



University Support Staff Senate Archives

University Support Staff Senate

Academic year 2016-2017

USS Senate Meeting Minutes June 08, 2016 – May 10, 2017

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June 08, 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, 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; Associate Vice President of Administration & Finance, Troy Bruun.*

A) Bardo

- Budget issues - Governor Brownback announced a 4% cut for 2017 AY. WSU's goal was to make payroll, and we did that. o 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 snow 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 o 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. o 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.
 - o 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.
 - o Mall area- pedestrian walkways, picnic tables, etc. will be available.
 - o 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.
 - o 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.
 - o 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.
 - o 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) Bruun

- 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.

July 13, 2016

Agenda

- I. **Call to order/Welcome**
- II. **Guest** – *Vice President John Tomblin, to speak at 4 p.m.*
- III. **Discussion and approval of June meeting minutes**
- IV. **Continuing business**
 - a) General update – USS/UP switch, CBIZ, COPs/KBOR/USSC, one-on-one with Pres. Bardo
 - b) Finance Report – Renea Goforth
- V. **New business**
 - a) New executive team
 - b) 6 Senators needed for 2016-2017 senate
 - c) Office of Diversity & Inclusion Task Force Volunteer
 - d) Part-time employee leave time
- VI. **Senate Committee Reports**
 - a) Alternative Service Committee – (performance evals, grievance policy)
 - b) Communications
 - 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) Suggestions for future speakers
- IX. **Motion to adjourn**

July 13, 2016

Present: Angela Beatie, Denecia Angleton, Connie Basquez, Johny Buchanan-Spachek, Linda Claypool, Daniel Collins, Renea Goforth, Rosemary Hedrick, Debra Herndon, Matt Houston, Angela Linder, Carla Mann, Robbie Norton, Stacy Salters, Randy Sessions, Hercilia Thompson, Karen Wilson, Lisa Wood, William Wray

Excused: Dustin Carter, Christy Clarkson, Crystal Dilbeck, Walter Mayne

Unexcused: *Connie Owens*

Guests: Becky North, Ali Levine

I. Call to order/Welcome

A) Introduction of Executive Team

B) Business-

- Thanks to Stacey Salters
- Expectations- Please let Johnny know if you need to be excused, please be on time.
- Current Committee List- Passed Around and updated

C) Approval of the Minutes • Motion

- Question- Randy
 - “Most WATC *staff* have a bachelor’s degree *or lower* as their terminal degree.”
 - Stacy- move to approve minutes with this line in question and request verification. Seconded

D) General Update

- USS to UP- most recent numbers- there are still over 400 USS staff
- CBiz- Employees should have been notified July 1st. According to Sarah Hunter: Supervisors are slowly sending in answers, and letters are being sent to employees as supervisors send in answers. Discussion- Verification back to C Biz by July 22nd? Who had received letters or emails? Employees should get letter in campus mail. Johnny will follow up with Sarah. According to Sarah, letters are being sent out slowly to lower the costs of 1,000 letters at once. Discussion: What about supervisors who are off contract? Some supervisors are experiencing confusion over deadlines and names on emails. Question: Has every supervisor had the opportunity to approve titles? Rumors- If there is no change in titles, will employees be notified? Consensus- we need clarification for both employees and supervisors. Johnny- we will try to have Sarah Hunter visit Senate meeting ASAP.
- KBOR
- One-on-One with Pres. Bardo- Johnny discussed generalization. Will ask about funding for travel.
- Finance Report- Renea: \$938, minus one trip already paid for; about \$40.
- Need more Senators- Johnny will send out more requests to employees asking for volunteers to participate in Senate. Suggestion- look through most current election results and look for runners up. Question- should we continue to email constituents? Johnny- wait until we know who has switched to UP status.
- Alicia Sanchez- request for senator to serve on Office of Diversity & Inclusion Task Force. This task force will evaluate programs and services for LGBTQ. Renea Goforth volunteered to be on task force, suggested meeting on 7/19/16

- Part-Time Employee Leave Change- USS Staff were affected by the change in hours accumulated per pay period. Changed from 4.2 to 3.39. Suggested solution- work an hour more a week. Last pay period the policy changed the scale used, but didn't inform any employees. Johnny- we are in contact with HR to understand why the policy change and how to get it back. Ali- intention in change in leave policy was only to increase employee benefits. No solution has been offered yet. Johnny- we will continue to investigate
- Committees- sign-up sheet sent around to give Senators the option to change committees.
 - o Alternative Service Committee- push from Classified to USS Senate and participated in the Equal Leave Policy update.
 - o Communications Committee- Newsletter, Social Media, Mailings
 - o Community Service Committee
 - o Constitution Committee- Need to update our constitution this year- Classified Staff to USS.
 - o Elections
 - o Shocker Pride
 - o Tuition Committee- On hold. Lisa went to UP Senate to suggest full free tuition for us and our dependents without semester credit hour requirement. She is coordinating a group with a few people from each senate, will compare to other universities' policy. Randy- WATC & Friends employees and dependents get free tuition.
 - o Scholarship
 - o Welcoming (Town Hall) Committee- Will we have more USS employees? Maybe need to adjust the committee, general town hall? Name should be changed to "Town Hall" Committee.
 - o Professional Development- Becky North is here today from the UP Senate.

E) Guest Speaker –*Vice President, John Tomblin*

- Innovation Campus- o Purpose of Presentation- prepare WSU employees can be informed and talk to community about Innovation Campus
 - o Dr. Tomblin has been employee of WSU for 22 years. He started as an assistant professor of aerospace engineering. Taught and worked ½ time at NAIR. Holds the record for most grants awarded to WSU. Became full professor and distinguished professor in 2001. Moved to be executive director of NAIR. Has sites at Coliseum, part of Old Boeing site, INCAT. Moved into the role of Associate Vice President of Research, as part of President Bardo's team.
 - o Has 430 staff at NAIR. We are #1 in the nation for aerospace engineering.
 - o What is WSU doing with the Innovation Campus? Relate to the university's mission statement. We want to be a leader in "Applied learning" & local "Economic Driver". Wichita has changed, there are new challenges for our graduates in a post-9/11 and economic recession. Local companies have not been hiring our graduates' post 2009 and have outsourced jobs.
 - o One of the problems is that companies do not want to invest the time to train our new graduates, so the Innovation Campus will give our students the opportunity to gain the experience these companies want in their applicants.

- Dr. Tomblin has done projects where he has students do projects for these aerospace companies and all of the students have got jobs after graduation. He likens these projects to student teaching or medical internships for students.
- We are doubling the size of the university. The first half took 100 years, the second half will be done in less than 10 years.
- Within a month ground will be broken on a new residence hall, which will be privately owned- 1-4 bedroom furnished apartments. Shocker Hall is currently overbooked. Majority of parents don't want their children to live in Fairmount Hall, so this new hall could be a replacement dorm in the future. Sand volleyball, pool and 280 underground parking places
- Food Trucks- we have ordered a covering that can be taken down in the winter.
- Dr. Tomblin has hopes for an updated recreation facility. We are the only Kansas University with old "Soviet-Area" workout area. If we get a new recreation facility, the Heskett Center would be run by departments- sports management, dance, intermural etc.
- The entrance off 17th St will be "Innovation Blvd". There are city plans to enlarge 17th- single lane with medians and bike lanes- this is paid with a grant to make us more pedestrian and bike friendly.
- Parking Garage- WSU bonded 7.5 million dollars to pay for it. The lack of parking for visitors and alumni is the biggest complaint. The online parking permit program just went online. The new parking garage will not have gates, but will instead take pictures of license plates going in and out and bill the driver. Alumni can park in any yellow or green lot. If they are parked here over 10 hours/year they should buy an online parking pass. Departments have the option of buying a reserved parking spot. The parking garage will be hourly parking.
- Jobs- If the Innovation Campus is fully occupied there will be 10,000 more employees on campus (but not necessarily WSU employees).

II. Motion to adjourn

Motion:

Second:

Approved unanimously

August 10, 2016

Agenda

- I. Call to order/Welcome:
- II. Guests:
 - a) Ann Collins – United Way of the Plains
 - b) Sarah Hunter – CBIZ Update
 - c) Matt Johnston – Draft of revised discipline policy.
 - d) Judy Espinoza
- III. Discussion and approval of June and July meeting minutes:
 - a) June Minutes with revision –
 - b) July Minutes -
- IV. Senate President Update:
 - a) From March to August USS to UP – 150
 - b) From March to August University Jobs Reduction – 1068
 - c) COPs – August 9-11, 2016 Board Retreat.
 - d) KBOR – August 9-11, 2016 Board Retreat.
 - e) USSSC – Discussed Weapons Policy & PT Leave
 - f) One on One with President Bardo – CBIZ Letters Going Out
 - g) UP Senate – They don't meet until August 16th.
- V. Continuing business
 - a) Finance Report – Renea Goforth
 - b) 6 Senators needed for 2016-2017 senate
- VI. New business
 - a) New shared drive Z:
 - b) Set date for the Town Hall meeting.
 - c) Have committee chairs been selected?
- VII. Other business/As May Arise
 - a) Suggestions for future speakers.
- VIII. Motion to adjourn

August10, 2016

Present: Connie Basquez, Angela Beatie, Johny Buchanan-Spachek, Linda Claypool, Crystal Dilbeck, Renea Goforth, Kimberly Gutierrez, Debra Herndon, Angie Linder, Sheryl McKelvey, Robbie Norton, Stacy Salters, Randy Sessions, Karen Wilson, Lisa Wood and William Wray.

Excused: Carla Mann, Dustin Carter, Jama Challans, Daniel Collins, Matt Houston and Walter Mayne.

Unexcused: Denecia Angleton, Rosemary Hedrick, Connie Owens, Hercilia Thompson.

Guests: Becky North, Judy Espinoza, Matt Johnston and Sarah Hunter.

I. Call to order/Welcome

II. Presentation by United Way

- This year the focus is on addressing absenteeism in the elementary schools. The plan has been successful in lowering rates absenteeism.
- Literacy- Dolly Parton Imagination Library provides books to low income families.
- Women's Leadership Program- members are visiting schools and having elementary students read to them, children are learning 1.6 words/week which is better than the national average.
- Our United Way on-campus liaison is Delinda Royse, contact her at 316-461-6785 or email with questions.

