



University Support Staff Senate Archives

University Support Staff Senate

Academic year 2014-2015

USS Senate Meeting Minutes June 11, 2014 – May 13, 2015

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June 11, 2014

Present – Stacy Salters (Secretary), Johnnie Buchanan-Spachek, Sheryl McKelvey, Robbie Norton, Renea Goforth, Michelle White, Carrie Wyatt, Shirley Lewis, Shaleah Fields, Angela Linder, Walter Main, Anton Hubl, Brian Carter, Shelly Kellogg, Mike Hinkle, Matt Houston, Randy Sessions (VP), Connie Basquez, Ali Levine (President), Connie Wells

Excused absent – Stephanie Sauls, Micah Thompson, Denecia Angleton, Angie Tucker, Matthew Albers, Sherry Alexander, George Schroeder, Amy McClintock, Brenda Achey, Christina Clarkson

Unexcused absent – Addie James, Jennifer Williams

I. Introductions of all present

II. Presentation of a plaque to Renea Goforth for her previous service as President *(added to the agenda)*

III. Constituent Lists

- Lists will be ready soon
- They will email addresses to be used throughout the year to send updates to your constituents
- Ali Levine is working on access to the Listserv to contact classified staff. There was discussion regarding the feasibility of getting access.

IV. Classification and Compensation Review Committee – meeting July 1 - Webinar

- Due to the vote moving classified staff to university support staff, Frankie Kirkendoll (formerly Frankie Brown) contacted Ali Levine regarding the Classification and Compensation Review Committee. This committee will be charged with selecting an outside corporation to review state pay plans, assigning salary ranges, current titles & reviewing FLSA. One firm that has been mentioned is C-Biz (the same firm that KU used).
- Randy Sessions will be on the committee as the Alternative Service Committee representative. Ali Levine & Brian Carter will be on the committee as classified staff representatives. There will also be unclassified staff representatives on the committee. According to the Shelly Kellogg, the plan is to review unclassified staff after reviewing classified staff. This will update all positions on campus. This project will last several years.
- The most common questions/concerns raised were:
 - **Job Description/Specification** - Who will update job descriptions (individual responsibilities), job specifications (minimum requirements of the job) and when? Will the university jobs be compared to similar local jobs & what jobs would those be? Will this be the responsibility of the new corporation or each employee or supervisor? Clarification would like to be gained regarding the timing to eliminate duplication of work by employees and supervisors. There was general concern that staff are being evaluated based on job descriptions/specifications that do not fit the job they actually do & will the changes fix that?
 - It is recommended that all employees review job descriptions/specifications to ensure that they are accurate when they come under review by the company that is hired. All employees should have copies of both. A copy can be

obtained from supervisor or by contacting Shelly Kellogg or Libby Gilbert in HR. Please provide position number.

- **Pay Scale/Salary Range** - How will the new pay scale be established? Will it be based on salary surveys & can we have a copy of those salary surveys? Will it look similar to KU's broad band salaries? Would it be possible to get a copy of KU's pay scale before the committee meeting as a comparison? Perhaps it would be a good idea to ask KU their experience with the company.

V. Ombudsperson/Representatives for Dispute Resolution

- Ali Levine was contacted by Francisco Gonzalez regarding an ombudsperson/representatives for dispute resolution. He would like to duplicate the same scenario used by faculty senate to resolve disputes before they go on to a grievance committee. He asked if there was anything specific that we would request for training to resolve conflicts. What issues come up? Who would the classified senate recommend for this position?
- The consensus was that most issues would be nothing different than any other staff member. Clarification is needed regarding the responsibilities of the Ombudsperson before the senate could recommend anyone.

VI. ASC Update – Randy Sessions

- KBOR Meeting, June 18 or 19
- The proposal has been sent to Jolene Miller at KBOR. Randy Sessions has seen a copy of her recommendation for approval. She wanted more details regarding the vote count. It's tentatively on the agenda for the 19th. It has been approved by President Bardo & Ted Ayres. It will be effective for FY15 which starts June 8 (payroll July 4).
- President Bardo will also be asking KBOR for an increase in tuition to help fund pay raises. If both USS proposal & tuition increase are approved then a 3% across the board pay raise will be implemented to all classified staff. The longevity bonus will also be rolled into pay.
- Ali Levine - the website verbiage will change after KBOR approval, classified to university support staff. This is why nothing was sent out to the staff with names of the new senators since it might cause some confusion. Per Shelly Kellogg, this will take some time to get completely changed because of the large quantity of changes.

VII. Senate Committees

- Ali Levine asked that everyone review the current committee list. Are there any that we want to eliminate or add?
- **Community Service**
- **Constitution**
- **Elections**
- **Food Advisory** – this went away when RSC contracted out to Sodexo. Motion to remove this committee made by Robbie Norton and seconded by Michelle White, motion passed.
- **Heskett Center Board** – the Board still exists, it's a 3 year term. There was question about the usefulness of the Board. Contact Christine Schneikart-Luebbe for more information about the Board.
- **Library Appeals**
- **Newsletter**

- **Position Paper/Legislative Issues** - Ali Levine suggested that we might still want to do a paper for KBOR. The regent schools will decide whether or not to present a unified position to take to KBOR. It is not a good time to speak to KBOR when they come for a campus visit because their time is dominated by the faculty & the unclassified professional representatives. Renea Goforth suggested talking to President Bardo about a position paper & find out his perspective before eliminating the committee.
- **Rhatigan Student Center Board** – Mike Hinkle indicated that the RSC Board has requested that there are no changes to the members until everything is completed with the building to eliminate the need to bring new people up to speed on the changes.
- **Shocker Pride Celebration**
- **Shocker Scholarship**
- **Traffic Appeals**
- **Welcoming Committee**
- **Wellness Committee**
- **NEW**
 - Grievance Committee- may not be needed based on what happens regarding the new ombudsman that Francisco Gonzalez wants to establish.
 - Tuition Committee - Brian Carter would like to see a Tuition Committee added to continue the push for free tuition for all full time employees, their spouse & their dependent children. He would like to see this committee to include representatives from the faculty and the unclassified staff as well. CIC.edu may be an option but he thinks that we can create our own using CIC as a model. Ohio States also has a nice program.

VIII. Approve May Meeting Minutes

- **CORRECTION** to the May minutes
 - Brenda Achey should be excused from the meeting since she contacted Renea Goforth about not being there
 - Michelle White's last name should be capitalized on page 2
- Motion to approve the May minutes with the 2 corrections made by Robbie Norton seconded by Sheryl McKelvey, motion passed.

IX. As May Arise

- None

X. Move to adjourn – Shelly, second Robbie, all in favor, meeting dismissed

- Motion to adjourn made by Shelly Kellogg and seconded by Sheryl McKelvey, all in favor meeting dismissed

July 09, 2014

Present – Matt Albers, Connie Basquez, Bryan Carter, Matt Houston, Addie James, Ali Levine, Shirley Lewis, Angela Linder, Robbie Norton, Stacy Salters, Stephanie Sauls, George Schroeder, Randy Sessions, Michelle White, & Carrie Wyatt.

Excused absent – Johnetta Buchanan-Spacheck, Shaleah Fields, Michael Hinkle, Anton Hubl, Shelly Kellogg, Amy McClintock, Sheryl McKelvey, Connie Wells, Jennifer Williams, Micah Thompson, Renea Goforth.

Unexcused absent – Brenda Achey, Sherry Alexander, Denecia Angleton, Christina Clarkson, Walter Mayne, Angie Tucker.

Guests – Matt Conklin, Jackie Boyles, Darryl Carrington, Debbie Lynch

I. Tobacco-Free Campus Proposal Presentation – Matt Conklin, Student Body President, Jasmin Douglas, graduate student in Psychology, Tara Nolan, Sedgwick County Health Department

- The group presented a brief to move all WSU campuses to Tobacco-Free. This would eliminate all tobacco products on campus not just in buildings as it is now. Matt wants to open up dialog for feedback from all university students, faculty & staff. He would like to have a joint proposal from all groups in support of this. Jasmin indicated that a coalition is being started & would like to do focus groups of smokers along with other projects to study the issue. They anticipate the process to take about a year or two for a vote. They have applied for a \$25,000 grant to help them in this process.
- A recommendation was given to speak with the students living in on-campus housing specifically the international students because this would impact them as well.

