



Unclassified Professional Senate Archives

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Academic year 2019-2020

Meeting of October 15, 2019 Minutes

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UP and USS Joint Senate Meeting Minutes

Tuesday, October 15, 2019, 9-11 a.m. Rhatigan Student Center 233

In Attendance (UP Senators): Julie Scott, Alison Babb, Aswini Kona Ravi, Lainie Mazzullo, Ellen Abbey, Tyler Gegen, Deb Wagner-Kirmer, Krysti Carlson-Goering, Denise Gimlin, Gabriel Fonseca, Katie Givens, Susan Norton, Kayla Jasso, Lisa Clancy

In Attendance (USS Senators): Matt Houston, Sheryl McKelvey, Rosemary Hedrick, Donna Hughes, Angie Linder, Lisa Wood, Kim Gutierrez, Connie Basquez, Jama Challans, Randy Sessions, Linda Claypool

Guests: Aaron Radford from United Way, Sam Jones, Jeannie Hernandez, Connie Adamek-Wallis

I. Call to Order

- Announcements or Proposals: None
- Minutes Approval Process: Minutes from the September 17th meeting were approved electronically

II. Old Business for USS & UP Senates

- **KBOR Survey for USS & UP Staff from the Docking Institute.** After today's meeting, Julie will activate the link to the results on the website, and Matt and Julie will also send an email notice to staff about the survey to all UP and USS staff. On Wednesday, October 16th, WSU Today will also run an announcement about the release of the survey results. If you receive any media inquiries regarding the survey, please refer them to Matt, Julie and Strategic Communications.

This survey provides a solid baseline year for the KBOR universities to evaluate progress from. There is discussion among the colleges to complete the survey on a cycle of every two to three years.

The individual results indicate that WSU looks good comparatively, but there are areas for improvement, which the administrators have been receptive to feedback about. Salaries was one of the most common issue raised in the survey and the comments. While there were not any major surprises in the results, the administration is interested in learning more, working with the Senates, and is committed to addressing the issues. Dr. Tompkins and Dr. Muma coordinated the efforts for engaging a WSU researcher to compile the WSU comments into themes.

A Senator asked why KU and Washburn didn't participate. Washburn is not part of the KBOR Council of Senate Presidents, and its employees are not part of the same system. KU had recently conducted a climate survey on campus and felt their employees would have survey fatigue.

Regarding salaries and other benefits, a Senator mentioned that reallocations can be done here that could help and hopefully they can find pockets of money to reassess positions. Further discussion noted that Wichita State cannot get positions to market value in one year's time, and they must identify the most critical ones first. There is a concern for more equity on campus for job architecture. Share your concerns to Julie

and Matt, and they will pass along the feedback in their monthly meetings with the President and with the HR Director.

Another Senator asked if any outcomes from the survey results will be delayed due to whenever the new University President arrives. Julie advised that she and Matt will ensure that the new University President will have access to the survey so that discussions can continue throughout the year and once Sheryl and Trish take over as the Senate Presidents next year. It was asked if when the new president arrives, might things get delayed.

- **Discuss topics at November and January meetings.** The plans are to discuss thematic topics from the survey at the November and January meetings and determine when/where to go from there. Efforts for improving campus morale, salaries, etc., will need to involve Human Resources. We will hopefully see good action in areas that we can make a difference in now, then those that we can effect change in tomorrow and in the long term. Not a lot can be done statewide as far as the budget, but we can focus on what can we do at here Wichita State.
- **Fall USS/UP Staff General Meeting – Format and Speakers.** The fall general meeting will be held on Thursday, December 5 from 3-4:30 p.m. in the CAC Theater. We need to make ensure all employees are aware of the meeting and have the opportunity to attend. We have asked Dr. Tompkins to present updates about the University, and if everything is on target, it is possible that we should know who the new University President by then, although their attendance at the event would be unknown, depending on their start date. Another possible presenter may be to ask HR Director Judy Espinoza to present about job architecture and bring her staff to introduce them so that employees can put faces with names and responsibilities. Another idea was to invite John Tomlin to present about Innovation Campus, but it was noted that Emily Patterson recently gave a campus update on infrastructure updates that included Innovation Campus. If you have suggestions for possible speakers, please share with Matt and Julie. The final portion of the General Meeting will allow for employees to meet and engage with their senator. If you have any ideas how employees can be encouraged to participate, please share with Matt and Julie.
- **Other Old Business:** If any senator receives a request to participate on committees please include Matt and Julie so they are aware who is asking or being placed on committees.