III. CBiz Update (Sarah Hunter)

- Overview of history of project: In December 2014 the project began. WSU and other KBOR universities hired CBiz as our consultants to create a new classification and compensation schedule. Since WSU moved away from classified system from the state we have not had a classification and compensation schedule. All WSU staff filled out JAQ Forms, which were then collected and then sent to CBiz to organize. Most WSU employees have received their letter with a new P class title- Position Class; a 5 digit code which is a system code. Previously we only had a few P class titles- such as "Senior Specialist". WSU needed a way to determine market value of positions and where to recruit from. The only people who received a pay increase are those who were in GU funded positions and were being paid below minimum market value for their position's new pay grade. This project did not have any funding to bring everyone up to the mid-point. RU funded positions did not receive any increase in pay. Job Descriptions will be polished up and sent to all staff soon.
 - Question- "I did research online and it seems that CBiz's medium pay is published as the low range online." Sarah Hunter- CBiz purchased the salary data from 1922 salary surveys and did analysis on like-positions locally and regionally. This purchased data is reliable, whereas the data online might be self-reported- which can affect its reliability.
 - Question- "Is there an opportunity to move up within this pay scale? If I am a P5, can I move up to a P6 or am I a P5 until my duties change?" Sarah Hunter- This information is a pay grade, not a pay step. So if you wanted to change your pay grade, yes you would have to expand or change job duties. If we ever get merit increases or cost of living increases, everyone would get those.
 - Question- "Can people who have been working at WSU for 1 year be classified in the same pay grade as someone who has worked here for 15-20 years?" Sarah Hunter- They can be. The market continues to change, so a person who has worked here for years can get merit increases and then when WSU wants to hire for that position they need to pay according to the market to get talent on campus. This is called "compression"- an issue that hiring managers need to be aware of and give pay increases to reward seniority to those who grow in their job.
 - Question- "I've been here for 27 years and I'm still not in the middle of my bracket. How is that determined?" Sarah Hunter- CBiz didn't look at the person in the job, just at the job itself. Salary structure A- that is the traditional structure, narrow at the

- lower pay grades to avoid violating federal law, but also encourage people to grow in their job. Pay structure B is more of a ladder- we want people to move up. For example, if you are a custodian, we want you to advance, become a custodial senior and then custodial supervisor. Pay structure C is broad- made for WSU's research heavy positions. People in these positions are doing similar tasks, but their contracts are different, so we need a different structure for their pay.
- Question- "In the past, we have not been allowed to grow, unless you supervisor has allowed you to grow. So I've gone up 3 or 4 scales, but I can't go beyond that unless my supervisor has made that decision. Is that going to change with this?" Sarah Hunter- There is such a thing as achieving perfect mastery of your job. Once you've done that and want to stay in your position, there's nothing we can do and there will be a limit to how much you can make. We aren't going to force you to change jobs.
 - Question- "But we are being forced- we are having more and more demands and responsibilities placed on us- but we are not being allowed to move up because our supervisors don't give the ok" Sarah Hunter- Because of the budget situation, we are all being asked to do more- volume or additional responsibilities, but are within the same job classification. This is also why we have a salary range and leadership makes decisions about pay. Based on the resources of the department, as long as you are in between the minimum and maximum of that job position, we aren't violating any laws.
 - Question- "We've gotten our CBiz Titles, when are we going to get our job descriptions?" Sarah Hunter- I'm going to post them online on the HR webpage, so you can look at any job description and see the positions below and above you.
 - Question- "Did you say that there would be a more specific job title, more tailored?" Sarah Hunter- position description is more generic, all of the possible responsibilities that could be part of your job. Your specific job description will be what you have now- % of time spent, specific software. This is a great place to start if you are a hiring manager- you can see the job in broad strokes.
 - Question- "What if it's not even close? What if your responsibilities are way, way more?" Sarah Hunter- With the broad position description, it won't be specific or capture everything. Many will have "as required" or "additional responsibilities as necessary" at the end of the description.
 - Question- "Where do we actually find the information from CBiz? These letters came from Human Resources." Sarah Hunter- "The actual line-by-line information from CBiz won't be published. If you have specific questions about your position, you can talk to me.
 - Question- 7 years ago, the State did a survey and said we were all dramatically underpaid and promised all of these increases, which were taken away because of budget cuts, then CBiz came and did this presentation promising to get us the correct pay. And now I get a letter with my salary. What is this really telling me? What was the purpose of this? Why did we have to sign this letter and return it?" Sarah Hunter- Signing the letter was just an acknowledgement, not a contract; you aren't in trouble if you didn't return it. What CBiz gave us was the info that we are 94% below midpoint/market. We are within 6% of everyone being within market. We will have people who are way low and some way high, which will essentially cancel themselves out. But we do know who is significantly low. So let's say the legislature decided to

give us money to address this- we know who to give the raise to- those who are way below market. Averages also

- Question- “There are people who didn’t get a letter, but I have two. Does that mean my supervisor didn’t get this?” Sarah- No, they got scanned copies.
- Question- “I thought you said that we would get merit raises- we would all get merit raises?” Sarah Hunter- I said that if you were at market or maximum, we wouldn’t keep you from getting a raise- 1-4%. This system will not preclude a merit raise.
- Question- “I would have thought within the last 9 years we would have gotten a cost of living raise.” Sarah Hunter- We are falling behind.
- Question- “Why is the study that WSU received so different from the one that KU received, i.e. less than 3% of employees are under market minimum, whereas KU is 30+% of employees under market minimum?” Sarah Hunter- We haven’t been given access to their information, but their job market could have also been compared to Kansas City. Depending on the recruiting circle for the position, some of our positions could be compared to Kansas City. CBiz was very careful to look where we had been successfully getting our talent.
- Question- “Did CBiz look within the state? Or outside the state?” Sarah Hunter- It depends on the position, some are recruited nationally. They also could have included outlier cities- Kansas City, Missouri.
- Question- “When we did the JAQ- did someone actually look at those individually? Or did they look at compiled job descriptions?” Sarah Hunter- the JAQ were shipped to Saint Louis and they read every one. A roomful of people were tasked to read them all. From there they made category decisions, but they were looking at the job descriptions to determine the job descriptions. The JAQs are snapshots, and our positions have probably changed in the last two years.
- Question- “Can a job go backwards?” Sarah Hunter- Yes, but you wouldn’t lose pay. There are reasons you could get demoted and your job itself would change.
- Question- “So once you get your letter and you know that the description is way off- what do you do?” Sarah Hunter- it could be that your position has changed, but you should talk to your supervisor and create a new job description and HR will review this. I’m happy to share with you the draft of your job description. We can correct any huge mistakes.
- Question- “Why is the information fragmented? It has been released slowly” Sarah Hunter- CBiz had 1400 job descriptions to review and write. Leadership was often given the option to review- reviewed twice. The letter roll out was “all on me” I was worried that some people don’t check email, so decided to stuff envelopes. As soon as I got approval from a dean or administrator I got the letters out as soon as possible.
- Question- “Did the supervisors have a deadline to get back?” Sarah Hunter- yes, but there are also always extenuating circumstances. I’m always willing to answer questions- call me, make an appointment, email. If you are emailing the market study account- we are going from the bottom and moving up.
- Question- “Who is leadership?” Sarah Hunter- deans, directors, vice presidents.
- Question- “So our supervisors didn’t get to look at it?” Sarah Hunter- yes. The deans should have gotten spreadsheets with all their info.

- Question- worries about “getting in trouble” with HR. Suggestion- put out an explanation of letter process; it’s really effected employee morale. Sarah Hunter- there is also anxiety about the lack of pay change.
- Judy Espinoza, new director of HR- HR is appreciative of the feedback. We didn’t get to choose CBiz, we had to create salary structures. This process was painful, but in the future we will know how to use budgeted dollars. HR wants to do better at communicating with employees. In the future, HR wants to listen first when we take on such a big project. The HR staff did work very hard- this is tough stuff.
- Question- “I’ve heard the phrase recently and want to know how you would respond: Human Resources works for the employer, not the employee.” Judy Espinoza- I serve everyone at the university. Sometimes I’m an advocate for the staff, sometimes for the faculty, etc. I have to be objective and make sure that we have fair employment practices. I take my direction from the leadership at the university, but if there was anything that created liability or would be unethical I would have to raise those issues.
- Matt Johnston- “We serve everyone. There are times when HR is tasked with delivering a message that employees don’t like or agree with, but we are still here as a resource for employees.
- Judy- We need a compensation structure, and need to know if we are competitive. If we aren’t competitive today, when we do have the money we will know where it can be used. What I’m hearing today is that we had to do this project, but we didn’t do it well. I’ve had a long working career which has influenced me, more than the classroom. I’ve found that no matter your position, you have to do things, we don’t have a choice. But I do have a choice in how I do the work. People often don’t like the work because they don’t like change, but they will accept it if the work is done well.
- Question- “What was the purpose of CBiz if we are back to where we were?” Judy- We aren’t back to where we were, we have compensation structures put in place and get jobs slotted into ranges- We have that done. It isn’t totally accurate, but we will keep working on this until we are comfortable with the accuracy.
- Stacy- This is the problem with this process- It’s been so long that we have forgotten why we did it. Kudos to Sarah, before she came, we had no information.
- Judy- if you do have concerns, please keep your supervisor in the loop.

IV. Matt Johnston- Discussion of the Draft of the Discipline Policy

- We have shared this policy with both the USS and UP for comments.
- Question-“This new policy... consolidating 7.12 and 6.12... Why do we have to change it?” Matt- There is not a requirement that we must change it. Administration won’t agree with keeping the old policy. The purpose of this policy is to equalize the disciplinary policy between UP and USS employees. This will allow there to be a transparent process for all employee discipline for both employees and managers.
- Question- “There is continual reference to managers, managing- terminology that we have never used before. Who is management? On 7.12 there is a list of terms in the policy, but not on this new policy.”
- Matt- In drafting this policy, we did struggle with this word choice for leader, manager, and/or supervisor. Budget Officers’ responsibilities do not necessarily coincide with

those who have managerial responsibilities. Not every supervisor has a budgetary requirement. This confusion in terminology has been broken and causing hardships in our management system. If you supervise someone- you are part of management.