II. Committee Sign-up

- Hand-outs were passed around for senators to sign-up
- Ali Levine contacted Christine Schneikart-Luebbe about the Heskett Committee who said they are reevaluating that committee this year. It's unclear yet if this committee will exist. Please sign-up with the understanding that it may or may not actually meet.

III. CSSC/USSC Meeting Report: Emporia State

- Ali Levine, Renea Goforth & Micah Thompson attended.
- WSU will host the next meeting
- They are drafting a letter to the University Presidents to change the amount of vacation leave earned to 6.77 that was removed from the proposal when classified staff voted to move to university support staff. They hope to get this resolved soon. Andy Schlapp, WSU Legislative Liaison, thinks that all University Presidents can come together & petition KBOR. A copy of the letter will be made available as soon as all the other university senates have approved it.
 - There was concern that it could cause a negative result in how we take our leave time. Changing it from ¼ hour to 4 hour increments. Leave time may be a result of exempt vs non-exempt rather than university support staff vs unclassified professional and have no bearing on the vacation accrual. Ali Levine will ask about this as the paper is created.
- They also talked about CBIZ, the company that will be reviewing salaries & job positions. KU has been happy with CBIZ for the most part. They have also used another

company called Huron. KU said that Huron is used for a different program & they did not like the service. Huron should not be confused with CBIZ.

IV. ASC Final Update

- KBOR Meeting
- Vacation changes to White Papers – see note in the previous section
- Randy Sessions indicated that there's nothing to update.

V. Classification and Compensation Review Committee

- Ali Levine, Bryan Carter & Randy Sessions attended a webinar from CBIZ who gave information on their process. This is the company the KU is using.
- KU gave an option for university support staff to move to unclassified professionals & 300 people did. However, WSU has indicated that this is not in their plans currently.
- CBIZ will do all the market research. They will do Job Analysis Questionnaires (JAQ) that are 9-10 pages long for the staff to find out what their responsibilities are as well.
- Bryan Carter's concern is that CBIZ seems like a small company & all the Regent schools are looking at using their services. Can they keep up with the demand? How long will it take if all the schools are using them?
 - Angela Linder thought that not using the same company would cause any potential diversity to be highly questionable & potentially upsetting.
- A few other universities are looking at different companies but WSU isn't at the moment.

VI. As May Arise

- Jackie Boyles asked if tuition assistance has been increased to 6 hours. Darryl Carrington said they are waiting until the spring to start that. He indicated that they are able to implement a part of the policy now, receiving scholarships & tuition assistance. The policies need to be rewritten.
 - Angela Linder recommend that a group stay on top of this policy change. Ali thought the Tuition Committee would be a good group for that.
- Bryan Carter is hearing that the pay raises aren't correct. The consensus is that the individual is calculating the pay raise wrong or just not understanding how much to increase. However, anyone who has questions, please contact Ellen Abby who will be able to help everyone understand.
- Darryl Carrington mentioned the article in the Sunflower about the raise in tuition & asked if that is the reason for our raises. How can we thank them?
 - Yes, our raises have been funded through the tuition increases. A letter sent to the Sunflower was suggested & supporting their needs or what they want, i.e. the Tobacco Free Policy presented earlier.
 - Matt Conklin said, from the student perspective, they understand the reason for the increase. It's part of paying for their education.
- Debbie Lynch asked if there is a maximum age of employees.
 - There is no limit.
- Debbie Lynch asked about the pay matrix & what happens if someone tops out on the matrix.
 - The matrix will change as the pay increases.
 - CBIZ will also move away from a matrix to pay ranges.
- Debbie Lynch also asked about parking & the fees associated with any change. The information about these changes aren't being shared with employees. She would like to see the senate share more.

- Parking increased due to the pay raise that moved people to a different range for the parking fee. The \$120 increase is for students not employees. The reserved parking also increased.
- Senators should be more attentive to share information with constituents.
- Approval of Minutes
 - There is one change to excuse Addie James
 - Change the motion to adjourn previous meeting was made by Shelly Kellogg, second by Robbie Norton
 - Move to approve minutes – Robbie Norton, second Michelle White
- Move to adjourn the meeting – Randy Sessions, second Matt Albers

August 13, 2014

Present – Denecia Angleton, Connie Basquez, Bryan Carter, Renea Goforth, Matt Houston, Addie James, Shelly Kellogg, Ali Levine, Shirley Lewis, Angela Linder, Sheryl McKelvey, Robbie Norton, Stacy Salters, George Schroeder, Randy Sessions, Connie Wells, Michelle White & Carrie Wyatt.

Excused absent – Matt Albers, Sherry Alexander, Johnetta Buchanan-Spacheck, Michael Hinkle, Anton Hubl, Walter Mayne, Amy McClintock, Stephanie Sauls, & Micah Thompson

Unexcused absent – Brenda Achey, Christina Clarkson, Shaleah Fields, Angie Tucker & Jennifer Williams.

Guests – Janet Brandes, Director of One Stop Office

I. Presentation by Janet Brandes, Director of the One Stop Office

II. Approval of July Minutes

- Robbie Norton moved to approve, Sheryl McKelvey seconded

III. Vacation update

- Ali Levine reported on the process of the letter written to request an equal accrual rate to our counter parts. A debate among the USSC started regarding whether or not this issue should go before COPs (Council of Presidents at KBOR), KBOR or the State Legislature. Ali wrote to KBOR to find out who makes the decision about accrual of vacation & it was confirmed that the legislature must approve changes. The KBOR representative also stated that in the past another school had attempted to make a change but because there had been no coordinated effort made between KBOR & other universities it had failed. In a meeting with President Bardo, he indicated that he wants to help us get this passed. Since President Bardo is the Chair of the Council of Presidents at KBOR, he is requesting a letter from the USSC to present to COPs for a vote. Assuming they all approve it, COPs will present it to KBOR requesting it for their university support staff. Assuming KBOR approves it, KBOR will then go to the Legislature for us. President Bard did request that Mary Herrin's office will need to approve that this is fiscally feasible.
- A vote was taken: Do you support requesting equal vacation accrual rates as our UP counterparts, 6.77 per pay period? Yes – unanimously.

IV. Save Survey (Sexual Violence Eliminate Act)

- All new employees after July 1 have to take it. It is also recommended that Senators take it.
- Renee Goforth indicated that the Act requirements have messed up the ePAF system. Shelly Kellogg responded that it had more to do with SSN retention rather than SaVE & that it all happened at the same time.

V. New Performance Management Software with HR: Ellucian/Cornerstone

- Stacy Salters, Randy Session & Ali Levine were invited to meetings about the new Performance Management Software. This will replace CEEDS. No updates yet.

VI. Committees

- Final sign-ups were requested. They will be posted on the website.

VII. USSC September Meeting at WSU

- Meeting will possibly be on September 25 at WSU. Senators recommended to contact admissions & Delinda Royce to obtain WSU items to give away. Ali Levine is looking at

different rooms that will accommodate 25 people with catering. Welcome Center was a suggestion.

VIII. August Meeting with President Bardo: Concerns

- Bryan Carter suggested asking for comments/recommendations regarding the tuition committee. There were recommendations from Senators to add the UP & Faculty presidents, or representatives, to the committee along with the Registrar's Office & HR.
 - Shelly has updated the website with all the new guidelines. Due to the changes with the USS vote, the administration of tuition assistance has become more complicated. HR has made some changes to simplify the process. One change is to the requirement of a 'B' grade. Now, as long as a person obtains higher than a 'D-', they are ok. If a class is dropped or failed, the bill will come back to the person. For specific details, contact Shelly Kellogg.

IX. As May Arise

- CBiz – contracts are being reviewed. If approved, a questionnaire will be sent out to all employees to find out what their responsibilities. CBiz will process them & make recommendations for Human Resources. There is no timeline yet.
- Angie Linder said that it would be nice if the announcements to changes in policy would include what was changed for easy reference. It was mentioned that Chris Cavanaugh sends out an email with this information. A recommendation was made to include all USS Senators to the list so they may share it with their constituents.
- Bryan asked about the processes for handling a grievance. As a Senator, do we have the right to sit in & assist other employees? It was the consensus that a Senator does have the right to assist all employees. Every situation will be different & it would be a good idea to include HR or other University administrator regarding legalities.
- Shelly Kellogg moved to adjourn the meeting, Shirley & Robbie seconded

September 10, 2014

Present – Matt Albers, Sherry Alexander, Denecia Angleton, Connie Basquez, Johnny Buchanan-Spacheck, Bryan Carter, Shaleah Fields, Christina Gregory, Michael Hinkle, Matt Houston, Addie James, Shelly Kellogg, Ali Levine, Shirley Lewis, Angela Linder, Walter Mayne, Sheryl McKelvey, Stacy Salters, Randy Sessions, Micah Thompson, Michelle White & Carrie Wyatt.