III. New Business for USS & UP Senates

- **United Way Presentation:** Aaron Radford presented information about United Way services, highlighting the impact of donations and gifts including the United Way Give Warehouse, Hot Meals program, 2-1-1- Information & Referral help line and other programs United Way provides to the community.
- **Policy Review:** Denise Gimlin reported that the committee has reviewed four policies. The Independent Contractors policy was approved with minor clarifications relative to wording. There were no changes recommended to the Drug Free Workplace policy.

USS employees were left out of the Phased Retirement policy, but after discussion with HR, that is because of the KPERS retirement for those employees. Matt and Julie will follow up with HR about UPs who kept their KPERS when they optionally transferred from USS to UP. There were no changes recommended in the Performance Evaluation policy, however, they did recommend wording be included regarding employee rights. That policy had already been passed by PET, so Matt and Julie will still share the feedback for future update consideration. In the Professional Development policy the committee recommended wording be included that leadership should allow employees to participate (within reason). Overall, this committee review format is working well, but please send your feedback when requested as it is very useful and needed.

- **Staff Recognition Task Force:** The annual service recognition program was discussed. It is an invitation-only event led by HR now that recognizes the staff that are being celebrated. There is a website, but at the time of the Senate meeting there was not a lot of detail of who was recognized. The committee is looking at the format to find a way to open it open for more people to attend, i.e. coworkers and family. The Bender of The Twigs is a separate event that has also been changed since HR took over the event. Julie and Matt will send the task force's recommendations to HR. Discussion followed regarding more pride on campus about events. Note, an extra discretionary day is not allowed to reward employees; however, a parking space might be a possible reward. This committee has completed its charge, but please share more ideas with them as you think of them.
- **Stock the Shocker Support Locker "Competition":** UP and USS are still hoping for an answer soon from Faculty Senate about the competition (participation and dates). Drop boxes will be placed around campus in a few weeks in the most heavily trafficked areas. The target dates are November 4-15, but are subject to change. Discussion followed about the coordination of picking up boxes. Ellen Abbey volunteered Central Services student staff with this tasks. They will be picked up and counted at the mid-point of the competition. It is encouraged for each senator to bring 3 items and encourage staff to donate. This fun competition will raise awareness about food insecurity on campus. More discussion followed about international students food issues over holiday shutdown. The Groundhouse will be open. Chartwells has allocated a portion of their budget for students with food insecurities. Health Professions is participating in their own fundraiser for the food locker the first week of November. Gabriel Fonseca will share a list of items that are needed and those that are really not.
- **Senate Strategic Long Range Plan:** The committee met and decided not to use outside sources. This can be handled in-house with our committees. A draft of goals from each committee are due December 1. Please e-mail them to Matt and Julie so they can be pulled together into a single document. A Committee Handbook template was recently e-mailed and these are due May 1. Please ensure these are completed so they can be passed along to the new senators and committee chairs next school year.