- Question- “In 7.12 there is a reference to supervisor, not management on pg. 6 in “Dispute resolution paragraph” Matt- thank you, I’ll fix that.
- Question- “When you say management, you are referring to everyone from your direct supervisor to the president?” Matt- Yep
- Question- “Management reserves the right to dismiss an employee without using progressive discipline. In the past, USS has not had that policy.” Matt- That is false.
- Question- “Why have a policy outlining progressive discipline if management doesn’t have to use it? Matt- All employees can be dismissed without progressive discipline- that is true now. You gave an example of a behavior, there are some behaviors that humans can exhibit that can warrant immediate separation from the university. This policy is incorporating that. Progressive discipline is a tool to help employees succeed and this policy is better defined to help us utilize it better. There are situations where progressive discipline is not the most effective tool.
- Question- “Example- Managers can use this tool to fire anyone they don’t like.” Matt- On page 4 Item F, there is discussion of the dismissal procedure built into the policy with the checks and balances built into place.
- Question- “Some people are feeling like they are losing protections, and that we can’t object anything or fight for policy” Matt- The senate’s involvement in change in these types of policy is not a check in the box, not required.
- Question- “I need a definition of dismissal without cause” Matt- “That lingo isn’t in this policy, I’m not sure I’m understanding”
- Question- If a manager doesn’t like me, under Policy 7.12 she has to have a reason to dismiss an employee. But under this new policy- it’s unclear whether she can just fire me.
- Matt- Example of Policy Violations that can lead to immediate dismissal: Sexual misconduct, Technology policies, Weapons Policies, Physical Violence- there are situations that would warrant immediate dismissal.
- Question- Will it be possible for a person to be fired without a reason? Matt- The appropriate Vice President and HR staff will review the recommendation and coordinate the dismissal. Question- yes, HR will look at a letter, but will they have to agree with the reason?
- Question- When the employees decided to leave the classified system, we were given assurances that the policies would not change- that we would not be asked to change to UP; but now people are being asked to change and policies are changing. There is a lack of trust in HR and management. Matt- It is your interpretation that Dr. Bardo promised that no one would force you to change to UP status and that University policy would not change. “At that time” Matt- “institutionally you were not asked to change status”
- Judy- “Do you think there is any value in not being classified? We come from a history of USS and classified, etc. I’m uncomfortable with the fact that we classify people. Do we think there is any value in being more alike than different?
- Allie- “Equality vs. Equity”- we all want to be treated with respect, but we are not all equal- there is a hierarchy and people with more power than others. In the past USS staff have been protected because they don’t have power- i.e. USS can’t get fired as easily.

- In an academic environment there is a big distinction between the academics and the staff. We have to have policies in place to protect us.
- Judy- HR is reading the policy one way, so give us some sample language to include in the policy.
- Matt- we may have to submit this policy before the September meeting. We have to have this policy done before the weapon's policy can be updated (per Regents). The meeting is September 1st to submit completed Policy. Matt needs suggestions by Friday.

V. Motion to adjourn

Motion:

Second:

Approved unanimously

September 14, 2016

Present: Denecia Angleton, Connie Basquez, Angela Beatie, Johny Buchanan-Spachek, Jama Challans, Crystal Dilbeck, Renea Goforth, Kimberly Gutierrez, Rosemary Hedrick, Debra Herndon, Matt Houston, Ali Levine, Carla Mann, Walter Mayne, Sheryl McKelvey, Robbie Norton, Connie Owens and Lisa Wood.

Excused: Linda Claypool, Angie Linder, Stacy Salters, Randy Sessions, Hercilia Thompson, Karen Wilson and William Wray.

Unexcused: Christy Clarkson and Daniel Collins.

Guests: Becky North

I. Call to order/Welcome

- Today is COPS and KBOR Meeting- we chose not to go. Chris Wallace from the USS Council made a presentation to them regarding the uncertainty, low morale we are feeling. People are worried because they are not getting information or getting wrong information. We made a report that shows since 2009, when we got our fiscal year 15 3% and nothing since then. Most universities haven't received any raises in a five-year period. In the report they did a narrative on a Senate member as an example- his pay and family situation (6 kids with one on the way). His check has gone down \$400/month- he's not the only one. KPERS was included. The goal here was to give COPS/KBOR a real picture of a real person. Chris will let us know what comes from this report.

II. One on one with President meeting- we talked about the CBiz Letters. AON study- the other consultant for HR. They reviewed HR practices, suggested that HR consolidate USS and UP.

- Has everyone received their CBiz letter from HR? Yes- except Randy, he changed positions so they have to figure out where to put him.
- Question- At the one-on-one meetings with Bardo, is he giving us a shiny picture? Answer- He's pretty realistic, is supportive. He is behind us- brought up professional development. He has transferred fund to us for our town hall meeting. This money will also help us get to COPS/KBOR meetings. He seems to feel like there are bumps in the road, but we will get to the end of the tunnel. He realizes that people are upset, i.e. CBiz letter. He has charged Judy Espinoza to clean that up. We (Johnny and Becky) are getting emails from Chris Cavanaugh when things are being discussed and updated so that we can keep an eye on things before they are sent out in a mass email. Becky and Johnny also have scheduled monthly meetings with Judy and Matt to discuss issues from both sides and work on things together. Right now they are working on Professional Development plan.

III. Professional Development Plan

- There was an email sent out with the Professional Development Plan attached. There was a survey and suggested plan. The suggestion is to have a University Professional Development committee headed by HR and others- people from the Senates. This group would work to decide what kind of professional development things to offer. The President is behind this, has handed it over to Judy. We had something similar in the past, but it was done away. This will be beyond the online trainings offered- more than computer trainings.

- Comment- Will these kinds of professional development help us advance in our positions? Answer- hopefully. We are looking at using grant funding to have people come onto campus to provide specialized training that you could include on your resume.
- Job descriptions don't represent what we do very well. If there is something that you do which is not in your job description, make sure you get with your supervisor and make changes. The official job descriptions should be posted in September.

IV. Discipline Policy

- At the last UP Senate Meeting, Matt and Jane were there to discuss the discipline policy. Matt made statement that "we took your suggestions and incorporated them". The question was raised- will we get to see the final policy? Answer- No.

V. Changes in Time Keeping

- The process of changing to online time keeping for some departments has been confusing. Many of the faculty has come to staff asking for help and questions. We didn't get any information- and the faculty are upset with us for not having more info.

VI. Finance Report

- We have \$2718.11 in our account.

VII. USS Senators

- We still need more senators- people can volunteer to be an at-large-senator, no elections necessary.

VIII. Part-time Employees losing vacation time

- Judy sent an email- she isn't sure why this happened, but she is looking into it. There are nine employees at WSU affected. Different departments are dealing with the change differently and getting different answers from HR.

IX. Shared Drive

- Johnny is working on uploading the ASC book- looking for discussion of the discipline policy.

X. Committees Report

- No one has met yet- no reports
- Town hall- we used to do a welcome for the USS employees, but since there aren't any new employees. We are planning on doing an open house- meet Senators, have snacks, ask questions. We can plan an event through email- we still have 411 USS employees.
- RSC Board Meeting Report- As part of the Innovation Campus, they are going to put a convenience store in the experiential building starting January 1st. There will be a retail space as part of Braeburn Square. There will be a rolling convenience store- on a bus driving around campus, will be started in October. Has there been an environmental study on the impact of the buses on campus? Issues of the smell and tearing up the road. SGA requested a foot washing station be installed in a uni-sex bathroom north of the Chapel. The RSC is looking into to being open more on the weekends- for athletic events, etc. Have the food trucks sales impacted the sales in the RSC?

XI. Approval of June, July & August minutes

Motion

Second

Approved unanimously

XII. Traffic Meeting

- A car with handicap lift, can't see license plate- police said that you can park in a handicap spot with handicap tag when license plate can't be seen. Legally you can't question people who park in handicap spot.
- Parking Ticket Fees are going up- Violations in red spot to \$150; students are parking in faculty spots- they don't seem to care about the fines. Currently students can use financial aid for parking fines.

XIII. Questions

- Has there ever been a "Department of the Year" award or "Department of the Month" award? Or a service award? Answer- within the colleges- yes. Maybe we could have a USS Senate Recognition Award? We have the Presidents Distinguished Service Award- the problem they face is a lack of nominees. We could send thank you notes to the Sunflower as a Letter to the Editor. What about employee of the month parking?

Motion to adjourn

Motion:

Second:

Approved unanimously

October 12, 2016

Agenda

- I. Call to order/Welcome:**
- II. Guest Speaker:**
 - a) Kim Cinelli – Health Plan Update
 - b) SGA – Tobacco Free Campus
- III. Discussion and approval of the September meeting minutes:**
 - a) September Minutes -
- IV. Senate President Update:**
 - a) COPs – Next meeting October 19, 2016
 - b) KBOR – September 14, 2016
 - c) USSSC – Had Weapons Policy & PT Leave Discussion
 - d) One on One with President Bardo – CBIZ Letters Sent
 - e) UP Senate –
- V. Continuing business**
 - a) Finance Report – Renea Goforth
 - b) 6 Senators needed for 2016-2017 senate
 - c) Part-time employee leave time
- VI. New business**
 - a) New shared drive Z:
 - b) Set date for the Town Hall meeting.
 - c) Have committee chairs been selected?
- VII. Senate Committee Reports**
 - a) Alternative Service Committee – (performance evaluations, grievance policy)
 - b) Communications
 - c) Community Service
 - d) Constitution
 - e) Elections
 - f) Shocker Pride
 - g) Shocker Scholarship
 - h) Tuition – On Hold
 - i) Town Hall
 - j) Professional Development
- VIII. Other business/As May Arise**
 - a) Suggestions for future speakers.
- IX. Motion to adjourn**

October 12, 2016

Present: Denecia Angleton, Connie Basquez, Angela Beatie, Crystal Dilbeck, Renea Goforth, Kimberly Gutierrez, Rosemary Hedrick, Debra Herndon, Matt Houston, Ali Levine, Angie Linder, Carla Mann, Walter Mayne, Sheryl McKelvey, Randy Sessions, Karen Wilson and Lisa Wood.

Excused: Johny Buchanan-Spachek, Jama Challans, Linda Claypool, Hercilia Thompson and Robbie Norton.

Unexcused: Connie Owens and William Wray.

Guest: Becky North

I. Call to order/Welcome

II. Micah Thompson- brief overview for Open Enrollment Health Insurance

- Outlook with Highlights for changes next year
- Plan A & C- Names are the same, everything else is the different
- HealthQuest- new vendor; the website is currently a mess.
- Delta dental is applying premium- \$6/pay period; opt in or out option, dental annual checkups important- so that anytime you do need services done there isn't extra cost.
- Plan A- Office visits are now \$40 (primary care) and \$60 (specialists); 3 tiered deductible o Why has it gone up? The state did a efficiency study report- found costs charged for claims was not matching premiums, leading them to raise premiums. Spouse premiums also jumped.
 - o If you go to non-network services- increasing how much you are paying; your deductible doesn't apply to non-network insurance.
 - o Out of pocket maximums increased by \$1000 for one person = \$5750; \$2000 for family
 - o Caremark Pharmacy- 3 tiers, all but generic went up.
- Plan C- Network deductibles are the same o Coinsurance added- have to pay 20% after deductible
 - o Pharmacy coinsurance- you pay cost, but look at tiers for the medications- wherever it falls is the percentage that you pay.
 - o 90 day supply available- allows for a lower cost, if you do the mail in cost even lower.
 - o out of network- 50% coinsurance
 - o Single out of pocket pharmacy out of pocket max has doubled- \$5000 for single, \$10,000 for families

- Question- Does the deductible count towards the out of pocket? Yes. They have doubled the out of pocket. It's the 20% of services that you are paying.
- Question- Does the 20% apply to the copay? On Plan C you pay 100% until you reach your deductible, then you pay 20%.
- Question- if you were on Plan C, and you want to switch to Plan A, what happens to your money in the Health Savings Account? That money is yours and can be used for medical expenses, but you can't pay into it. If you want to reduce taxable income- use flexible spending plan
- Employer HAS- big changes!
 - Employee will get payment of \$1,000 broken into quarterly payments- \$250, if you have spouse on your plan you get \$1250 broken into 4 payments. If you have children on your plan \$1750 for the year.
 - Minimum to contribute is still \$25- default in open enrollment; if you don't make selection in Open Enrollment it will default to \$25. You can change this amount at any time during the year.
 - The state has reduced the amount given, but there is a way to get it back. If you do HealthQuest activities- you can get the \$500 that was taken away. If your spouse is on your plan- both of you have to get 40 points and do health assessment activities. Employee children plan- you can get \$500 back with HealthQuest activities.
 - Amounts you can put into your HSA has changed- IRS allowed to contribute- single- \$3400; spouse/family- \$6750
 - If you are over 55 can contribute more- an extra \$1000
 - You should have gotten a post-card telling you about Open Enrollment. You can do the elections online. Contact Micah with questions.