Excused absent –Renea Goforth, Anton Hubl, Amy McClintock, Robbie Norton & Connie Wells

Unexcused absent – Brenda Achey, Christina Clarkson, George Schroeder, Angie Tucker & Jennifer Williams.

Guests – Pat Hanrahan & Ann Collins, United Way

I. United Way Presentation by Pat Hanrahan & Ann Collins

- Gave updates on the programs that United Way helps; encouraged all Senators to give to the program

II. Approval of July Minutes

- Shelly Kellogg moved to approve, Sheryl McKelvey seconded, minutes approved

III. Ombudsperson Training

- Francisco Gonzalez is ready to start the training. Randy Sessions, Angie Linder, Johnny Buchanan- Spacheck & Bryan Carter are interested in attending.

IV. Performance Management Software update: with Stacy Salters, Angie Linder and Randy Sessions

- Using the UP performance review as a template & just going through it to see what should be included. Faculty will also be reviewed with this form. This will create a more unified form. The old evaluation system, CEEDS, will continue to be used until this is ready.
- CEEDS will be used through the end of the current evaluation period ending September 30. CEEDS will still be used for the next evaluation period which is October 1, 2014 through February 28, 2015. Starting March 1, 2015 the new system will be used.

V. Vacation Leave Letter, on the COP's agenda 9/17/14

- All Universities have signed the letter. It's now in President Bardo's hands to be taken to the Council of University President's meeting at KBOR.

VI. KBOR Meeting 09/17/14

- Ali Levine will be at the KBOR meeting for a USSC presentation. She may learn more about the vacation leave then.

VII. USSC Meeting 09/25/14

- Ali Levine is still planning it & is looking for items to give away at the meeting. Contact Shanda Burch for potential items. Athletics may also have some items. Contact Pauline Berry at Athletics.
- Have we received any financial assistance in the past for these meetings? There's not enough money in the budget to host 2 meetings. Shelly Kellogg suggested contacting Mary Herrin's office to see if there are any extra funds.

VIII. As May Arise

- Christina Gregory is re-joining the senate. She will be replacing Stephanie Sauls.

- Bryan Carter was wondering if we were going to hear any updates on the committees, especially in regards to the parking committee because he's supposed to be on it. Mike Hinkle will be sure to send him information about it.
- Email from Robbie Norton regarding Open Enrollment & the elimination of the salary tiers. Micah Thompson said if people were in the bottom tier they would be moved up and if they were in the top tier they would move down.
- Open enrollment dates haven't been set yet. Ali Levine will schedule time for Micah Thompson to do a presentation for the senate next month.
- A question from a constituent: As USS employees will we now be eligible for long-term disability? This is something that's always been available to all employees. It was recommended to set up an appointment to discuss the specifics.
- Mike Hinkle made a motion to dismiss. Matt Albers seconded the motion. Meeting dismissed.

October 15, 2014

Present – Denecia Angleton, Connie Basquez, Johny Buchanan-Spacheck, Shaleah Fields, Renea Goforth, Christina Gregory, Matt Houston, Shelly Kellogg, Ali Levine, Shirley Lewis, Walter Mayne, Sheryl McKelvey, Robbie Norton, Stacy Salters, Randy Sessions, Micah Thompson, Connie Wells & Carrie Wyatt.

Excused absent – Matt Albers, Sherry Alexander, Bryan Carter, Christina Clarkson, Michael Hinkle, Addie James, Angela Linder, Amy McClintock, Michelle White & Jennifer Williams.

Unexcused absent – Brenda Achey, Anton Hubl, George Schroeder & Angie Tucker.

Guests – Kelly Vickers

I. Open enrollment highlights: Micah Thompson, HR

- Micah presented a scaled down version of HR's open enrollment presentation for the Senate. He encouraged everyone to attend one of the scheduled HR presentations or watch a webinar offered by the State of Kansas for more information & specific examples of the different plans.

II. Approval of Previous Meeting Minutes

- Sheryl McKelvey moved to approve the minutes, Robbie Norton & Shelly Kellogg seconded, all in favor. Minutes approved.

III. Quick Updates

- **KBOR/Topeka** (Renea Goforth, Ali Levine attended)
 - As the chair of the USSC, Ali Levine presented to KBOR a fall report which gave details of what's been happening at all the Regent schools mostly pertaining to the conversion from classified to university support staff. It was well received by KBOR.
 - The Council of Presidents (COPs), financial directors & legislative liaisons all met discussed the issue of vacation leave. Ali Levine was told that it was well received by the subcommittees & hopes to see some progress soon. If COPs & financial directors approve the change of leave accrual, then the legislative liaisons will assist COPs in presenting it to KBOR for approval. If approved, KBOR will take it to the legislature for final approval.
- **USSC Meeting** (Renea Goforth, Ali Levine, Randy Sessions, Micah Thompson attended)
 - Future of Day on the Hill – discontinued
- There won't be a need to prepare a position paper to take issues to the Legislature due to the change from classified to university support staff, Day on the Hill won't continue
 - Since the legislature won't be the decision maker for university support staff anymore, the process will need to change. After also speaking with Andy Schlapp, any general USSC issue will be brought to the monthly COP meetings by the current chair of the USSC. All WSU issues will be taken to President Bardo.
- **Ombudsperson Training** (Johny Buchanan-Spachek, Bryan Carter, Christina Gregory, Ali Levine attended)
 - This was an all-day training on a Saturday. The general thought was that this was intended for people who have already been through a more formal training.
 - Johny Buchanan-Spachek and Christina Gregory are going to explore this more to see if it is something that would benefit university support staff & if so how should we pursue this further.

- **Performance Management/Review Software** (Ali Levine, Angie Linder, Stacy Salters, Randy Sessions)
 - HR is continuing to review competencies that should be included in the performance review
- **CBIZ** (Bryan Carter, Ali Levine, Randy Sessions): nothing has happened with this; contracts are still being reviewed.
- **Budget**
 - President Bardo is willing to assist with expenses for the further USSC meetings. He needs to know the amount that's needed. Ali Levine needs a report from each committee who may need some financial assistance so she can let President Bardo know.

IV. Committee Reports

- **Alternative Service Committee** (Randy Sessions, Stacy Salters, Renea Goforth, Angie Linder)
 - Newly created to ensure that policies continue to be implemented based on the move from classified to university support staff
- **Community Service** (Darryl Carrington, Renea Goforth, Connie Wells): hasn't met
- **Constitution** (Renea Goforth, Stacy Salters, Randy Sessions, George Schroeder): hasn't met
- **Elections** (Ali Levine, Shelly Kellogg): not applicable yet
- **Heskett Center Board** (Shirley Lewis): may be meeting in November
- **Library Appeals** (Shelly Kellogg, Amy McClintock): meets quarterly, nothing to report
 - **Newsletter** (Sheryl McKelvey, Robbie Norton): on-going, hope to have an edition done for distribution in October
 - **Ombudsperson** (Sheryl McKelvey, Johny Buchanan Spachek and Matt Houston): newly created, see comments above
- **Position Paper** (Renea Goforth, Ali Levine): eliminating this committee per discussion above
- **RSC Board** (Mike Hinkle): no discussion
 - **Shocker Pride** (Connie Wells, Robbie Norton): not met
 - **Shocker Scholarship** (Connie Basquez, Johny Buchanan-Spachek, Carrie Wyatt): has met & given out a couple of scholarships for the fall, will be meeting again for spring scholarships
 - **Traffic Appeals** (Bryan Carter, Randy Sessions Robbie Norton.): New parking policies have created a lot of traffic violations. Signage changes & incorrect information is creating confusion.
- **Tuition** (Connie Basquez, Bryan Carter, Matt Houston):
- **Welcoming** (Angie Linder, Connie Wells): not met
- **Wellness** (Micah Thompson): no discussion

V. As May Arise

- Ali Levine asked if we should add a committee based on the larger Alternative Service Committee to ensure that all the changes voted on are being implemented. It was agreed that one should be created. Randy Sessions, Stacy Salters, Angie Linder & Renea Goforth would like to be a part of it.
- Connie Basquez & Sheryl McKelvey moved to dismiss, all seconded, meeting dismissed

November 12, 2014

Present – Matt Albers, Sherry Alexander, Denecia Angleton, Connie Basquez, Johnny Buchanan-Spacheck, Bryan Carter, Christina Clarkson, Shaleah Fields, Renea Goforth, Christina Gregory, Matt Houston, Addie James, Shelly Kellogg, Ali Levine, Shirley Lewis, Angela Linder, Sheryl McKelvey, Robbie Norton, Stacy Salters, Randy Sessions, & Micah Thompson.

