



# Unclassified Professional Senate Archives

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Unclassified Professional Senate

Academic year 2020-2021

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## Meeting of October 20, 2020 Minutes

# USS & UP Joint Senate Meeting

9-11 a.m. October 20, 2020 via Zoom

## **In Attendance:**

**UP Senators** – Trish Gandu, Julie Scott, Judi McBroom, Erin Shields, John Jones, Gabriel Fonseca, Kayla Jasso, Ellen Abbey, Denise Gimlin, Brian Austin, Tyler Pennick, Lisa Hansen, Krissy Archambeau, Amy Belden, Aswini Kona Ravi, Anetra Burton, Lucy Petroucheva, Shareika Fisher, Shawn Ehrstein

**USS Senators** – Randy Sessions, Matt Houston, Angela Linder, Amy McClintock, Kimberly Gutierrez, Sheryl McKelvey, Connie Basquez, Linda Claypool, Lisa Wood, Trisha Wenrich

**Guests** – Kelly Herzik, Lisa Clancy, Anne Brown, Angela Aubrey, Beth Uhler

## I. Call to Order

- a. Announcements or Proposals
- b. Minutes Approval Process – Electronic
- c. Committee Reports/Updates – Submitted in Advance

## II. Old Business for USS & UP Senates

### a. Shared Governance Activities

#### i. Reintegration Working Groups

1. Although students will not be returning to campus after November 20 for the remainder of the semester, departments and staff offices on campus will be open (outside of the closing on Nov 26 & 27 for the Thanksgiving Holiday). A web page has been created that lists the delivery method for classes offered in the Spring 2021 semester: [www.wichita.edu/spring2021](http://www.wichita.edu/spring2021). There are over 900 classes listed so far and reminders are being sent to faculty every two weeks with the preferred deadline of October 16 to have classes listed.
2. Website has been created to help students understand the different types of course codes and the course delivery method: [www.wichita.edu/codes](http://www.wichita.edu/codes).

#### ii. Shared Governance Visioning Team

1. No updates at this time.

#### iii. HR Service Recognition Task Force

1. No updates at this time.

#### iv. Free Expression Working Group – Chicago Principles

1. The final draft of the Resolution Concerning Free Speech, Expression and Academic Inquiry at Wichita State University is complete. Dr. Teri Hall will attend the meeting to discuss this document and answer questions from senators. All senates (UP, USS, Faculty and SGA) will have the opportunity to review and the hope is all will endorse. It will be sent to PET for their review and approval.

## III. New Business for USS & UP Senates

### a. Inclement Weather Procedural Adjustment

- i. HR has shared with Senate leaders they are planning to propose adjustments to the current inclement weather procedures.
  1. Current procedures – Employees in nonessential operations are released and granted leave with pay. Non-exempt employees in essential operations who are required to work are granted inclement weather pay, which is equivalent to the regular rate of pay for the entire scheduled shift in addition to the employee's regular pay for actual hours worked.
  2. Proposed procedures – Employees in nonessential operations may be released by supervisor and are granted leave with pay if unable to work remotely. If able to work remotely, they should continue working. Procedure for non-exempt employees in essential operations will remain the same as it is currently.
- ii. Questions/Comments/Feedback from Senate:
  1. Concerned about consistency across campus and within offices.

- a. What if employee has kids and their school district has also canceled that day? How do you make sure you treat employees (with or without kids) evenly? Some employees will get a “snow day” while others do not, which will cause frustration and negatively impact morale.
- b. Would like to see position descriptions include “essential” or “non-essential” designation. When COVID hit, there were employees who were previously considered non-essential that were at that point deemed essential.
- c. If we go back to “normal” and borrowed computers are returned, some employees wouldn’t be able to work remotely because they would no longer have access to a computer.
- d. Consider offering inclement weather pay for nonessential employees who are able to continue working remotely.
- e. Please email Trish or Randy any additional thoughts by the end of the week so they can give provide to HR.

**b. Vanity (Working) Titles Update and Discussion**

- i. Based on feedback provided to HR regarding vanity titles and the impact of not being able to use them in the future, they have had further discussions and are open to the use of what will now be referred to working titles. They want to have some control on when a working title can be used and what it will be. They are developing a working title guidelines document for leaders to use if interested in using a working title for a position. Working titles should more clearly describe the function and responsibilities of a position, add clarity, be consistent with professional/industry practice and with other working titles with a job family. Working titles would need to be approved by the HR business partner.
- ii. Comments/Questions/Feedback from Senate:
  1. Continue to hear HR say they are “getting close” to announcing the new job categories and titles.
  2. Not knowing what titles will change to, it is hard to discuss and provide much input on the new guidelines being considered.
  3. Some employees have seen their new job descriptions, but a lot haven’t and don’t know if their title is changing and to what.
  4. We have asked for list of examples of titles and what they could be changed to but have not been provided a list.
  5. Senators would like to see the working title guidelines prior to PET approving. Also feel strongly that PET needs to see the collapse of job titles under the new compensation program and in particular, the number of job titles that exist today versus what will exist under the new structure.