- Question- How do you drop out? You waive everything in Open Enrollment.

III. Shared Governance Leave Policy

- Judy Espinoza sent out info yesterday. This was discussed during the HLC meeting.
- Judy- "We want to work more collaboratively" by "opening up lines of communication". Shared Governance isn't really an HR issue, but there are so many things in the que. Apparently there has been a discussion that we are a shared governance policy. At WSU work on committees should be "in-load" work effort, only denied occasionally because of work performance or lack of capacity.
- Renea- this is exciting! Stacy Salters was denied the opportunity to work on the Senate, that is one of the things that pushed this issue to the front. Being on the Senate is "just as important as anything else I do at Wichita State", getting to share viewpoint. It's also important when we visit other schools- have a voice. This policy will help for those whose boss aren't supportive.
- There is a legal issue- You can't ask employee to volunteer at WSU and make them use vacation time.

IV. HLC visit- message from Rick- he appreciated that we were there.

- We put out some good points at the meeting- feelings about low morale, the push for employees to stay under radar, shared governance lacking on campus.
- Deborah- gave examples from other universities- we aren't the only ones with these issue, maybe not even as bad. It was refreshing to see the big picture.

- Renea- They asked a lot about shared governance, who we are what we do; it was encouraging.
- The first meeting was what we expected, but the 4:30 meeting was a totally different feeling. There was no administration present, which changed the dynamic and made our comments confidential.
- Question- Are we all going to be involved in future committees? No clear answer. o One example was the Innovation campus- we were told this is what is going to happen, but there was no committee. There was a later survey about retail- what stores we wanted.
- Renea- We are asked our opinion a lot more than 5-10 years ago; we are on more committees than we used to, Johnny and Becky were asked to be on committee with President Executive Committee and Deans; sometimes it is just oversight when we are left out- we can always ask to be involved.

V. COPS/KBOR

- o Last Tuesday- phones went out, had our phone conference the next day. Every year we have a host school who presents at COPS or KBOR since we started USS. We would present to Boards of Regents- concerns, things we would like to see happen, what can we do to help. This year KU is hosting, and the chair informed us that we aren't going to present. He wanted to type of paper and send it in, but the rest of the group strongly disagreed- this entire group gets input. In the end, we are going to present to COPS. We are going to revisit ideas in lieu of raises to help morale. Brainstorm ideas
 - Free/Reduced Parking
 - Flexible schedules
 - Day off for community service
 - What ideas do you have?
 - Recognition for
- Judy Espinoza- “I haven’t given up on the idea that we are going to get raises.” There is a strong desire on the part of the administration to give a raise. It probably won’t be a substantial;
 - o Pres. Bardo promised raises last year, he does have a desire.
 - o Judy- 'it's not off the table'. It's still a topic of conversation.
- Ali- there was document sent to the governor about how they would handle budget cuts. We haven’t been able to read it, and the summary is vague. Do you know anything about it? What does it contain about layoffs? Judy- I haven’t seen it, but I’m pushing for reductions in other areas.
- Question- If performance raises are thrown out, how will you enforce evaluations to get done?
 - o Raise based on evaluation- how will HR get supervisors to do evaluations? We probably wouldn’t base raises on that. It would be a longer term journey- an evolution. Is it is we don't provide good reporting to our leaders.
- Traffic appeals- Committee will probably be shut down with new parking system. Tickets and appeals are going to be electronic. Appeals will go to a three person committee- we don’t know who they are.

VI. Guests- discussion:

- Amanda and Emma, graduate students, part of Bardo's Tobacco Free Implementation Committee
 - July 1st, 2017- WSU will be tobacco free. We will join 1100 Tobacco Free Campuses.
 - There will be an event on Nov 16 2-4 pm- CAC theatre. This will be an open house celebration event with speakers, getting the word out to students. Please share with constituents.
 - A press release will be coming.

VII. Next COPS meeting will be at Fort Hayes, Wednesday 19th, because that is where the Board of Regents is meeting.

VIII. Parking Question

- Students are parking in staff parking- if students park in one place, they can be there for 4 hours without being caught. It is out of control- Staff and Faculty cannot find parking.
- Randy- there are always 2 parking officers driving through lots with mounted cameras. There will be no more paper tickets, tickets through email. If students owe for a parking ticket, their transcripts are put on hold. If you park in reserve parking fine is going up to \$150.
- The parking signs need to be more visible.
- Students should not be allowed to use financial aid for parking tickets- We need policy to really effect students. Maybe we need to do a task force- to give suggestions.
- Holds on student accounts need to take effect earlier- not at the end of the semester.

V. Motion to adjourn

Motion:

Second:

Approved unanimously

November 09, 2016

Agenda

- I. Call to order/Welcome:**
- II. Guest Speaker:**
 - a) Zach Gearhart – University Day on the Hill
 - b) David Moses – Weapons Policy
- III. Discussion and approval of the September & October meeting minutes:**
 - a) September, October Minutes -
- IV. Senate President Update:**
 - a) COPs – October 19, 2016 – Marcia did a great job reporting. Four ideas for assisting USS were presented.
 - b) KBOR – October 19, 2016 – Summary of Meeting
 - c) USSSC – Had October Conference Call –
 - d) One on One with President Bardo – Meeting with him in November.
 - e) New Presidents Council – All senate presidents met with the PET to form the Presidents Council. Minutes were sent out.
 - f) UP Senate – Very interesting. They like our website and how we connect with our constituents.
 - g) Professional Development Committee – The committee sent out our plan. At the last meeting we created our email and we will create a one-page website and start adding information to it. There will be professional development opportunities listed as well as other important employee information like where to get WSU and state employee discounts.
- V. Continuing business**
 - a) Finance Report – Renea Goforth
 - b) CBIZ Job Descriptions – Has anyone received theirs?
 - c) Have Committee Chairs been selected?
- VI. New business**
 - a) Set date for the Town Hall meeting. Angie said pick a date.
 - b) The constitution and by-laws will have to be updated.
 - c) Elizabeth King will speak at our February 2017 meeting.
- VII. Senate Committee Reports**
 - a) Alternative Service Committee – (performance evaluations, grievance policy)
 - b) Communications
 - c) Community Service – Campus Food Pantry Drive?
 - d) Constitution – Have not met yet.
 - e) Elections
 - f) Shocker Pride
 - g) Shocker Scholarship – Have five new applications. Have not met yet.

h) Town Hall – Have not met yet.

VIII. Other business/As May Arise

a) Suggestions for future speakers.

IX. Motion to adjourn

November 09, 2016

Present: Denicia Angleton, Angela Beatie, Connie Basquez, Johny Buchanan-Spachek, Linda Claypool, Crystal Dilbeck, Renea Goforth, Debra Herndon, Matt Houston, Carla Mann, Walter Mayne, Sheryl McKelvey, Robbie Norton, Randy Sessions, Lisa Wood and William Wray.

Excused: Angela Linder, Karen Wilson, and Kimberly Gutierrez.

Unexcused: Jama Challans, Rosemary Hedrick, and Hercilia Thompson.

Guests: Becky North, UP Senate President and Judy Espinoza, Director of Human Resources.

I. Welcome and Call to Order

II. Guest Speaker: Zach Gearhart, “University Day on the Hill”

- Zach works for government relations for the university, including going to Topeka and all the government meetings. We are trying something new- it's an election year with new legislators, budget cycle. Government relations officers for the universities were brainstorming ways to have impactful day/event talk about the things that go on in higher education institutions. We want to communicate our value as they go through the budget process. In the past there have been individual university- higher education days, where higher education individuals from one university meet with legislators. We decided to try and have a single day with all institutions- so that legislators are flooded with higher education, can see the research, the capacity that our staff has. Initially the idea was to use all 5 levels of Capitol building- this would include people from all 6 state universities, 19 community colleges, 7 technical colleges and private schools. We were hoping constituencies would help with brainstorming- give us ideas about the good things that are happening in each constituency. Unfortunately, we were told we will only get 2 levels- 2 or 3 tables. We are still working on this project, and would welcome any ideas- now or through email, suggestions for what would we could communicate to legislators, what is important. The event will be on January 19th- all day affair.

- Question- Who is going? i. Answer- Representatives from all schools, but there are no decisions about specifics. We are still working with Pres Bardo, Andy Schlaap.

- Question- Will we be going into each legislator's office? i. Answer- We can, but we will have events throughout the legislative session in offices. We have specific line items to justify in certain meetings. We could send people in to talk to people from the South Central delegation. The problem could be that some legislators do not want to talk to you.

- Question- It would be nice if one person from each senate could be there for that one day.

- i. Answer- Sure, we are happy to work with the senates. Maybe the Presidents could all go.

- Question- Is this a promotion of the university? Highlighting the things that are going well?

i. Yes, including what are we doing from research, teaching standpoint, what we are accomplishing with budget cuts. We are trying to position ourselves to be in the best place we can be when the next budget year issues coming up.

- Judy- We are justifying our appropriations.
- Johnny- We can come up with a list of suggestions.

III. October Minutes

- Approved and put on the website.

IV. Report from COPs meeting- Johnny

- Marcia from Fort Hays presented, from our USSC meeting we submitting the following suggestions:

- i. free/reduced parking
- ii. Discuss flexible work schedules
- iii. Paid day off for community service
- iv. Tuition assistance for employees and dependents- can go to other State universities with tuition assistance.

- We will follow up on those things.
- KBOR was the same thing. They seemed to be interested in all of the things we brought. Once a year we can take the tuition assistance program to KBOR with proposed changes, presented by HR in partnership with Senates.

V. October Conference call – Discussed COPs and KBOR meetings.

VI. Johnny will have one-on-one meeting with President Bardo in November

VII. New Presidents Council- the President's Executive Team and the President of each Senate.

- Johnny- The administration is trying to be more open and communicate. It does take time, and there are still trust issues. They are trying to include us and give us information we need. We are being included in policy development. Somethings have been tabled for now- shared governance. We definitely need something in writing regarding involvement in Senates. We shouldn't have to use our leave to be on a senate.