Excused absent – Walter Mayne, Carrie Wyatt, & Michelle White.

Unexcused absent – Brenda Achey, Michael Hinkle, Anton Hubl, Amy McClintock, George Schroeder & Angie Tucker, Connie Wells & Jennifer Williams.

Guests – Melissa Conley, Maria Lucas & Kelly Vickers

I. President Bardo update

- Vacation leave issue was taken to the Regents & it's now with the Council of Presidents. They are proposing that since the classified staff changed status to university support staff that all laws need to reflect the change in authority to the Universities & this would give each University the ability to work with university support staff to update the leave policy.
- A question was asked about WSU becoming a car free campus. Bardo hadn't heard about that but thinks it's an interesting idea. He wants to increase safety by utilizing perimeter parking. This would mean that the "Loop Road" becomes the boundary between parking & primary functions of the University. There will be exceptions like a potential parking garage. Also, there's a reasonable expectation of increasing attendance next year which may require an additional residence hall to be built. Over the next 10 year, he can see all parking being outside the loop road except for handicap parking.
- A question was asked about the future of the police department, Campus Credit Union & the old physical plant building. Bardo indicated that the police department will probably move toward 17th street at the same time a new parking garage is built. The Credit Union will probably move to one of commercial buildings coming to campus to be with all the other service businesses. *None of these moves are imminent but this area is prime real estate for the campus in the future.*
- There are a number of programs that could be expanded if they were relocated to areas with more room, e.g., the physical therapy program, center for management & development.
- A question was asked about how the Innovation Campus can apply to other departments like fine arts. Bardo mentioned that Royse Smith is a wealth of knowledge regarding how the innovation campus can apply to all areas. Bardo would like to become the Innovation University rather than just an Innovation campus. To that end, he see an Innovation Center at McKnight, the plans for the future expansion onto Braeburn call for the water hazard to be turned into a lake where concerts can be held by fine arts students & he is working with a company to bring in a medical simulation center. There isn't an area of campus that can't be involved without a little imagination.
- A question was asked about his vision for bridging the gap between the University & the surrounding neighborhoods. Bardo says that the University can't do it all & will need the assistance of the surrounding community. WSU can't do all things for them but can assist them do the things they need. A "maker's space" would be an area where someone from the community can come in & get involved in developing the idea, creating it, marketing

it, etc. Perhaps the relationship formed with this person will also develop into a future student. A proposal is out to allow the “maker’s space” free to low income individuals. Maria Lucas asked if he has contacted the TRIO program & he has. This space will be a part of the first building of Innovation Campus.

- A question was asked about the future of our education budget. Bardo says that he made plans to hold money in case the state cuts our budget. If it isn’t cut then he will release it to continue with building programs. Renea asked about the future of the university remaining a state campus if all state funding is gone. Bardo ensured her that funding doesn’t impact the university remaining a state agency. So long as we are charter by the state & the governor or the legislature appoints our governing board then we are a state agency. We are moving to being a publically controlled private university & we will have to, over time, work to fix the problem of no funding from the state but being told what we have to do. One way is to look at a different way to do tuition & fees in an entirely different way, like program tuition which means that programs that cost more to provide will cost more in tuition & fees. We are also looking at moving toward a market base tuition, e.g., a teacher recertification tuition at a lower rate to be more affordable, or a state-based tuition schedule that would create a tuition rate equal to another state’s in-state tuition to encourage a student to come here since it would be the same cost for them.
- A question was asked about the plans for future raises. Without knowing anything further about what the state does with the budget, Bardo is planning for a 2% raise for all employees next year.
- Bardo would like to eliminate the extra paperwork & signatures required to hire an employee.
- A comment was made about the increased involvement with veterans & asked if that would continue. Bardo indicated that he plans to further increase our activity with the veterans & the military. He would also like to extend benefits to the spouses as much as he is legally able.

II. Matt Conklin, SGA President, update

- Student senate has passed a resolution in support of the option to move to a tobacco-free campus. A \$25,000 grant has been submitted to help fund programing, education, outreach, research & consultation. The end goal is to see what works best for Wichita State.

III. Approve October minutes

- Motion to approve.

IV. Senate Vote: USSC report to KBOR or COPs

- USS can only report to one entity, KBOR or the Council of (University) Presidents (COPs). It’s recommended by the legislative liaisons that we report to COPs who will take our concerns to KBOR. COPs has more power with KBOR than we do.
- Shelly Kellogg made a motion that the USSC report to COPs. Randy Sessions (and others) seconded the motion. All senators were in favor & none opposed. Motion passed.

V. Steering Committee

- 5 of our member’s terms are expiring this year. We need replacements. This sis the committee that meets to try to eliminate any grievances. Matt Albers, Denecia Angleton, Christina Clarkson, Brenda Achey & Bryan Carter.

VI. Quick Updates

- **Performance Management/Review Software** – it’s in the final stages & will begin pilot studies in the next few weeks.

- **CBIZ** – Randy, Bryan & Ali met with the consultant who said all universities have signed with them except K-State. HR will hire a temporary position to help. Randy Sessions is part of the hiring committee. It was recommended that information about CBIZ be sent out to all constituents again to inform them of this company & its purpose.

VII. Committee Reports *(no committee updates)*

- **Alternative Service Committee** (Randy Sessions, Stacy Salters, Renea Goforth, Angie Linder)
- **Community Service** (Darryl Carrington, Renea Goforth, Connie Wells)
- **Constitution** (Renea Goforth, Stacy Salters, Randy Sessions, George Schroeder)
- **Elections** (Ali Levine, Shelly Kellogg)
- **Heskett Center Board** (Shirley Lewis)
- **Library Appeals** (Shelly Kellogg, Amy McClintock)
- **Newsletter** (Sheryl McKelvey, Robbie Norton)
- **Ombudsperson** (Sheryl McKelvey, Johnny Buchanan Spachek and Matt Houston)
- **Position Paper** (Renea Goforth, Ali Levine)
- **RSC Board** (Mike Hinkle)
- **Shocker Pride** (Connie Wells, Robbie Norton)
- **Shocker Scholarship** (Connie Basquez, Johnny Buchanan-Spachek, Carrie Wyatt)
- **Traffic Appeals** (Bryan Carter, Randy Sessions Robbie Norton,)
- **Tuition** (Connie Basquez, Bryan Carter, Matt Houston)
- **Welcoming** (Angie Linder, Connie Wells)
- **Wellness** (Micah Thompson)

VIII. As May Arise

- Shelly Kellogg wanted to remind everyone of the deadlines for employee spouse tuition assistance, December 1, & employee tuition assistance, December 12.
- Maria Lucas wanted everyone to be aware that grant-funded employees are not included in the \$250.00 bonus in December.
 - UPDATE: Since the meeting, Maria found out that this is incorrect & grant-funded employees are included.
- Robby Norton motioned to adjourn. Randy Sessions seconded the motion. Motion passed

December 03, 2014

Present – Sherry Alexander, Denecia Angleton, Connie Basquez, Johnny Buchanan-Spacheck, Renea Goforth, Christina Gregory, Michael Hinkle, Matt Houston, Addie James, Shelly Kellogg, Ali Levine, Shirley Lewis, Angela Linder, Walter Mayne, Amy McClintock, Robbie Norton, , Randy Sessions, Connie Wells, Michelle White & Carrie Wyatt.

