR meeting.
 - d) CBiz – Sarah Hunter in HR said a presentation is forthcoming in mid-Sept. Ed Rataj will make a presentation to the President's Executive Team at the end of August & there will be a university presentation in mid-September for those interested.

- e) Stacy will ask about the group they had formed of some USS reps and others- they have not met yet.
- f) Performance Evaluations – on hold until all consultants have finished. Matt Johnson, mentioned they also have another consultant, Aon-Hewitt, that evaluates performance/ efficiency, employee relations; where CBiz does the position descriptions and HR structure/processes, etc.

Aon Hewitt set forth a 5 year plan. Bardo has 4 priorities that he wants implemented this fiscal year:

1. *Automated Timekeeping*- will most likely need different solutions for various areas. Could be web, biometric, or mobile based possibly, we don't have details yet. It needs to work with Banner, so that will determine the software, etc. used.
 2. *Empowerment of HR dept.*- they will "own" policies/procedures in relation to employment only (currently resides at VP level).
 3. Restructuring HR dept.- not detailed at this point. But internally and globally restructured, but not sure what that entails.
 4. Modifying hiring process- streamlined, less signatures required, etc. Effects all levels from student assistants, to faculty/staff, etc. Maybe electronic signatures will be used.
- o Matt also wanted us to share info on an upcoming HR survey - please remind / encourage constituents to take survey. Names, etc. are not recorded, nor information shared with supervisor's etc. Survey just gathers statistics for federal funding. Next one should be released in about a month or so.
 - o Federal law requires HR to send surveys every 5 yrs.; they must do this for disclosure of veteran's status and disability status. They submit for federal funding; university must prove they are accommodating these constituents.
- g) Finance Report – Micah Thompson, VP- \$938 in fund. Using some funds for the welcome event. Requesting funds from WSU budget office for COPs travel, etc.
 - h) [Zip Car](#) – Ellen Abbey, Director of Auxiliary Services in VP for Administration & Finance office, said we are working on an agreement, signing a contract for this fairly soon. Start with two Ford Focus' – one on each North and South sides of campus. Cars updated every two years or so. Not sure of disabled options as of yet.

IV. New business

- a) Met with Eric Sexton- VP for Student Affairs & Exec Dir of Athletics – wants to know how he can help USS. Stacy mentioned that communication could've been better with the furlough information, lowered staff morale; want better/more clear communication. Stacy suggested that he or his team could present at our October meeting.

- b) November 11 meeting is on Veterans Day – Carrie will work with Candace in LAS to find us a different date to use this room for that month.
- c) Combining committees
 - 1. Newsletter & Social Media Committees => Communications – approved July meeting
 - 2. Community Service & Wellness committees => Health & Service? – to be reviewed
- d) Constituent list – Stacy receives updated staff info from HR on new staff or those who leave WSU. She will send that information to the affected Senators to keep us informed and adjust our individual lists.
- e) Committee sign-up – refer to Senate committee list document. Will update on web once finalized.

V. Senate Committee Reports

- a) Alternative Service Committee- HR said that the CEEDS performance evaluation system for staff will stay in place for now.
- b) Communications – (combined newsletter & social media topics)- NA, since last time.
- c) Community Service – Darryl Carrington no longer USS staff. Accepted a Community Liaison position with WSU.
- d) Constitution – not met yet. Need to do some revisions and edits this year.
- e) Elections - NA
- f) Shocker Pride – request nomination form online from Events office be updated.
- g) Shocker Scholarship – won't be again until Nov. when spring apps are due. Need to focus on more fundraising. Consider event possibly.
- h) Tuition- May not have committee, but have USS Senate as a whole take this on. Suggestion: that USS check into the new “discount” policy in HR to see how it applies to various employees. Push for full tuition of staff and include fees (which aren't currently covered), as those have increased dramatically over the past year. Becomes a barrier for some staff to take classes, complete degree, etc. Not sure university realized this when passing the most recent fee hike.
- i) Welcoming – Set for Oct. 14th, 258 RSC (Smoky Hills room) from 3:30 -5p. Check on if we need a “donated food form”- Connie Basquez will share that document with Angela Linder.