Committee Updates & Discussions

Committees:

- **Archives:** Julie received an idea about using a shared drive system to review items such as policies and the constitution. This same method is already being used for traffic appeals and is working well. Julie will follow-up with IT.
- **Awards/Recognition & Staff Recognition Task Force:** In addition to information above, the committee has discussed the differences in UP versus US and how to make it all the same process and timeframes.
- **Communication and Website (Joint, Individual Websites):** Strategic Communication offers professional headshots. Please get your picture taken so it can be placed on the websites for UP and USS to identify the senators.
- **Election (USS):** An electronic system is already in place for elections.
- **Election (UP):** This will be worked on in January.
- **Organizational Governance (Joint):** See updates above in Section III: Senate Strategic Long Range Plan.
- **Policy Review (Joint):** See updates above in Section III: Policy Review.
- **Professional Development (Joint):** A database is being created and should be finished by end of October. It will have a timeline of different opportunities to view and filter. Pilot tests will be in November, and it is hoped to go live for employee access on January 13. The committee is working with Strategic Communication on the rollout of the database.
- **Service (Joint):** See updates above in Section III: Stock the Shocker Support Locker Competition.

Campus/University Business Meeting Updates:

- **AOC (UP Rep):** Will not meet again until November 8.
- **Budget Advisory Committee (Joint):** The committee has not met since May, but has received calendar invites for meetings beginning in January. Matt and Julie will attend along with next year's leadership so they can be prepared for their term.
- **Human Resources Meeting (Joint):** There was an announcement this month in WSU Today regarding eVerify, where all employee I9s need to be resubmitted to fulfill compliance. You will need to bring your documentation, i.e. social security card, passport, driver's license, etc. HR is making plans to come to each department, and Financial Operations and IT will be the pilot departments this month with this project being completed in 6 months. More information will be coming soon. Communication seems better this year regarding open enrollment for health insurance. All employees need to sign-up or you will automatically be placed on Plan N.
- **Legislative Update (Joint):** No budget information until later in spring. KBOR spent a lot of time at last meeting looking at the budget. Deferred maintenance was also discussed, and the problems that are caused when buildings are not maintained. Grace Wilkie Annex will be without restrooms while a broken main line is repaired, leaving students and staff without restrooms in the building for up to a month.
- **Library Appeals (Joint):** A hearing meeting is being scheduled for mid-November for the fall appeals.
- **Parking Appeals (Joint):** It has been busy, and the police department is issuing a lot of parking tickets. Handicapped parking stalls in Ahlberg Hall lot are often empty and could some of those be changed to a regular parking stall. However, the State requires

a certain number of handicapped stalls. The shuttle busses are full during peak times in morning and again in the afternoon returning to the Metro Complex. There has been a change in the shuttle schedule so that not as many buses are running during non-peak times. There was a question if students could purchase a permit in the staff lot. That is not allowed; however, they can purchase a reserved permit.

- **President's Council/PET Meeting (Joint):** No major updates. Faculty Senate is assessing general education and trying to come to a consensus to reduce to 120 credit hours. Some programs had to cut degree/major specific courses from their programs. The faculty workload is also being reviewed. There is a pep rally at Braeburn Square on October 25th. The football memorial is on November 2nd. There is an effort to increase voter registration in SGA. There is a federal requirement that has to be met for Wichita State to receive federal financial aid. Gabriel Fonseca added that SGA at Wichita State registered more future voters than the other regents schools. The Student Veterans Organization will be placing flags throughout campus to recognize suicides among veterans. This will run for several weeks prior to Veterans Day.
- **President's Meeting (USS) and (UP):** Matt and Julie have a meeting scheduled with President Tompkins for later in the month.
- **Traffic Appeals (Joint):** No appeals recently. Julie spoke (via email) with Captain Schroeder who reported that more flashing lights for pedestrian crossings have been ordered. WSU is working with the City of Wichita about crosswalks on the surrounding streets, but they will not likely have a stop light. If you have any other concerns you want brought to their attention, please let Matt and Julie know.
- **UPS President's Council (UP):** No major updates. Discussion was held on conducting the survey every few years. It was also discussed to have specific questions of why people have a second job in the next survey as there could be many reasons.
- **USS President's Council (USS):** No major updates. Similar discussions to USS.

IV. As May Arise

- Upcoming Meetings:
 - i. 3-5 p.m. Tuesday, November 19, 2019, Hubbard Hall 208 (looking for new location)
 - ii. 9-11 a.m. Tuesday, December 17, 2019, 142 Harvest Room (tentative)

V. Adjourn