VIII. Professional development committee

- Johnny- we met this week for the first time, will have our own web page.
- Shock Stop- where you can go for list of area businesses if you have a shocker ID card. We are going to connect that to our website for- Shocker Start (acronym):
 - i. services, tips, activities, resources and tools.
- Kansas Star Discounts- Staff can get on the email list for changes to discounts. Link to Shock Stop site, will build with resources for professional development. Tips and software- we can download Office 365 for free, MyWSU trainings.

IX. Becky North- Micha and Kim are having open lab time to come in and do Health quest Surveys- this Friday and next Tuesday.

X. Budget Meeting on Friday the 18th- good place to ask questions.

XI. Finance Report- funds are the same. The only thing we spent was a car for last KBOR/COPs meetings.

XII. C-Biz and Job Descriptions-

- The website is a work in progress, but they are adding to the website, only a few have a link to a job description.
- Question- when we do our time sheets, it has our old title. Will it be changing?

i. Answer- Judy- I will ask. Maybe we can ask Sarah to come give an update next month. One of the challenges is that we have disparate systems that we have to update.

• Question- In the new rewritten job descriptions there is a statement about being able to “stand” and “walk in an office and campus”- how did they get that past ADA?

i. Answer- Johny- There are some jobs where they can make it a requirement, but it depends on the position. People will have to work with management and HR.

• Question- Are employees getting notified of their new position number? Those who went from USS to UP got new numbers.

i. Answer- Was it on the letter we got? Do we have new numbers? Timekeepers should be able to print off a report with all their employee’s position numbers.

XIII. Committee chairs- Have committee chairs been selected?

• Scholarship Committee- We elected Angie as scholarship committee chair- we got 5 applications.

• On our committee list- there are lots of University Committees that no longer exist. We need to update. UP have similar senate committees, but the some University Committees don’t seem to exist anymore. The only ones that actually meet are: Weapons & crisis Management, Library Appeals, Traffic Appeals & RSC.

• Traffic Appeals will be for moving violations now and Parking Appeals will be separate.

XIV. General Council David Moses- Concealed Carry & Weapon’s Policy

• Forums last spring- gathering information, listening to concerns and suggestions, once KBOR developed policy, we were tasked with creating our institutional policy. We had 12 public forums; we also collected comments through the web survey; there have been meetings of the 6 general councils, police chiefs- share common ideas, discuss issues and questions.

• Crisis Management Committee- Johny is on the committee, which was expanded to deal with weapons policies, all groups- students, USS, etc. were represented. The Committee reviewed all of the information, looked at issue across the country, and the feedback. The Committee then crafted a policy for WSU- lots of work put in. Emporia State took the lead, made the first draft, others followed their model with some changes. One of the requirements from KBOR is that once the policy is drafted, we have to appear before governance committee of KBOR. We submitted a draft and made some changes. At the October governance meeting, held in Hays, Emporia, K-State and Fort Hays presented. The other schools got to listen in by phone and hearing their comments and concerns. All of that information was used to make few minor tweaks. The draft policy was submitted to KBOR governance committee last Friday. David is appearing before them Wednesday the 16th of November next week. They will give suggestions.

• Governance committee has to approve our policy. In the October meeting they said that they will submit to KBOR regents for 1 or 2 readings. The target now is that by January or Feb meeting, they will have approved our policy.

• Once the policy is approved, we will start open forums again. University Police will carry most of the load, but David will be there as well. During these forums, they will take questions and answer as best we can. Sara/UPD will be there to explain the policy- how you can carry, where, etc. That will start in February we hope.

- At this point the law requires we allow concealed carry by July 1, 2017. With the recent election- there could have been changes because of change in legislators, but that doesn't look to be the case. Conceal Carry shouldn't be threatening to anyone.
- Just today we put up link with information- Wichita.edu/weaponspolicy
- Question- was there anything that surprised you from other university's policy?
 - i. Answer- the Attorney General's opinion on the law allows us to control how and when we allow concealed carry. Our policy includes language that gives president discretion to identify areas that concealed carry can be restricted- not buildings, but areas. If it's going to be an entire building, we would have to have adequate security measures. The area that this concerns are the labs, which private areas. We were the only school that had that language, two other schools adopted our language and it looks like it might fly. Our policy does have provision regarding faculty/staff offices but it might not be accepted. Fort Hayes has a proposal that will allow concealed carry in the offices but they can have lock box in office in which to leave weapon. Most of their employees walk to campus, so the governance committee seemed to accept their logic.
 - ii. The plan now is that at men's basketball game will have adequate security measures, but probably not other events. The Heskett Center is a work in progress; we may have to provide secure boxes.
- Question- where there any stipulations about housing? i. Answer- Scott Jensen is working on a policy. To carry, you must be 21 or older. Most of our students are younger. What will probably happen is that they can carry in the housing, but have to have a secure holding area. The good news is that we still have several months. Another concern is the Child Development Center.

XV. New business-

- Angie Linder said we could set a date in the spring for our Open House/Townhall/Spring Fling- invite all the USS, 398 employees now. Email Johny dates that would work. After this month, Angie will be here and be involved.
- KBOR is meeting December 14th. Our USS Senate meeting will be December 15th.
- Our constitution and bylaws need to be updated- Our name is not correct and the expectation of 32 senators is not realistic.
- Question- How many USS staff did we have before?
 - i. Answer- A little over 600. We could still lose more USS. There are currently 398 USS. Anyone with questions or thinking about switching to UP, worried about culture/climate- Talk to HR.
- Anyone want to join Johny on the Constitution Committee? Yes, Renea and Denicia.
- Elizabeth King- she would like to speak in Feb talking about general campaign.
- Community Service Committee- Deb is chair, got email from Lystin SKerrit, chair for UP community service group, wanted to discuss and combine for community service, campus food pantry drive, People are concerned about money and time constraints of donating for community service. It would be easier to do it for our own- Campus. Area of Focus map, list of organizations that are looking for help.
 - i. Johny suggested that we talk to Darryl Carrington- Fairmount Neighborhood Association, or the Food Pantry.

- ii. The Boys and Girls Club moved, and there is a committee bringing Bigs and Littles to Campus. We should think outside the box.
- iii. The Dean's Ambassadors are taking donations from students to the Campus Food Pantry that is located in RSC- 219, Carla Mann runs it, and it is open 1-5pm on T/Th, but we will take care of anyone we can. Maybe we can make list of items that are needed and put in the Newsletter. RSC donated freezer, so now we can donate bread and meat.

V. Motion to adjourn

Motion:

Second:

Approved unanimously

December 15, 2016

Agenda

- I. Call to order/Welcome:**
- II. Guest Speakers:**
 - a) Judy Espinoza – Human Resources Presentation
 - b) David Miller – Budget
 - c) Andy Schlapp – Campus Food Service
 - d) Maureen Dasey-Morales – UBIT Update
 - e) Sara Morris - Parking
- III. Discussion and approval of the November meeting minutes:**
 - a) November Minutes -
- IV. Senate President Update:**
 - a) COPs - Johny Presented – Follow-up on tuition exchange program and day of service.
 - b) KBOR – Requested KBOR update their policy manual to reflect USS, remove Classified.
 - c) USSC – Conference call on December 6, 2016, discussed COPs & KBOR presentation.
 - d) President’s Council – Constitution and by-laws being updated, spring food drive, budget.
 - e) President’s Advisory Budget Committee meetings – Will start in January. Johny is a member. Is there a need to create a USS Senate Budget Committee?
 - f) UP Senate – Tech Fair
 - g) Professional Development – We now have an email and working on the Shocker START logo and website. **S**ervices, **T**ips, **A**ctivities, **R**esources, **T**ools.
 - h) University Day on the Hill – Thursday, January 19, 2017. Day after COPs & KBOR.
- V. Continuing business**
 - a) Finance Report – Johny
 - b) CBIZ Job Descriptions – Some are online but it’s a work in progress.
- VI. New business**
 - a) Set date for the Town Hall meeting. Angie Linder said pick a date.
 - b) The constitution and by-laws are being revised to reflect we are now USS.
 - c) Elizabeth King will speak at our February 2017 meeting.
- VII. Senate Committee Reports**
 - a) Alternative Service Committee – (performance evaluations, grievance policy)
 - b) Communications
 - c) Community Service
 - d) Constitution – The committee met and reviewed the needed revisions for the constitution and by-laws. A vote needs to be scheduled.
 - e) Elections

- f) Shocker Pride
- g) Shocker Scholarship
- h) Open House

VIII. Other business/As May Arise

IX. Motion to adjourn

December 15, 2016

Present: Denecia Angleton, Angela Beatie, Johny Buchanan-Spachek, Crystal Dilbeck, Kimberly Gutierrez, Matt Houston, Angela Linder, Walter Mayne, Sheryl McKelvey, Randy Sessions, Karen Wilson and Lisa Wood.

Excused: Connie Basquez, Renea Goforth and Rosemary Hedrick.

Unexcused: Jama Challans, Linda Claypool, Debra Herndon, Hercilia Thompson and William Wray.

Guests: Judy Espinoza, David Miller, Maureen Dasey-Morales, Sara Morris and Corey Herl.

I. Call to Order

II. Guest Speaker: Judy Espinoza- HR Presentation

- The HR department commissioned the AON Study a few years ago to do a time study and the results were shared with the administration in August 2015. The study revealed that our HR department is “non-transformed”. This study consisted of an email that was sent out with a list of HR functions and asked if you did any of these functions. Many of the USS were involved.
- The five indices that were used to evaluate “transformed” vs “non-transformed” status were the “HR value”, how HR was constructed/ model, efficiency, what infrastructure we have for IT, and what it costs to provide HR for the university. We are non-transformed. At a high level, we deliver basic services around hiring; firing and making sure employees are paid. These interactions are highly transactional- we have many paper-based forms and these processes are labor intensive and not efficient. It is also fragmented- We enter the same data in two or three different systems, because they do not talk to each other. We spend a lot of time doing and re-doing work- very expensive and fragmented. It is a high cost service delivery.
- We aspire to be a “transformed” department and focused on business performance and improvement. We will be partnered with the leadership around the colleges- from a work force planning perspective; we will be their eyes to identify areas where we can improve. We will have highly skilled HR advisers who can do that, by having low cost shared service operations. We will do this in all the transaction work that we do by increasing our technology capability and interfaces and reducing redundant work. A lot of that transactional that is done by highly skilled workers will move into a service center setting. That is the model in a “nutshell”.
- Judy- I spent my first 90 days validating this report, and as I have met with constituency groups they have validated that this is where we are.
- How is HR work being done now? I am using the numbers from the Aon Study. At the time of the report, we had twenty people working in HR. The cost of their salary and benefits was \$1.7 million. The alarming thing is that the campus resources that do HR

processes- 57.6 FTE outside of HR = \$5.4 million. That makes the total \$7.1 million cost to the University for HR services. The tasks of non-HR employees who do HR services include- collecting and verifying timesheets, lots of timekeeping administrative, administration on recruitment, onboarding paper and completing paper forms and walking them around.