VI. University Committee Representative Reports

- a) Campus Recreation Board – check with Eric Maki, Director of Campus Recreation to see if this group is still going.
- b) Library Appeals – no current updates, but committee only meets once a semester.
- c) RSC Board – NA

- d) Traffic Appeals – no updates. Traffic Policy committee under Police Chief Morris meets every 5 yrs. for policies, etc. Need to check on reps- we still have some who say they are our USS reps, but are no longer Senate members, they've just stayed on the committee for years.
- e) Wellness- tabled until we hear from university that this area will continue.

VII. Other business/As may arise

- a) September guests – Ann Collins & Pat Hanrahan from United Way of the Plains
- b) October – Town Hall/Open House. Watch for emails with more information. Please attend and encourage your constituents to attend as well.
- c) November guests – Mike Goulding from vRides (vanpooling program)
- d) December guests – President Bardo

VIII. Motion to adjourn

Motion: Ali Levine. Seconded: Shirley Lewis. Motion approved.

July 8, 2015

Present: Matt Albers, Sherry Alexander, Connie Basquez, Bryan Carter, Dustin Carter, Jama Challans, Lora Eckman, Shaleah Fields, Danielle Gabor, Christina Gregory, Ruth Harries, Michael Hinkle, Matt Houston, Addie James, Ali Levine, Shirley Lewis, Angela Linder, Dale Mauser, Walter Mayne, Sheryl McKelvey, Stacy Salters, Micah Thompson, William Wray & Carrie Wyatt

Excused: Denecia Angleton, Christy Clarkson, Linda Claypool, Michelle White

Unexcused: Adriana Emmot, Amy McClintock, Matthew Rose, Connie Wells

Guests: Johny Buchanan-Spacheck

- I. Call to order/Welcome
- II. Introductions
- III. Discussion and approval of June meeting minutes. Correction- change Ruth “Harris” to “Harries”. *Motion to approve:* Mike Hinkle. *Seconded:* Sheryl McKelvey and Dustin Carter. *Motion approved.*
- IV. Old business
 - a) **Leave Bill**- KBOR passed- this gives university presidents, instead of the Kansas legislature, the power to change their institutional leave policies. Now presidents need to decide how/when to implement at their respective universities. They will discuss this more at their next COP’s meeting.
 - b) **Council of Presidents (COPs)**- next meeting is in Aug. or Sept. Couple of university presidents questioned USSC presence at those meetings. Bardo supported our attendance to present USS issues/concerns.
 - c) **Meeting with President Bardo** –

Previous meeting: budget freeze and furloughs are still a concern of staff. Discussed leave bill and COPs.

Next meeting: Stacy will meet with him in a couple of weeks. *Topics to discuss:*

 - Budget-USS Senate will need more funds for travel/other expenses if we are to continue our participation in COPs, etc. Bardo supports our participation and Senate reps expressed that it’s a good idea to continue. Stacy will discuss with Frankie Kirkendoll in HR (our budget review officer) to prep for Bardo meeting.
 - Leave and raise updates.
 - Ask him to attend our welcome meeting in Oct.; provide funds for food, etc.
 - Talk to him about getting Physical Plant location better wi-fi access/capability.
 - Please send any other comments to Stacy by next week.
 - d) **Chief Information Officer (CIO) Search Committee** – Tony Flack was hired as new CIO for WSU. Contact Renea Goforth for further info. USS got into this search late, the senate got involved in the CIO search because a senator knew about the search, noticed that we weren’t involved in it & suggested that we should be involved. Please let Stacy know of other WSU committees where you think USS Senate should send a rep.