Excused absent – Matt Albers, Bryan Carter, Shaleah Fields, Sheryl McKelvey, Stacy Salters & MicahThompson

Unexcused absent – Brenda Achey, Christina Clarkson, Anton Hubl, Angie Tucker & Jennifer Williams

Guests – Frankie Kirkendoll

I. Frankie Kirkendoll: CBIZ Update

- Handouts provided to help explain the WSU Job Classification and Salary Market Study.
- This study is a result of the transition from civil service employee to a KBOR employee. HR needs to develop a broadband salary range plan for USS employees. During the interim, HR will continue to use the civil service pay plan but it will eventually go away. President Bardo approved the hiring of CBIZ to help with this transition. HR also felt like it was a great time to review unclassified positions at the same time.
- The project will last 2-4 years.
- The purpose of the study is to increase our ability to recruit and retain quality candidates by implementing a competitive and equitable compensation program at WSU. The purpose is not to eliminate any positions or cut any salaries.
- July 1, 2014 - HR held the first committee meeting. A webinar was presented by CBIZ who gave an overview of how they would work. At that time, the committee found out that 3 other Regent schools are using CBIZ's services (Emporia State University, Fort Hays State University & Pittsburg State University).
- August 12, 2014 – CBIZ employee, Ed Rataj, came to campus to meet with senior university leadership, Steve White & Mary Herrin. At the meeting, Mary approved the use of their service. Mary also approved the hiring of a temporary person to assist with this project. This position will be filled after Libby Gilbert's position is filled.
- There are 3 components of the project:
 - Project 1 – Classification & Compensation System Design – current phase
 - Project 2 – Fair Labor Standards Act Review (FLSA) – review exempt/non-exempt status of positions which is determined by the duties of the job not classification
 - Project 3 – Job Description Development and CBIZ Descriptions – develop a salary range for each position & rewrite position descriptions
- November 7, 2014 - Contract was signed after all offices had reviewed it
- November 10, 2014 – a second committee meeting was held & Ed Rataj came to the campus again to meet with the committee. He asked some general questions about the positions & campus expectations.
- December 1, 2014 – the committee held a conference call with CBIZ & the 3 Regent schools to discuss more details. Town hall meeting was scheduled for December 15, 2014. Ed will do a presentation about the project & the HR will be on hand for a panel discussion to answer any questions.

- A letter will be drafted to come from the President to require all employees to fill out the Job

Analysis Questionnaire (JAQ) that will help develop new job descriptions.

- KU has already completed this project
- K-State decided not to participate because their HR department recently went through a Re-organization & restructuring with an HR consulting firm a year ago who made a lot of recommendation's including adding several positions. They are trying to fill their HR positions, including an Associate VP that reports directly to their President before proceeding with another large project.
- HR plans to schedule work session meetings where employees can come to get help filling out the JAQ's. They will start January 6, 2015 to February 12, 2015 every Tuesday & Thursday with both morning & afternoon sessions.
- The JAQ's are not a duplicate of an employee's position description. It's an opportunity to tell HR what each employee actually does rather than what's in the description of the job.
- February 13, 2015 is the deadline for submitting the JAQ's.
- The change from the step pay plan to salary ranges will eventually allow for supervisors to give merit based raises to university support staff just as supervisors are able to give merit based raises to unclassified professional positions.

II. Approve November Meeting Minutes

- Amend the minutes to reflect that Bardo is projecting a 2% pool for raises next year.
- Amend the minutes to reflect that the maker space will be based on an approval of grant money.
- Shelly Kellogg moved to approve minutes with revisions, Robbie Norton seconded the motion, all approved, motion passed.

III. Results of USS Senate Votes: USSC: KBOR/COPs

- The results of COPs vs KBOR decision will be known tomorrow. A majority vote is all that is required.

IV. COPs Update

- The COPs meeting is a more conversational meeting versus the presentation style meeting for KBOR.

V. Search Committee

- New temporary HR position for CBIZ. Randy Sessions will represent the senate.
- Libby Gilbert replacement. Christina Gregory will represent the senate.

VI. Committee Reports

- **Alternative Service Committee** (Randy Sessions, Stacy Salters, Renea Goforth, Angie Linder, Brenda Achey) – will be meeting tomorrow
- **Community Service** (Darryl Carrington, Renea Goforth, Connie Wells) – no updates
- **Constitution** (Renea Goforth, Stacy Salters, Randy Sessions) – no updates
- **Elections** (Ali Levine, Shelly Kellogg) – not applicable
- **Heskett Center Board** (Shirley Lewis) – no meeting yet
- **Library Appeals** (Shelly Kellogg, Amy McClintock) – a special session was called to discuss some issues
- **Newsletter** (Sheryl McKelvey, Robbie Norton) – finished for the semester

- **Ombudsperson** (Sheryl McKelvey, Johny Buchanan-Spachek and Matt Houston) – Ali Levine had a discussion with President Bardo about a possible permanent position for an Ombudsperson if the funding was available (perhaps in 2016) & both USS & UP senates were interested in it. This would be someone not associated with HR. This would eliminate a constantly changing committee & would establish one person with the legal knowledge & experience to handle different situations.
- **Position Paper** (Renea Goforth, Ali Levine) – not currently applicable
- **RSC Board** (Mike Hinkle) – meet tomorrow.
- **Shocker Pride** (Connie Wells, Robbie Norton) – no updates
- **Shocker Scholarship** (Connie Basquez, Johny Buchanan-Spachek, Carrie Wyatt) – awarded a scholarship to Rachael Mansky who will receive \$500 for the semester.
- **Traffic Appeals** (Bryan Carter, Randy Sessions, Robbie Norton) – will meet during Bardo’s Holiday party
- **Tuition** (Connie Basquez, Bryan Carter, Matt Houston) – no updates
- **Welcoming** (Angie Linder, Connie Wells) – need additional volunteers. Add Christina Gregory. Committee would like some idea about what should go in the packet that is given to new USS employees.
- **Wellness** (Micah Thompson) – no updates

VII. As May Arise

- Ali Levine met with President Bardo after November’s senate meeting. He was impressed with everyone at the meeting & all the questions that were asked.
- Christmas card signed by the Senators for President Bardo.
- Ali Levine requested some pictures for the website.
- There are a lot of lights out across the campus. Call x3444 or go online to report any lights that are out.
- If you don’t feel safe walking to or from your car, call police dispatch & they will escort you.
- Ali Levine will talk about security issues with Bardo when she meets with him next month.
- Randy Sessions talked about van-pooling. Its intention is to cut travel costs for employees. It’s similar to carpooling but a personal car isn’t used. Instead a van will be assigned to the driver who will be responsible to pick everyone up for work & take them home after work. The monthly cost to participate is \$80.00.
- Any raise given in fiscal year 2015 will be across the board. The first time merit based raises may be possible will be fiscal year 2016.
- Robbie Norton moved to adjourn, Randy Sessions seconded the motion, all in favor, motion passed.

January 21, 2015

Present – Sherry Alexander, Denecia Angleton, Bryan Carter, Shaleah Fields, Danielle Gabor, Renea Goforth, Michael Hinkle, Matt Houston, Shelly Kellogg, Ali Levine, Angela Linder, Walter Mayne, Amy McClintock, Sheryl McKelvey, Stacy Salters, Micah Thompson, Connie Wells & Carrie Wyatt.

Excused absent – Matt Albers, Connie Basquez, Johny Buchanan-Spacheck, Christina Gregory, Addie James, Shirley Lewis, Robbie Norton, Randy Sessions & Michelle White.

Unexcused absent – Brenda Achey, Christina Clarkson, Angie Tucker & Jennifer Williams.

Guests – Suzy Finn: Young Professionals of Wichita

I. Suzy Finn: Young Professionals of Wichita

- Mission: To attract, engage & retrain diverse young talent to effect positive change for a bright future. Be a connector for the community & help young professionals moving into the community make connections.
- How YPW can be a resource & support for WSU: Programs aimed at college level students –Mentorship Programs, Intern Return. Professional & leadership development functions. YPW offers community tours for potential employees & speaker connections/opportunities.
- How WSU can be a resource & support for YPW: Let students know they can be members for free. Encourage current employees to get involved. Participate in events that YPW offers.

II. Approve December Meeting Minutes

- Voting was tabled until next meeting due to time.

III. The KPERS Caper

- Projected \$58 million is being pulled from the budget.
- Tier 3 Cash Balance Plan has been established for anyone hired after January 01, 2015.