- How will it be done in the future? We will evolve. No one has given me a check for everything we need, so we have financial constraints. We will have to evolve into this model. We want a place where the transactional work will be done in a low-cost service center. In order for us to do this we will have to have a robust employee and manager self-service function. We will have to have information available somewhere to answer the questions that we are asked on the phone every day. We know what the questions are and we need a robust way to provide the information that is user friendly and easy to understand. We will develop centers of expertise with subject matter experts who know the core functions of HR and will work on designing programs, but will have other people who do the administration. The transactional work. For example Sara Hunter is the subject matter expert for compensation, but she also has to do the day-to-day, answering the questions, pick up the phone etc. She also has manually enters all of the job descriptions from CBiz. In the future Sara would be looking at the compensation program and how to improve it. Someone else in the transactional center would be answering the day-to-day questions.

- We will also have highly skilled HR business partners in the college administration to ensure that we are addressing work force issues proactively and improving the work environment. They will become the one-stop person to answer HR questions. This way you will not have to know which HR person to ask a specific question, you can ask your business partner and they will help you navigate to where you need to go. They are your interface.

- How will we get there? We are going to have to work together to identify where to shift resources- this is well under way. The university spent resources to get this Aon study done and since it has been completed, HR leadership has been working in response to this study, i.e. policy alignment between the employee classification groups. After the first of the year, we are launching a new employee orientation program where every new employee will spend his or her first day in orientation in HR for a full day. We will talk to them about everything- resources, benefits, shocker card, parking, answer all of their questions so that they are ready on day 2 to start as a team member. Currently new employees have to meet with separate people for different aspects of HR. We are working on a new onboarding tool to enhance our onboarding process. We are also changing OHR forms process. Anyone who needs access to that information has it online. If they do not know how to access it, we will give them training. We are going to save \$8,000 on not making those copies. We also have a new performance management process that is the same for all non-teaching employees. The process is also in an evolution- it is an ongoing process.

- Those business partners we mentioned earlier- they will work with leaders about employee evaluations and making sure that conversations that need to happen are happening. Another example- David Miller and I identified a resource in his office that did primarily HR work, so we had a conversation and moved that resource to HR and transferred the budget dollars. We need to do more things like this

- Top 3 Priorities for 2017-
 - i. Technology Gap Analysis/End to End Gap Analysis- Susan Martin just joined the university; this will be her first focus. She has experience setting up a shared service model.
 - ii. Time-keeping- we have to have an automated time keeping system. Susan and Marcie will be working on that.
 - iii. Revamping the hiring process for the university
- These priorities are the low hanging fruit- it is not easy, but we need to do this work to sustain, improve efficiencies and get better services. Most people who do 5%-10% of their job as part of HR- will be reassigned to different duties.
- Any questions?

III. Guest Speaker #2- David Miller – Budget

- Brief Update on the University Budget- If you were at the town hall a few weeks ago or have been reading the newspaper, you know that the State is about \$350 million short for its current fiscal year and short \$440 million short for fiscal year 18. To put that in context- when we received our 3.8% reduction from the state for 2017, the state was only a \$135 million short. We do not have a resolution to how the state will solve this problem. President Bardo has said that we do not know what the state will do. There is a battle between the governor and the legislators- old alliances are breaking down. The legislators are calling for the governor to make decisions happen quickly, but the governor has said publicly that he will not do that. We will find out his solution when his recommended budget comes out, normally that is early January after the state of the state address. At that point, we should have some idea of how the state wants to propose as a solution. It could be large cuts, or one time fixes that will push the problem to next year. We are waiting for that.
- The president has created a budget committee- including a member from each of the Senates, so Johnny is on that committee. That will kick off on January 20 and will continue through May. They will advise the President on how to deal with the requirements that the state gives us.
- Those numbers are so large- unprecedented. If you have any ideas about budget solutions, give me or President a call or email. We will log that idea and engage the owner of that process to see whether that idea has potential. Those ideas will also go to the budget advisory committee. This is an “all-hands on deck” situation.
- The state does a biannual budget, so we should know more in January. One idea is that the State might sell some of their tobacco money. School funding is at the Supreme Court right now. Many new legislators ran on the issue of raising money for school funding.
- Judy- We do not want to be in a layoff situation, so this committee and this planning exercise is preparing us to avoid loss of jobs.

IV. Maureen Dasey-Morales – UBIT Update

- UBIT stands for University Behavioral Intervention Team. It was started in 2008 in response to the mass shootings at Virginia Tech and Northern Illinois. After those incidents they discovered that many people on those campus held pieces of information about the people who did the shootings, but because they didn't share the information with each other, that there were pieces of the puzzles that were unknown. This idea spread across the country. KBOR recommended that we have a Behavior intervention

team on all Kansas university campus. When the team first started, it was student related only and was a threat assessment team. Its focus was to prevent shootings like at Virginia Tech or Northern Illinois. We also quickly expanded to include intervention for employees. Some shootings on campus were faculty against faculty. Violence that is more common is employee against employee. Within the first year, the average number of cases was 4- there were not huge concerns going on. We realized that if we had a structure to intervene earlier- we could have even avoided those four cases. We decide to focus on prevention and the earlier stages of distress. In fall 2014, we had 23 cases. Fall of 2015 had 60 cases, partly because the focus was shifting. Fall of 2016 was 62. The team has been focusing on people in distress. Out of those 62 cases, only two were situations where we were worried about a threat to self. The focus of UBIT has been to help people who are in distress to get help. The problem is that the name of the team- UBIT- sounds threatening. When we call advisors- their response is, "should I be worried?" "Should I be alone with them?" Our response is that they are ok; if we intervene, it is harnessing the support already in place for that person.

- For the past 5 years we have been focus has been on taking care of people- so the name of the team is shifting to CARE team. We are not changing what we are doing, just realigning our name to what we do. We found that addressing these cases is important for keeping students enrolled. We want them to continue in school, we do not want to lose them. Therefore, we are tying the CARE program to the university strategic enrollment management. We are going to expand the "We support you" campaign from Counseling and Testing to be "Support and Care" part of strategic enrollment management. You will see everything from Academic Supports, Student Advocate services, wellness services, community resources, CARE team is a piece of that umbrella. This is an effort to reach out to keep students in school and to be successful. Instead of "Make a report" it's "submit a concern". We are trying to refocus back on preventing bad things from happening by helping people earlier in the process.

- Question- who is on the team?

- i. Human Resources, Housing and Residence Life, University Police, Counseling and Testing, VP of student affairs, Student Conduct, Student Health, Student Involvement, Academic Affairs, General Counsel. We also pull in ad hoc members- International Education or Disability Services or Trio programs are pulled in.

- ii. Submitting a concern is not filing a police report or making a conduct report.

V. Sara Morris & Cory Hurl- Parking

- One of the biggest misunderstanding is that tickets are paperless- sent through email. People will call us after we go through a lot and complain that there are no tickets on cars. However, there are many benefits to going paperless. Trust that the police are issuing tickets on a regular basis. We have many repeat offenders. There is still the appeals system. The system sends out a notification with a picture of the tag, vehicle and the GPS location where the car was. People who are not in the WSU system we look up in the DMV records. The cameras read at a very quick rate, and the police still confirm.
- Question- Online the website says that visitor parking is only two hours. In the morning, the faculty parking lots are full with students parking. Answer- students are getting tickets, especially at any lot near a building.

- Question- Staff have to pay for parking and at 5:30am when I come to work, I cannot find parking. I do not understand why we are paying for parking and I cannot find a spot. Answer- the decision when to open and close lots is not in the university police's power.
- Question- When staff are on call on the weekend and have to respond to an emergency, we cannot find a parking spot. Answer- If you have a legitimate reason, we will authorize you to park. There will always be kinks in the system. There will always parking on campus- it is just not, where you want it. If you are responding to an emergency-, call dispatch and we will not ticket you for parking on the sidewalk. The police are here to help, not to hinder.
- Question- My daughter got a ticket because they did not see the hanging disability tag, I was told the police would always be looking, but they did not see it. The girl at the desk was helpful. Answer- Normally we are going to be looking for the hangtags in the handicap spots, we may miss them in the normal lots. We can take care of any one's we miss with a phone call. The enforcement of the labeled handicap spots is more of our focus.
- Question- we are seeing students use parent's or grandparent's car with a handicap tag and then running to athletics or other activities. Answer- This is a tough spot, if we can see the student doing it, we can only ask drivers to see their card that goes with the handicap tag. It is a fine line, if you are disabled and we ask to see the card, we have been told that it is very offensive. We want to be helpful! We always are told there are not enough handicap spots, but in terms of what the state requires, we have more than are required.
- Question- We are a little nervous when we have lots of construction in surrounding buildings, and we see these vehicles parked on the sidewalks. Most of the time I see an official looking tag, but I would like reassurance that you are monitoring all of these vehicles. Answer- Yes, if they are identified with a logo on the vehicle. We ask all the vendors who are going to parking on campus to have a label. If you see one that is unlabeled, please call us and we will come check it out. We do work with the vendors and ask them not to block the entire sidewalk.
- Question- In regards to lot closures; we had two by the physical plant recently that were never used. Is there any way that you can go back after the set time and reopen the lot if nobody is using it? Answer- Sometimes. Many times what happens is the people who reserved the lot get a notice that if it happens again they will not be allowed to make lot reservations. We do have situations where the lot reservation is for the afternoon or evening and we have to close the lot very early so that people will clear out the lot. I do try to contact people who are making lot reservations to make sure that they understand that with a lot reservation we have to displace a certain number of people for an extended period. I suggest a relocation or ask if they really need that many spots. When these closures are for special events, we also have times when people who are attending the events do not remember or know about the lot- so they never use it. We have conversations with the people who make the reservation about communicating better with their people or having someone staff the lot and direct people. We have similar problems with building reservations when people do not show up. We are also trying to send out information in the strategic communication email about lot closures as much as possible.
- Question- Are there lots where employees are expected to move their cars for events, like men's basketball games? Answer- Yes, everything around Koch Arena. There are

also spots near Corbin, Devlin, and Duerksen that are occasionally closed for events. Everything on the west side. They post signs around 4pm or 3 hours before tip-off. We do give a grace period, expecting that people are leaving around 5pm so we will not enforce it until after that.

- Question- How are the students reacting, what is their feedback? Answer- I got about a 35-minute earful from a student, but then she called back and apologized. I told her, "You know that everyone has to get permission to park." We have had good reactions from the students too, they appreciate that the rules are being applied to everyone.