- e) **USS Council (USSC)** – Marcia Tacha (Ft. Hays State) is the new USSC statewide representative taking over as host. Ali Levine (WSU) was last year’s rep.
- f) **CBiz** – Frankie Kirkendoll in HR has reported that CBiz returned some information to them at the end of June. HR is working on it and we should have an update soon.
- g) **Performance Evaluations**- on hold until CBiz info is compiled.
- h) **Heartwalk** – Christina Gregory and Johny Buchanan-Spachek attended. Rained, but successful event. American Heart Association of Wichita raised \$99.2k total. WSU was the top fundraising company with more than 250 employees.
- i) **University Budget** – cap on tuition & fees - 2% raise unknown –
 - *The legislature put a cap on tuition increases and the Board of Regents put a cap on fee increases, so that has made the budget very tight at this point. There will not be a raise at the start the fiscal year and the President will evaluate things in the next few months. As soon as we know more, we will be sure to let everyone know.*
 - All Regent institution presidents/chancellor donated their own bonuses back to their respective universities.
- j) **Welcoming Meeting in October** – Oct. 14th at 3:30pm. RSC 258, Smoky Hills Room.
 - Please attend and wear your WSU nametag if you have one.
 - Will have a directory of senators and their constituents, meet and greet, photo opportunity, committee signup sheets, HR presentation, scholarship signup/ fundraising, etc.
 - Social media committee- bring laptop to show everyone our website, accounts, etc.
 - Ask Bardo to attend and speak.

V. New business

- a) **Zip Car**- www.zipcar.com Mostly student oriented, alternative public transportation option.
 - Different fee schedules, popular one is a monthly fee of \$7 and \$8-10 hr. to schedule/rent. Visit their website for details.
 - Stacy will attend a presentation on Monday- Senate presidents and WSU budget staff involved. The company is looking to contract with WSU.
 - She will report back at next meeting: What is benefit to WSU? Will ask about disabled traveler options. Send her other questions you might have before then.
- b) **Constitution** – please review on website. Need new committee members to update it this year.
- c) **Expectations** – of senators: represent/communicate with constituents, bring concerns to senate, attend monthly meetings, be involved with committees, 3 unexcused absences (if a senator is going to be absent, per the constitution, they need to contact the secretary or president) can result in replacement on senate.
- d) **Combining committees**
 - Newsletter & Social Media Committees => Communications
 - Motion to approve: Christina Gregory. Seconded: Mike Hinkle. Motion approved.
 - Community Service & Wellness (Campus Recreation) committees => Health & Service? Revise our committee lists- combine/remove as some of these are actually reps to university

committees, and don't really require a committee on our senate. Further discussion later when we are deciding our reps for this year.

- e) **VP act as treasurer for USS budget & present monthly report-** Micah, as our new VP, is our new "treasurer". There is not a separate position at this time under our constitution.
- f) **Attendance** – excused is defined as contacting the sect. or pres. before the meeting to let them know about their absence. Unexcused is no contact regarding their absence.
- g) **Social Media Workshop** –
 - Gathered some good best practice information. Marketing our scholarship, fundraising and sharing USS/WSU news. Will start posting info on a more regular basis.
 - We now have: Twitter, 55 followers; Facebook, 17 likes (most recent post reached 89); LinkedIn, 69 connections.
 - Great news, Daryl Carrington, previous USS senator, was in the news recently; he is association president of the Fairmount neighborhood that WSU has received a \$250k grant for community service upgrades. Watch our social media for that story.

**** At this time, the LAS Dean's office closed and asked us table further discussion. ****

- h) Constituent list
- i) New Employee Orientation & letter
- j) Committee sign-up

VI. Committee Reports

- a) Alternative Service Committee
- b) Community Service
- c) Constitution
- d) Elections
- e) Heskett Center Board
- f) Library Appeals
- g) Newsletter
- h) RSC Board
- i) Shocker Pride
- j) Shocker Scholarship
- k) Social Media Committee
- l) Traffic Appeals
- m) Tuition
- n) Welcoming
- o) Wellness

VII. Other business

Motion to adjourn - Mike Hinkle. Seconded: Stacy Salters. Motion carried. **Adjourned: 4:40p**

University Support Staff Senate Meeting

June 10, 2015

Present – Sherry Alexander, Denecia Angleton, Connie Basquez, Johny Buchanan-Spacheck, Bryan Carter, Christina Clarkson, Danielle Gabor, Renea Goforth, Christina Gregory, Addie James, Shelly Kellogg, Ali Levine, Shirley Lewis, Angela Linder, Walter Mayne, Dale Mauser, Sheryl McKelvey, Robbie Norton, Stacy Salters, Randy Sessions, Micah Thompson, Michelle White & Carrie Wyatt

Excused absent – Matt Albers, Michael Hinkle, Matt Houston, Amy McClintock, Connie Wells & Jennifer Williams.