IV. Update Regarding USSC: KBOR/COPs

- At the December COPs meeting, there was a discussion between the Presidents that the USSC could report to both KBOR & COPs especially since it wasn't a unanimous vote.
- The proposal for equal leave has been submitted to the chief financial officers at each University. Once the terminology has been agreed upon, it will be taken to the legislature for final approval.

V. CBIZ: Any Feedback?

- HR has received very few JAQ's.
- The general consensus is that they take much longer to fill out than the first impression.
- A concern was raised about how the questions seem to only ask about the minimum requirements but there's nothing that asks about suggested changes. The discussion resulted in agreement that the JAQ's should be filled out with what the employees are currently doing including any licensing they currently hold especially if it's something that might be required by another employer. Employees are expressing concern that nothing will change if employees only put down the minimal requirements when change is what they are seeking.
- It was suggested to watch the recording of the town hall meeting that's on the website to help answer some questions.

VI. Committee Reports

- **Alternative Service Committee** (Randy Sessions, Stacy Salters, Renea Goforth, Angie Linder, Brenda Achey) – reviewing the final draft of the ASC document to determine next step
- **Community Service** (Darryl Carrington, Renea Goforth, Connie Wells) – need suggestions
- **Constitution** (Renea Goforth, Stacy Salters, Randy Sessions) – no updates
- **Elections** (Ali Levine, Shelly Kellogg) – not applicable yet
- **Heskett Center Board** (Shirley Lewis) – no meeting yet
- **Library Appeals** (Shelly Kellogg, Amy McClintock) – quarterly meetings
- **Newsletter** (Sheryl McKelvey, Robbie Norton) – no updates
- **Ombudsperson** (Sheryl McKelvey, Johny Buchanan-Spachek and Matt Houston) – There was a conference call with the person in this position at KU to find out more about their procedure. Our committee would like to recommend that, rather than a committee handle this, the university hire a part time person to handle this due to the time requirements & privacy issues.
- **RSC Board** (Mike Hinkle) – Met to discuss budget & expenditures. Two expenditures discussed were traffic counts for entry into the building & sewer machine was stolen so it needs to be replaced
- **Shocker Pride** (Connie Wells, Robbie Norton) – no updates
- **Shocker Scholarship** (Connie Basquez, Johny Buchanan-Spachek, Carrie Wyatt) – Mostly done. Still working on some wording changes to the website & in the scholarship held by the Foundation.
- **Traffic Appeals** (Bryan Carter, Randy Sessions, Robbie Norton) – A concern was raised about the attitude & composure of some of the committee members & attendees. A question was asked about who is in charge of the university committee, when they normally meet & how the meetings have been run in the past. After lengthy discussion, the topic was tabled for further review.
- **Tuition** (Connie Basquez, Bryan Carter, Matt Houston) – no updates
- **Welcoming** (Angie Linder, Connie Wells) – no updates
- **Wellness** (Micah Thompson) – no updates

VII. As May Arise

- Robbie Norton has established the Sloan Suter Memorial. More information can be found on the WSU Foundation website <https://foundation.wichita.edu/current-memorials#memorialform>.
- Updates on open positions in HR: Libby Gilbert's position may be filled soon. The background paperwork is being processed. The new HR position to assist with CBIZ work may not be filled right away or at all. The decision will be left up to the person hired to replace Libby Gilbert.
- Motion to adjourn: Mike Hinkle, seconded by Sheryl McKelvey, motion passed & meeting adjourned.

February 11, 2015

Present – Sherry Alexander, Denecia Angleton, Connie Basquez, Johny Buchanan-Spacheck, Bryan Carter, Shaleah Fields, Danielle Gabor, Renea Goforth, Christina Gregory, Matt Houston, Shelly Kellogg, Ali Levine, Angela Linder, Walter Mayne, Sheryl McKelvey, Stacy Salters, Randy Sessions, Micah Thompson, Connie Wells, Michelle White & Carrie Wyatt.

Excused absent – Michael Hinkle, Addie James, Shirley Lewis, Amy McClintock & Robbie Norton.

Unexcused absent – Brenda Achey, Matt Albers, Christina Clarkson, Angie Tucker & Jennifer Williams.

Guests – Elizabeth King, WSU Foundation, Kelly Vickers & Darryl Carrington.

I. Guest: Elizabeth King, WSU Foundation

- Spoke to the senate about the importance of giving back to the university.
- She gave 2 scenarios of student treatment, positive & negative. Which student is more likely to give later in life? The work employees do lends itself to the total college experience that students remember.
- A presentation was shown regarding the new campaign they are starting.
 - Since 1975, state funding has continued to decline, underscoring the importance of private support. For the first time ever, students are paying a larger portion of tuition than ever before. This is why philanthropy is important.
 - If someone is not an alum or they are not from Wichita, why should they give back? Because this is their home & where they are supported.
 - We have 100 more student athletes than when Koch was last renovated. There's a need for more student learning spaces & improvements are needed for track & field lockers rooms.
 - Currently 19 months into a \$200 million 7 year campaign. As of Dec 31, 2014, they have raised \$55 million. That's good news, however, they've made only a small dent in capital needs. There's a lot of support but more is needed. \$200 million campaign goals: \$52 million for facilities, \$85 million for student support, \$39 million for faculty support, \$24 million for program initiatives.

II. Approve January Meeting Minutes

- Sherry Alexander moved to approve the minutes, Randy Sessions and Sheryl McKelvey seconded. Motioned passed, minutes approved.

III. Introductions: New Senate Member Danielle Gabor

- Replacing George Schroeder who can no longer serve. She is from the South Campus.
- We are looking for a replacement for Anton Huble.

IV. USSC Update

- Attended the COPs meeting today. Main issue discussed was the KPERS issue. USSC are considering taking a trip to Topeka to talk to them about issues.
- Ali Levine will let us know in case anyone else is interested in going too.

V. JAQ's: Any feedback?

- They are time consuming.
- Some questions are vague.
- PDF version doesn't save changes unless you have Adobe Reader 11.1. Use the Word document instead.

- There are some communication issues regarding copying job duties rather than each employee filling out the form. This has made some people feel like there's no point in filling it out personally if they can just be copied. The consensus from the Senate is that general job duties may be the same & can be copied to save time & make things easier for the employee but that each person should review it & add their own specific duties that may be missing.
- Using your job description is a good start but you should make any updates that aren't included.

VI. Traffic Appeals Update

- Dr. Bardo said he will send a representative to attend. However, Senators from the last meeting did not see any additional representation. Follow-up is needed to determine when this representative will be attending.
- Traffic policy committee is increasing fines to be equal to state standards, e.g. at \$15 fine is going up to \$300. Read the policy when it released.
- The police department is coordinating with the county & now the tickets will be county tickets rather than just campus. Bench warrants will be issued if unpaid.
- A WSU sticker isn't required to park in the handicap areas.
- A pay-to-park system will be implemented in the visitor spots to discourage students & others from consistently parking there. What that will look like has yet to be finalized.

VII. Executive Committee

- What is their role? Does anyone know the history about this committee? Is it still needed? Used to set agenda.
- Shelly Kellogg mentioned that the committee used to meet previous to Senate meeting to set the agenda, handle any emergency issues that arose. She also mentioned that the committee is difficult to determine because some senators are unable to continue with their term.
- Renea Goforth & Randy Sessions also mentioned that they rarely met but were very brief as needed.
- Ali Levine asked if it is needed anymore. Shelly Kellogg thought that if something was needed an emergency meeting could be called of the entire senate rather than a small group.
- An amendment would have to be made to the constitution if the desire is to abolish this committee. Discussion was tabled as it was suggested the Constitution committee should discuss this further.