- Question- Are you issuing many speeding tickets? Answer- No.

- Question- I work in Alhberg Hall, and there are some scary situations when people come speeding through. Answer- There are many blind spots, but the speed limit in the parking lots is 15, which I think is too much. We have not seen an increasing in accidents, even with students not paying attention. For as many people as we have, we do not have very many accidents at all.

- Question- What is the difference between traffic and parking appeals committee? Answer- They are very separate, there will be many fewer traffic appeals because there is a separate parking appeals committee.

- Question- We have visitors who come onto campus who parked on the lot without a visitor tag. What is the best way to deal with that? Answer- If they are not affiliated with the university at all they get 2 hours free parking. After that, they need to purchase a visitors pass online- \$5/day. As of now, there is also not a requirement to have a Shocker ID to ride the shuttle bus. The busses run all day long.

- Question- There was discussion about students using financial aid to pay for parking tickets, is that true? Answer- No, they can leave the fines on their account until the end of the semester, but they have to pay before they can register for classes or buy another permit.

VI. Changes to the USS Constitution- Johnny

- We need to make some changes to our constitution. Since we have 398 USS staff, we do not need 32 senators.

- Renea, Johnny & Denecia met to discuss. They suggest we change the constitution, everywhere it says "Classified" to "USS", and to have 20 senators and a quorum would be 12-13. Email Johnny with thoughts. UP are going to increase the number of senators. We will vote on this in January, if you have suggestions please email Johnny.

VII. Day on the Hill

- Johnny goes up to COPS/KBOR the day before the Day on the Hill, she would like permission to stay in Topeka overnight and keep the rental car. It will probably cost about \$200 or even less.

VIII. Motion to adjourn

January 11, 2017

Agenda

- I. Call to order/Welcome:**
- II. Guest Speaker:**
 - a) No guest speaker today.
- III. Discussion and approval of the December meeting minutes:**
 - b) November December -
- IV. Senate President Update:**
 - a) COPs/KBOR/USSC – Johny presented. The USSC respectfully requested that the KBOR policy manual be updated to reflect the change from Classified employees to USS.
 - b) Presidents Council – Up dating our constitution and bylaws to revise it to reflect the change to USS and to better align the constitution with the university strategic plan.
 - c) UP Senate – UP President is working with Johny on our table presentation January 19. Our focus is Community Outreach and Student Opportunities.
 - d) Professional Development Committee – Email and website will be ready by January 19.
- V. Continuing business**
 - a) Finance Report – Renea Goforth
 - b) CBIZ Job Descriptions – Still a work in progress.
- VI. New business**
 - a) The constitution and by-laws - Another work in progress. The committee met and made suggestions to the revise the constitution. There still needs to be discussion on how many senators we should have and if we still need the Executive Committee.
 - b) Elizabeth King will speak at our February 2017 meeting.
- VII. Senate Committee Reports**
 - a) Alternative Service Committee – (performance evaluations, grievance policy) – No Report
 - b) Communications
 - c) Community Service
 - d) Constitution – Met and discussed revisions needed.
 - e) Elections
 - f) Shocker Pride – The nomination form is on our website. The dates have changed. Nomination forms are due February 1 and the event is March 14.
 - g) Shocker Scholarship
 - h) Town Hall
- VIII. Other business/As May Arise**
 - a) Suggestions for future speakers.
- IX. Motion to adjourn**

January 11, 2017

Present: Denecia Angleton, Connie Basquez, Angela Beatie, Johny Buchanan-Spachek, Linda Claypool, Crystal Dilbeck, Renea Goforth, Kimberly Gutierrez, Matt Houston, Angela Linder, Walter Mayne, Sheryl McKelvey, Hercilia Thompson, Karen Wilson, Lisa Wood and William Wray.

Excused: Jama Challans, Rosemary Hendricks, and Randy Sessions.

Unexcused: Debra Herndon.

Guests: Judy Espinoza and Matt Johnston.

I. Call to order/Welcome

II. Senate President Update:

- COPS/KBOR/USSC – Johny presented. The USSC respectfully requested that the KBOR policy manual be updated to reflect the change from Classified employees to USS.
- Presidents Council – Up-dating our constitution and bylaws to revise it to reflect the change to USS and to better align the constitution with the university strategic plan.
- UP Senate – UP President is working with Johny on our table presentation January 19 for University Day on the Hill. Legislators will walk by our tables on the first floor. Our focus is Community Outreach and Student Opportunities. We will take some cool technology with us. We are hoping to stand out.
- Professional Development Committee – We have an email and the website will be ready by January 19. There are so many resources available on campus and we want to pull them all together to be in one places- links and pages.
- Question- What was the response from KBOR about updating the KBOR manual? Answer- Blake Flanders (Regent) was at the meeting, he just shook his head like “yeah”. I left them the section we need to be update. COPS did present that again at KBOR. They seemed receptive.
- Question- What is this Professional Development Committee going to be? Answer- It’s Sheryl Propst from HR, Johny, Beck North (President of the UP Senate), Caleb Loss, and Randy Wear. These are the foundation and we will build- eventually it will be a larger group that will keep adding to the resources. Remember the survey we sent out? We are using all the information gathered to decide what we are doing. Caleb is trying to get some grant funding so we can offer resources that cost, without the employees having to pay. Its services, training, activities, resources and tools- Shocker “START”. When the website is up, I will send out link so you can test it. It is a continuing work in progress.
- USSC Mission Statement- Is still in progress, this will not go to KBOR, will just be a tool in house to help new officers understand the purpose of USS Senate. Each year we can add a paragraph about what we accomplished.

III. Continuing business

- Finance Report – Renea Goforth- we have just over \$2500 in our account. Johny will be staying overnight in Topeka for the Day on the Hill- approved last meeting.
- CBIZ Job Descriptions – Still a work in progress. This is a big project, we will keep you updated.

IV. New business

- Denecia, Renea and Johny met to discuss revising our constitution, including how many senators we need and if we need an executive committee, (this seems to be just another

meeting). We are still at 391 USS. We also need a new mailing list. The small committee will meet again to discuss this.

- Questions- Is the executive committee in our bylaws? Answer- Yes. Therefore, if we need to change the executive committee we would have to do a full vote- to every USS employee.
- Elizabeth King will speak at our February 2017 meeting for the foundation report.

V. Senate Committee Reports • Alternative Service Committee – (performance evaluations, grievance policy) – No Report

- Communications- the newsletter went out; we have not touched anything on Facebook or twitter. We lost Robbie, any volunteers to join this committee.
- Community Service- we talked about helping with the food pantry, Listen made a map of the area surrounding the university. He was asking for ideas of what we can do for our surrounding committee. He also liked the idea of a Spring food drive
- Constitution – Met and discussed revisions needed.
- Elections – Not currently active.
- Shocker Pride – The nomination form is on our website. The dates have changed. Nomination forms are due February 1 and the event is March 14.
- Shocker Scholarship- We have not decided, but we should move forward. We need to find out how much money we have in the account. Johnny can find out. i. Do we want to do a campaign to have people donate to our scholarship account? There is a graphic on WSU TV inviting people to donate to our scholarship funds.
- Town Hall- Our constitution does say that we hold a Town Hall once a year, but since we do not have many new USS, did the committee meet? No one volunteered to be on the committee.
 - i. We need to decide what we want it to look like. Angie suggested a meeting with the executive team- provide an update to the staff, like the UP Senate. Renea- We need to provide an open meeting to invite all of the USS to attend.
 - ii. When? We need to find out when the executive team is available.
 - iii. We could have it after the legislature has made some decisions about the budget, or when it is warmer.
 - iv. We could do it in an auditorium room or the CAC Theatre.
 - v. People have questions about State Senate arguing about open carry and the “Shock the World” \$250 million campaign, Innovation Campus, Food Truck Court area.
 - vi. We could have some light refreshments as well.
- New Healthquest portal- The email we have been getting is real. The first few emails had a broken link, but they have fixed it now. i. Question- Where do you go to do self-reporting? Answer- We do not do any self-reporting. We will have to find out more information.

VI. Other business/As May Arise

- The boardroom is not available after June 2017. Should we make new arrangements for the new senate for next year? They want to use this room for internal LAS meetings. We could book in the RSC.

- Johnny- I did ask Carla Mann about the Student Food Bank. She suggested we check with SGA President and SGA Chief of Staff. Carla went to UP.
- A campus climate survey went out- we have the results back. Does anyone on the Senate want to attend the Climate Survey committee meetings? The committee will be sending information to the President's Diversity Council. Currently all three senates do not have a voice on the Diversity Council. All of the presidents requested to be included. Gene was going to take that to the council and we will see what they say. If anyone is interested in attending- please let me know. How often- every two weeks.
- The Distinguished Service Award form is on the website.
- In April, we need to get started on the elections. We need to update our website.
- Traffic Appeals Committee- will just be moving violations and there will be a different parking committee.
- Could anyone else go to the COPS/KBOR meeting on January 18? Let Renea know.

VII. Suggestions for future speakers.

- New VP for Student Affairs
- New VP for Finance
- New Physical Plant Director

VIII. Motion to adjourn

Respectfully submitted,
Johnny Buchanan-Spachek
USS Senate President, 2016 – 2017

February 02, 2017

Agenda

I. Call to order/Welcome:

II. Guest Speakers:

- a) Joseph Hunter For Elizabeth King

III. Discussion and approval of the December & January meeting minutes:

- a) December & January Minutes -

IV. Senate President Update:

- a) COPs – Emailed update.
- b) KBOR – Emailed update.
- c) USSSC – University Day on the Hill – Emailed information.
- d) New President’s Budget Advisory Committee – Emailed information.
- e) New President’s Council – Emailed information
- f) UP Senate – Emailed information
- g) Professional Development Committee – Emailed information
- h) Crisis Management Committee – Didn’t meet last week. David Moses has been out of town.

V. Continuing business

- a) Finance Report – Renea Goforth.
- b) CBIZ Job Descriptions – Up to the R’s
http://webs.wichita.edu/?u=humanresources2&p=/classifications_compensation/job_descriptions/
- c) The constitution and by-laws is being updated. Will send out a draft for approval.

VI. New business

- a) The date for the USS Senate Town Hall meeting is March 8, 2017 in Hubbard Hall room 208.

VII. Senate Committee Reports

- a) Alternative Service Committee – (performance evaluations, grievance policy)
- b) Communications -
- c) Community Service –
- d) Constitution – See Vc.
- e) Elections – Start in April.
- f) Shocker Pride – Awardees selected and notified.
- g) Shocker Scholarship – Awarded.
- h) Town Hall –

VIII. Other business/As May Arise

IX. Motion to adjourn

February 02, 2017

Present: Denecia Angleton, Connie Basquez, Angela Beatie, Johnny Buchanan-Spachek, Jama Challans, Linda Claypool, Renea Goforth, Kimberly Gutierrez, Rosemary Hedrick, Angela Linder, Sheryl McKelvey, Walter Mayne, Karen Wilson, Lisa Wood and William Wray.