Unexcused absent – Shaleah Fields, Brenda Achey & Angie Tucker.

Guests – (*new senators*) Adriana Emmot, Jama Challans, Matthew Rose, Linda Claypool, Ruth Harries, Lora Eckman, Dustin Carter & William Wray.

I. Furlough concerns

- State budget passed by House & Senate
- Email to USS Staff
- There was a lot of disgruntlement from constituents. Even though the immediate threat is over, there will be lasting effects to morale. Most thought the names should be private & not posted publically.
- Since the budget was passed, there's no concern that we won't get paid.
- Could the language be changed regarding essential vs non-essential?

II. Raises on hold

- President Bardo will review this later in the year.

III. Leave bill passed

- Bill began as a result of letter from USSC to Council of Presidents
- Would allow KBOR the ability to equalize our leave with UP counterparts
- Will know more after the COP's meeting next week

IV. Approve May meeting minutes

- Michelle White motioned to approve, Shelly Kellogg seconded the motion. Motion passed.

V. Social Media Policy – any concerns?

- No concerns.

VI. Election of Vice President & Secretary, 2015-2016

- Vice President nominations – Micah Thompson, Carrie Wyatt
 - The votes are in favor of Micah Thompson for Vice President
- Secretary nominations – Carrie Wyatt

VII. Wellness Presentation – Micah Thompson

- Included in the committee report.

VIII. Committee Reports

- **Alternative Service Committee** (Randy Sessions, Stacy Salters, Renea Goforth, Angie Linder, Brenda Achey) – no updates
- **Community Service** (Darryl Carrington, Renea Goforth, Connie Wells) – done.
- **Constitution** (Renea Goforth, Stacy Salters, Randy Sessions) – no updates
- **Elections** (Ali Levine, Shelly Kellogg) – done
- **Heskett Center Board** (Shirley Lewis) – no updates
- **Library Appeals** (Shelly Kellogg, Amy McClintock) – no updates
- **Newsletter** (Sheryl McKelvey, Robbie Norton) – done
- **RSC Board** (Mike Hinkle) – no updates
- **Shocker Pride** (Connie Wells, Robbie Norton) – done
- **Shocker Scholarship** (Connie Basquez, Johny Buchanan-Spachek, Carrie Wyatt) – the number quadrupled for allocations! Should we give more funds since there is money in the fund? It was agreed to keep the award at \$500 & give 2 each semester.
- **Social Media** (Connie Basquez, Johny Buchanan-Spachek, Carrie Wyatt) – Committee will be attending a social media workshop on June 30. They will bring back ideas to share. Email Johny Buchanan-Spachek with any recommendations of people to follow on social media.
- **Traffic Appeals** (Bryan Carter, Randy Sessions, Robbie Norton) – no meeting this month
- **Tuition** (Connie Basquez, Bryan Carter, Matt Houston) – no updates
- **Welcoming** (Angie Linder, Connie Wells, Micah Thompson) – will be preparing for the fall meeting in October. More information will be sent out soon.
- **Wellness** (Micah Thompson, Walter Mayne, Danielle Gabor) – Sarah Hunter in HR is working on a delivery model to provide all the things to improve wellness (physical, financial, life, etc.).

IX. As May Arise

- USSC meeting
 - Final meeting of all university senates. Fort Hayes will lead it next year.
 - KPERS will be changing next year for those who retire but come back. There will be a limit on how much you can make per year & still draw retirement.
 - K-State is still in the process of collecting information for CBiz but the other universities are finished & waiting to hear back. WSU should hear back at the end of June. Earlier than most other universities.
 - It was a good wrap up meeting.

Respectfully submitted,
Stacy Salters