VIII. Committee Reports

- **Alternative Service Committee** (Randy Sessions, Stacy Salters, Renea Goforth, Angie Linder, Brenda Achey) – waiting on document from Randy. Plan to meet before the next Senate meeting.
- **Community Service** (Darryl Carrington, Renea Goforth, Connie Wells) – considering participating in WU Day in May.
- **Constitution** (Renea Goforth, Stacy Salters, Randy Sessions) – no updates
- **Elections** (Ali Levine, Shelly Kellogg) – needs to meet soon & get started.
- **Heskett Center Board** (Shirley Lewis) – no updates
- **Library Appeals** (Shelly Kellogg, Amy McClintock) – no updates

- **Newsletter** (Sheryl McKelvey, Robbie Norton) – may list new employees in the next issue. Is there a privacy issue with this?
- **Ombudsperson** (Sheryl McKelvey, Johny Buchanan-Spachek and Matt Houston) – no updates
- **RSC Board** (Mike Hinkle) – meets tomorrow
- **Shocker Pride** (Connie Wells, Robbie Norton) – no updates
- **Shocker Scholarship** (Connie Basquez, Johny Buchanan-Spachek, Carrie Wyatt) – working on marketing & potentially using social media for that. The Senate suggests that all social media should be set-up to be moderated.
- **Traffic Appeals** (Bryan Carter, Randy Sessions, Robbie Norton) – Bryan Carter met with Sara about the issues. She is very interested in fixing issues.
- **Tuition** (Connie Basquez, Bryan Carter, Matt Houston) – would like to follow-up on a potential 10% discount for state employees.
- **Welcoming** (Angie Linder, Connie Wells) – is working on pictures for the website, a bi-annual luncheon meet & greet for senators & constituents & is completing the letter for new employees.
- **Wellness** (Micah Thompson) – no updates

IX. As May Arise

- Governor & the LGBT policy. Is this in line with federal policy? Has anyone heard from their constituents regarding this? The general consensus is that more follow-up is needed to find out what the federal guidelines are & what the policy for the university is.
- Darryl Carrington would like to report about the “Enough is Enough” task force once it has been finalized. The Senate is excited about the committee, his involvement & would love to know more.
- Sheryl McKelvey motioned to adjourn the meeting, Randy Sessions seconded. Meeting adjourned.

Respectfully submitted,
Stacy Salters

March 11, 2015

Present – Matt Albers, Denecia Angleton, Connie Basquez, Johny Buchanan-Spacheck, Danielle Gabor, Christina Gregory, Matt Houston, Addie James, Shelly Kellogg, Ali Levine, Shirley Lewis, Angela Linder, Walter Mayne, Sheryl McKelvey, Dale Mauser, Robbie Norton, Stacy Salters, Randy Sessions, Micah Thompson, Connie Wells, Michelle White & Carrie Wyatt.

Excused absent – Sherry Alexander, Bryan Carter, Christina Clarkson & Renea Goforth.

Unexcused absent – Brenda Achey, Shaleah Fields, Michael Hinkle, Amy McClintock, Angie Tucker & Jennifer Williams.

I. Guest: Sarah Hunter

- Will be attending in April instead of March.

II. New Senator: Dale Mauser

- Replaces Anton Hubl. Works in the Library & has been at WSU for 8 years.

III. CBIZ

- President Bardo would like to start an Advisory group to attend monthly meetings with the CBIZ representatives to try to prevent rumors from occurring. The Senate agreed that the same people who started the consultations would be the best representatives to continue. More information will be forthcoming regarding the difference between this group & the original stakeholders meetings.
- Town Hall Meetings: Any feedback? No feedback from constituents.

IV. KPERS Bond Strategy

- Andy Schlapp indicated that until the budgets are approved, it's difficult to say what it means. There's no indication that the tiers will be changing. Per Andy Schlapp, if a change were to take place in the future, it would be the addition of tiers rather than a reduction in benefits to current tiers. It's too early in the process to know the specifics & if it will mean a cut in benefits. Speculation about how this will work just creates concern. It's best to wait for more information.

V. USSC Update

- The committee decided to not go to the capital. It was recommended that we don't go by the university Presidents regarding KPERS.
- SB 161: Leave Benefits bill. It has been presented to the Legislature. More information will be coming shortly.

VI. Committee Reports

- **Alternative Service Committee** (Randy Sessions, Stacy Salters, Renea Goforth, Angie Linder, Brenda Achey) – met & discussed the need to follow up with the former ASC chairs & ask them to review the policies online to see if everything has been updated as recommended, Brenda Achey will follow up with Matthew Johnston regarding proposed changes to the grievance handbook, talk with HR regarding the creation of a handbook (or employee reference manual), & look into creating a USS channel on MyWSU to find general information.
- **Community Service** (Darryl Carrington, Renea Goforth, Connie Wells) – nothing new.
- **Constitution** (Renea Goforth, Stacy Salters, Randy Sessions) – had a quick meeting to review the constitution. There are places where the wording needs to change from classified to university support staff. There are places where the wording is confusion & needs some clarification. There needs to be more discussion regarding the purpose of the

Executive Council & if the members of the Council need to be changed to be easier to maintain & similar to other Board Executive Committees. Perhaps the Senate should vote one Senator per EEO into the Executive Council along with the officers of the Senate. Consider adding a treasurer position to handle the money & travel. A Constitutional change will need a vote of the university support staff. A document detailing these & other recommendations will be made available to the Senate.

- **Elections** (Ali Levine, Shelly Kellogg) – Nominations will begin March 16 online. Nominees will need to respond yes or no by April 3. Voting begins April 6 & ends April 17. This is a 2 step process. HR will help anyone who needs help with nominations & voting.
- **Heskett Center Board** (Shirley Lewis) – no updates
- **Library Appeals** (Shelly Kellogg, Amy McClintock) – no updates
- **Newsletter** (Sheryl McKelvey, Robbie Norton) – in process. Discussing issue of welcoming new employees by name in the next newsletter. It may be a better idea to just indicate how many are new rather than list names.
- **Ombudsperson** (Sheryl McKelvey, Johny Buchanan-Spachek and Matt Houston) – no updates. Is the committee needed, especially if a new university position is created in 2016? Motion to dissolve this committee by Johny Buchanan-Spachek. Motion seconded by Randy Sessions. All in favor, none opposed. Motion passed.
- **RSC Board** (Mike Hinkle) – no updates
- **Shocker Pride** (Connie Wells, Robbie Norton) – reviewed nominations for Presidents Award & will be notifying the recipients. Some Senators would like to investigate the feasibility of changing the requirements for this award & marketing it better in order to get more response from the university.
- **Shocker Scholarship** (Connie Basquez, Johny Buchanan-Spachek, Carrie Wyatt) – has created an email & will be creating social media sites. Is a Social Media Committee needed? The scholarship committee will volunteer to be on the social media committee. Motion to form the Social Media Committee by Connie Basquez. Motion seconded Johny Buchanan-Spachek. All in favor, none opposed. Motion passed. Social Media Committee will be Facebook, Twitter & LinkedIn.
- **Traffic Appeals** (Bryan Carter, Randy Sessions, Robbie Norton) – questions were raised regarding origination of the fine increase listed in the previous months minutes. Randy Sessions said he would find out the specifics. Per a meeting between President Bardo & Ali Levine, the President indicated that he would send a representative to attend the meeting.
- **Tuition** (Connie Basquez, Bryan Carter, Matt Houston) – no updates from the committee. There was a discussion about the increase of tuition in 2016 will be due to a 2% raise for faculty & staff. This may be a possibility but it's nothing that has been approved by the university.
- **Welcoming** (Angie Linder, Connie Wells, Micah Thompson) – Micah Thompson is working on getting pictures. Still working on an event.
- **Wellness** (Micah Thompson, Walter Mayne, Danielle Gabor) – add Walter Mayne & Danielle Gabor

VII. As May Arise

- Approve February meeting minutes
 - Christina Clarkson & Jennifer Williams should be moved to excused absent

- Correction to first bullet of the traffic appeals update: *During a meeting with President Bardo, Ali Levine indicated that Dr. Bardo will send a representative to attend.* However, Senators from the last meeting did not see any additional representation. Follow-up is needed to determine when this representative will be attending.
- Correction to the second bullet of the traffic appeals update: Traffic policy committee is increasing fines to be equal to state standards. *Some fines will sustain a significant increase.* Read the policy when it released.
- Motion to approve the minutes with the changes by Shelly Kellogg. Motion seconded by Randy Sessions. All in favor, none opposed.
- Stacy Salters attended a meeting by Matthew Conklin to renovate Grace Memorial Chapel into a flexible faith neutral space by removing the pews, add carpet & chairs. His proposal has been turned down. If you would like to offer support, please contact Matthew Conklin.
- Holiday closedown has been approved by the President for December 21, 22, 23, 28, 29, 30 & 31. December 24, 25 & January 1 are holidays.
- Motion to adjourn the meeting by Micah Thompson. Motion seconded by Robbie Norton. All in favor, none opposed. Motion passed & meeting adjourned.