Excused: Debra Herndon, Crystal Dilbeck, Matt Houston

Unexcused: Hercilia Thompson, Randy Sessions.

Guests: Joseph Hunter

I. Call to order/Welcome:

II. Guest Speaker: Joseph Hunter For Elizabeth King from the WSU Foundation

- The Foundation's Mission Statement - "The WSU Foundation strives to enhance a community of learning excellence for our students and faculty through philanthropy and stewardship"
- The WSU Foundation is a stand-alone 501(c) organization that is institutional related, 1/3 Universities are set up like us, we are not university employees or state funded. We receive all of our funding from the investment of our endowment and a 5% administrative fee that we get on all donations. A small part of our funding comes from the university (1%), we are self-funded. The Foundation is 51 year old, has 42 full time staff and 22 student employees (who make phone calls to ask alumni and donors to contribute)
- The departments within the Foundation are: Donor Engagement, Development and Research, Student Callers, Planned Giving.
- The Foundation is governed by a volunteer Board of Directors- 19 members, Chair is Paul Allen, Chair Elect Debbie Haynes. They are responsible for advising on management of assets to our CEO, Elizabeth King.
- National Advisory Council- 106 members from all over the country. They come in to advise the president twice a year. They are all generous givers.
- The Foundation owns Ulrich's art.
- In FY 16, the Foundation raised about 56.1 million from 13,277 donors, with an average gift of \$75. The Foundation focuses on a group of large donors. Currently the Foundation's Assets are about \$278.9 million, and every year 2,163 students received privately funded scholarships.
- The Shock the World Campaign- We are at the 3.5 year mark, and have 3.5 years to go. Finish in 2020- with a goal of 250 million. So far we have \$157,923,475, 63.2% of goal.
- What are we raising money for? People, Places and Programs. We are the university's bank and fundraisers.

- People- Mostly scholarships- After the campaign we will have 2400 scholarships for students. We are hitting a lot of our goals, but light on Graduate Assistantships. If we are doing our jobs, we should have more scholarships for students.
- Place- This campaign is facilities heavy. As state has continued to not invest in property, we have to do more of the investment. The Experiential Engineering Building and the Henrion Hall renovation are not state funded. The Barton School of Business is an outdated building and not effective for students. It's not a good collaboration space for students or good for visitors.
- Programs- Honors College- increased scholarships for Honor's college.
- Other Buildings
 - The new Barton School of Business Building will be in the center of Innovation Campus, 110,000 sq. ft. building. Similar to KU and K-State's buildings. Our buildings will be the most affordable compared to the other universities.
 - Athletic Facilities- 1- an academic learning center for the student athletes- When we asked students, coaches, etc. said they need better tutoring centers. "Student" experience and space to study. Student Athletes have NCAA requirements for how long they have to study. The original centers on campus were made for 50-60 athletes- now we have x3 the number of students.
 - New Donor clubhouse- lockers, meeting space, for donors
 - Experimental Engineering and Go Create Makerspace Building- raised money for the equipment.
- Questions- You said 5% charge for gifts? Is that per year?
Answer- It's only a one time charge. We try to make it up through the investments. We are one of the few universities that were self-funded. Every time they make a pledge payment- the foundation takes out 5%. This is a new fee as of 2015.
- Question- On your slide it said Staff Development? What does that mean?
Answer- That is money for coaches, faculty, everyone at the university. This is a priority from Provost. Money could be for conferences, etc. For a while the Provost was approving every trip, we are trying to provide dollars to support those activities. We could work with the Professional Development committee in the future
- Question- Is this gift money being spent right away?
Answer- Yes, we spend it as soon as we get it. We do have minimum levels for endowments- \$35,000, we wait till it hits that amount. We reinvest the accrued interest.
- Question- On the current campaign will you just hold onto the money until we raise it all?
Answer- Yes. We need a critical mass (90%) of the required funds. I.e. Baseball, the Business building. We can finance based on a pledge.
- Question- I heard that the Henrion Project was on hold- will that money just sit there?
Answer- Perhaps, in that case it was an Executive decision to hold the project. We called the donors and asked them if they would like their money back, like it to wait or

redistributed. Almost everyone said, keep the money and let us know what happens. Henrion was designed around cutting edge technology.

- Question- About the 5% fee. Is any organization exempt from this fee?
Answer- There are some discussions about exempting student organizations. We also are trying to negotiate with donors who don't like the 5% fee. We did lots of investigating on the idea of a 5% fee. We contacted 100 universities, 80% of them charge a fee, and most charge more than we do. Gifts-in-kind are exempt.
- Question- You talked about scholarships that are available. Do you have emergency hardships scholarships?
Answer- Yes, we have a Rhatighan Emergency scholarship. We have a few of those and lots of our scholarships are designed to be need-based, according to FAFSA.
- Question- Does the foundation have many funds available for international students?
Answer- Yes, you can call me for more information. Most of scholarships sit in the colleges. For example, an alumni says they want to fund students to travel or do an internship abroad. For example, we just started a scholarship for a trip to Poe, France. There are some more general scholarships.
Talking about the campaign, we need 10x, 100x more money. We need flexible money, recruitment, travel funds, hardship funds. We have many first generation students. Our scholarships are just scratching the surface. There are 10 major gift officers, who work with donors to set up funds and we spend time coaching them that less is more- many scholarships have too many requirements.
- Question- \$35,000 for endowment scholarship?
Answer- Yes that is our minimum donation. Current scholarships- in and out dollars, can be as few as \$5000 over 5 years.
- Question- What is the cost for the athletic tutoring center?
Answer- 14 million dollars. We are at about 60% in fundraising. You could probably enter the building in 3 years. It's geared for all student athletes.

III. Discussion and approval of the December & January meeting minutes

- Correction with attendance- Sheryl Kelby was here.
- Motion passed

IV. Senate President Update:

- We are invited to Faculty Senate meeting- we have a lot in common with both them and UP: rising insurance costs, parking, etc.
- Emailed Updates
 - COPs
 - KBOR
 - USSSC
 - New President's Budget Advisory Committee
 - New President's Council

- UP Senate
- Professional Development Committee
- Crisis Management Committee – Didn't meet last week. David Moses has been out of town.

V. Continuing business

- CBIZ Job Descriptions – Up to the R's with titles but no descriptions
http://webs.wichita.edu/?u=humanresources2&p=/classifications_compensation/job_descriptions/
 - "My performance" still has old job titles, we have to do an OHR100 Form to get the job description changed in banner and in my performance. It's not automatic. No one told us this. If you want your job description contact Sarah Hunter and she will get it to you or set a meeting so she can go over it with you.
 - Becky North wants to have 30 minute Forums to address problems and concerns and then send the info back to HR. The various senates could organize. This was approved by PET today.
 - HR is trying to streamline their processes, but for example as the chair of search committee you have to do all things that HR used to do. As a result, people feel that we are doing HR's job.
 - From back when we filled out our JAQ, they did not fire the company that was doing the project. That's a myth. This is the problem, the company gave us job titles, but not job descriptions. What they gave us was not what we needed. That work went back to HR and has taken them months to get through. During the whole process, we were clumped together with other Kansas universities. We need to find out what happened in the process so that we don't have the job descriptions. That happened before Judy Espinoza was here at WSU. How can we be rated by performance if we don't have position descriptions?
- COPS/KBOR Report
 - Our work was taken by KU and presented.
 - Things we can present on
 - Tuition Assistance Across the University
 - We are working on a paycheck comparison. Before insurance changes, discounts went in half- show the difference in people's salaries. 2008-current.
- Mission Statement- Johnny will email out tomorrow.
- The USS constitution and by-laws is being updated. Will send out a draft for approval.
 - We have 20 senators now, so we need to reduce the voting quorum. We used to have 32 senators, we had 600 USS. We have 391 USS now. So a quorum should be 12-13.

VI. New business

- The date for the USS Senate Town Hall meeting is March 8, 2017 in Hubbard Hall room 208.

VII. Other business/As May Arise

- a) Suggestions for future speakers.

VIII. Motion to adjourn

April 12, 2017

Agenda

- I. Call to order/Welcome:
- II. Guest Speakers: No speakers today.
- III. Discussion and approval of the February meeting minutes:
 - a) February Minutes -
- IV. Senate President Update:
 - a) COPs – Emailed update.
 - b) KBOR – Emailed update.
 - c) USSC – Next meeting is May 11th meeting at KU.
 - d) New President’s Budget Advisory Committee – www.wichita.edu/ideangenerator is and running.
 - e) New President’s Council – Next meeting is April 17th.
 - f) Professional Development Committee – Check out Shocker Start.
 - g) Crisis Management Committee – Didn’t meet last week. David Moses has been out of town.
- V. Continuing business
 - a) Finance Report – Renea Goforth.
 - b) CBIZ Job Descriptions – Contact Sarah Hunter to get your individual description.
 - c) The constitution and by-laws is being updated. Need to review and discuss. Then send final version out to all USS for approval.
- VI. Senate Committee Reports
 - a) Alternative Service Committee – (performance evaluations, grievance policy)
 - b) Communications -
 - c) Community Service –
 - d) Constitution – See Vc.
 - e) Elections – Start in April.
 - f) Shocker Pride – Awardees selected and notified.
 - g) Shocker Scholarship – Awarded.
 - h) Town Hall –
- VII. Other business/As May Arise
- VIII. Motion to adjourn

May 10, 2017

Agenda

- I. Call to order/Welcome:
- II. Guest Speaker: Troy Bruun – Parking Garage
- III. No March minutes due to Town Hall meeting.
- IV. Senate President Update:
 - a) COPs – Emailed update.
 - b) KBOR – Emailed update.
 - c) USSC – Next meeting is May 11th meeting at KU.
 - d) New President’s Budget Advisory Committee – www.wichita.edu/ideangenerator is and running.
 - e) New President’s Council – Next meeting is May
 - f) Professional Development Committee – Check out Shocker Start.
 - g) Crisis Management Committee – Didn’t meet last week. David Moses has been out of town.
- V. Continuing business
 - a) Finance Report – Renea Goforth.
 - b) CBIZ Job Descriptions – Contact Sarah Hunter to get your individual description.
 - c) The constitution and by-laws is being updated. Need to review and discuss. Then send final version out to all USS for approval.
- VI. Senate Committee Reports
 - a) Alternative Service Committee – (performance evaluations, grievance policy)
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 - d) Constitution – See Vc.
 - e) Elections – Start in April.
 - f) Shocker Pride – Awardees selected and notified.
 - g) Shocker Scholarship – Awarded.
 - h) Town Hall –
- VII. Other business/As May Arise
- VIII. Motion to adjourn