Respectfully submitted,

Stacy Salters

April 08, 2015

Present – Sherry Alexander, Denecia Angleton, Connie Basquez, Johnny Buchanan-Spacheck, Christina Clarkson, Shaleah Fields, Danielle Gabor, Renea Goforth, Christina Gregory, Matt Houston, Addie James, Ali Levine, Shirley Lewis, Angela Linder, Walter Mayne, Dale Mauser, Sheryl McKelvey, Robbie Norton, Stacy Salters, Randy Sessions, Micah Thompson, Connie Wells, & Carrie Wyatt

Excused absent – Matt Albers, Bryan Carter, Michael Hinkle, Shelly Kellogg, Amy McClintock & Michelle White

Unexcused absent – Brenda Achey, Angie Tucker & Jennifer Williams.

I. Matt Conklin: SGA President, Non-Tobacco Update

- Matt presented an update on the Tobacco Free resolution. Student government passed a resolution last fall. Faculty senate is currently considering a resolution. Unclassified professional senate passed a resolution a few years back supporting the policy. President Bardo has submitted a letter of support for the resolution. There is an increasing trend for university campuses to move tobacco free.
- The question of implementation was asked. The reply noted how other universities have done a soft implementation then later a hard implements. Some universities have published maps showing off campus areas where smoking is allowed for athletic events. In the end, this is entirely up to President Bardo. Currently, no plan is in place for the implementation.
- After much discussion, a vote was taken. 5 abstained (Addie James, Connie Basquez, Sheryl McKelvey, Micah Thompson & Christina Gregory), 1 opposed (Sherry Alexander), 17 approved. The motion was passed.

II. Approve March Meeting Minutes

- Renea Goforth made a motion to approve the minutes. Micah Thompson seconded the motion. Motion passes & minutes were approved.

III. Legislative Updates

- SB 161: passed in Senate; hearing in the House; reviewed after the break (04-29).
- HB 2095: Bonding KPERs passed.
- Tuition freeze. Student fees were not frozen. Every campus has questions about how this will affect us.

IV. USSC Update

- Spring meeting: Ali Levine is looking at scheduling it in either May or June.

V. Budget

- There will be some remaining funds. Please send any requests that you may have.

VI. Summer Meetings: Senate Vote

- Ali Levine asked the senators if they would like to continue the senate meetings over the summer to stay up to date regarding CBIZ & other issues outstanding. Sheryl McKelvey made a motion for year round meetings. Robbie Norton seconded the motion. Motion passed. Official change of leadership will be in July.

VII. Committee Reports

- **Alternative Service Committee** (Randy Sessions, Stacy Salters, Renea Goforth, Angie Linder, Brenda Achey) – met with Matthew Johnston regarding the grievance handbook. The UP senate has revised their procedures & it has been submitted to the president's

executive team for review. This could be a good model for updating our procedures. Also, HR has hired many consultants to review their processes. They may recommend changes. Therefore, it is the committee's recommendation that this process be put on hold pending the outcome of the review of the UP senate's revised procedures & the recommendations of the HR consultants.

- **Community Service** (Darryl Carrington, Renea Goforth, Connie Wells) – Renea Goforth recommends participating in WU's Big Event II on May 2.
- **Constitution** (Renea Goforth, Stacy Salters, Randy Sessions) – The committee defined the length of service for an at-large senator as the length remaining for the original senators time in office. The committee recommends adding Treasurer as a position & Past-President. Due to the potential changes that may come from CBIZ, the committee recommends that further work on the constitution be put on hold.
- **Elections** (Ali Levine, Shelly Kellogg) – are open until April 17
- **Heskett Center Board** (Shirley Lewis) – no updates
- **Library Appeals** (Shelly Kellogg, Amy McClintock) – no updates
- **Newsletter** (Sheryl McKelvey, Robbie Norton) – the newsletter is now on the website.
- **RSC Board** (Mike Hinkle) – no updates
- **Shocker Pride** (Connie Wells, Robbie Norton) – completed for the year
- **Shocker Scholarship** (Connie Basquez, Johny Buchanan-Spachek, Carrie Wyatt) – would like to do a postcard for the scholarship
- **Social Media** (Connie Basquez, Johny Buchanan-Spachek, Carrie Wyatt) – LinkedIn, Facebook & twitter have been set up. 12 likes on Facebook – <https://www.facebook.com/wichitastateussenate>. 5 connections on LinkedIn - <https://www.linkedin.com/pub/wichita-state-university-support-staff-senate/b5/242/87a>. 2 followers on Twitter - <https://twitter.com/WichitaStateUSS>. Would like to use the listserv to tell the USS about the new email (ussenate@wichita.edu) & social media options. This committee will be taking over the website for USS also.
- **Traffic Appeals** (Bryan Carter, Randy Sessions, Robbie Norton) – Robbie Norton indicated that all has been calm. There were only 4 appeals.
- **Tuition** (Connie Basquez, Bryan Carter, Matt Houston) – no update
- **Welcoming** (Angie Linder, Connie Wells, Micah Thompson) – Still working on the party. Committee would like to know what constituents would like to see on the portal.
- **Wellness** (Micah Thompson, Walter Mayne, Danielle Gabor) –

VIII. As May Arise

- Meeting was called to an early close due to a tornado warning.

Respectfully submitted,

Stacy Salters

May 15, 2015

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

Excused absent – Matt Albers, Sherry Alexander, Shaleah Fields, Michael Hinkle & Addie James.

Unexcused absent – Brenda Achey, Dale Mauser, Amy McClintock, Angie Tucker & Jennifer Williams.

I. Approve April Meeting Minutes

- Robbie Norton moved to approve the April meeting minutes. Sheryl McKelvey seconded. No opposed. Motion passed, meeting minutes approved.

II. Final Meeting of 2014/2015 year will be June 10

- The new Senators are invited to this.

III. University Budget Priorities

- Ali Levine attended a budget meeting with the other senate presidents, Anthony Vizzini, Mary Herrin & Paul Warner. They are planning on a 2% raise as long as the legislative budget allows. They want to thank staff for their patience & loyalty through times when raises haven't been possible. All the senate presidents are very supportive of this.
- The software that will allow for merit based raises won't be in place for FY2016. It may be possible in FY2017.

IV. Social Media Policy

- The faculty senate has submitted a policy to President Bardo. Ali Levine is asking the senators to review it & let her know at the next meeting any thoughts about it.

V. Election Results

- A new Senator roster was distributed. New officers will be elected at the June meeting.

VI. President Elect 2015/2016

- Ali Levine nominates Stacy Salters as president-elect for the 2015/2016 session. Sheryl McKelvey seconded, Denecia Angleton third, Angie Linder fourth. There are no other nominations. None are opposed.

VII. 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) – Wu's Big Event on May 1 was, for the most part, positive.
- **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) – 8 Spring appeals were filed – 3 were cleared, 1 was paid, 1 was cleared, 1 was reduced, 2 were denied (12 month summary – 19 appeals filed – 8 were cleared, 2 were reduced, 8 were denied, 1 was paid)

- **Newsletter** (Sheryl McKelvey, Robbie Norton) – done
- **RSC Board** (Mike Hinkle) – no updates
- **Shocker Pride** (Connie Wells, Robbie Norton) – completed for the year
- **Shocker Scholarship** (Connie Basquez, Johnny Buchanan-Spachek, Carrie Wyatt) – post card sent
- **Social Media** (Connie Basquez, Johnny Buchanan-Spachek, Carrie Wyatt) – ongoing
- **Traffic Appeals** (Bryan Carter, Randy Sessions, Robbie Norton) – no meeting this month
- **Tuition** (Connie Basquez, Bryan Carter, Matt Houston) – Bryan Carter is preparing for a July meeting about this.
- **Welcoming** (Angie Linder, Connie Wells, Micah Thompson) – will meet this summer to make plans for a town hall meeting where they will have giveaways & focus it around the open enrollment for benefits. Possible presentations from other campus administration. Will have more concrete plans in June.
- **Wellness** (Micah Thompson, Walter Mayne, Danielle Gabor) – no updates

VIII. As May Arise

- The Heartwalk is June 13 on campus. Encourage everyone to participate in some way but either creating a team, donating to a team or walking.
- Ali Levine was presented with a plaque for her service as the 2014/2015 USS Senate President.
- Robbie Norton moved to adjourn, Shelly Kellogg seconded, none opposed, meeting adjourned.

Respectfully submitted,

Stacy Salters