**c. Listening Session Recap and Discussion**

- i. Common Themes from listening sessions: Will be stronger united but need to ensure we don’t lose USS voice. Consider different way to determine representation other than by division. If the Senates merge, we need to refer to ourselves as “staff senate” and not as USS or UP.
- ii. Organizational Governance Committee met to discuss the feedback from the listening sessions and developed a draft constitution that was shared with Senators prior to the meeting. In the proposed constitution, we’ve removed items that are more procedural, and these would be included in a future rules/policies/procedures document.
  1. Highlight of changes: Representation would be based on exempt and non-exempt. There would be 24 elected Senators and 6 At-Large Senators appointed by Senate. At-Large Senators would no longer be able to serve consecutive terms as an At-Large Senator. Add a Vice President position to allow some of the duties to be split between President, Vice President and President-Elect. Based on whether the President is a UP or USS, important to elect Senator of the opposite classification to serve on the executive team and represent that constituency on the Council with all the other KBOR schools.

- iii. Constitution will be updated based on feedback from meeting and the plan is for Senate to vote on it in November.
- d. Speaker: Dr. Teri Hall, Vice President for Student Affairs – Free Speech and Expression Resolution**
- i. Resolution was shared with Senators prior to meeting for their review. Dr. Hall and Kelly Herzik, associate general counsel, provided some background on conversations that have taken place on campus and within the committee. They answered Senator questions and shared this resolution is not intended to replace the policy but is in support. Hope all Senates will endorse.
- e. Speaker: Dr. Rick Muma, Provost and Interim President**
- i. Dr. Muma shared some background information about himself and his progression to his current role. Shared governance has always been and still is important to him. He will be open and provide information as he can but knows there will be times he is unable to. Important for all of us to look forward and not in the rear-view mirror and to remember WSU's success or failure isn't based on one person. This year has been challenging but he is reminded everyday of the resilience of our community. Our focus is on WSU being Kansas' only urban public research university. We need more people staying in Wichita and coming here after they finish school. WSU will continue to meet the needs of the community, agencies, etc.
  - ii. Dr. Muma was asked about his perception of the impact Deloitte has had and will continue to have on WSU and the Wichita community. He talked about Deloitte being a once in a lifetime investment that will bring all kinds of companies to the facility to use the tools offered.
  - iii. Dr. Muma was asked a question about WSU's reputation given we've been in the news a lot lately for some positive and not so positive things. He shared he isn't concerned about our reputation and knows we have a strong commitment from our campus community and those investing in us and WSU will get through.
  - iv. Senator shared they had been hearing some concerns about the Marshall investigation and why he wasn't suspended during the investigation. Dr. Muma shared he isn't able to provide much information as it's an ongoing investigation for allegations provided to us through the media and he can't comment on personnel issues. We need to be fair to students, players and coaches, and as impartial as possible.
  - v. Senator shared students want to know where the jobs are in the community or on campus upon graduation. Asked what WSU is doing to recruit and retain talent to stay in the Wichita area as we are expanding program offerings (e.g., HESA program) and what are we doing to ensure talent will have jobs in the Wichita community? Dr. Muma shared there will be disciplines that are different and don't lend jobs here at WSU or in Wichita. Important we develop our own and for people to know there will always be opportunities for those who get degrees to advance, though it may not be on the timeline they want. There are also other options in our community (specifically for those in the HESA program we have Friends and Newman in Wichita).

#### IV. Committee Updates & Discussions

##### a. Committees

###### i. Awards/Recognition (Joint)

- 1. HR sent email to those who will be recognized for 25 years and beyond. Discussion right now on whether dinner will be able to be provided due to COVID. If not, HR will communicate this to those honorees and allow them to change RSVP if they'd like.

###### ii. Communication and Website (Joint)

- 1. Thanks to everyone for helping spread the word about the UP/USS Combined Senate Listening Sessions. We had 155 individuals sign-up to attend one or both of the sessions. The webpage for the Stock the Shocker Support Locker challenge has been updated, [click here](#) to view the webpage.

###### iii. Election (USS) and (UP)

- 1. UP: No updates at this time.

2. USS: No updates at this time.
- iv. **Organizational Governance (Joint)**
    1. We hosted two listening sessions on the potential merger. We had about 155 UP/USS RSVP with about 97 staff combined in attendance during both days.
    2. The Committee reviewed a recommendation during our October meeting that we would like to share to garner feedback.
    3. In the November meeting, we will be bringing you the formal recommendation for your consideration.
  - v. **Policy Review (Joint)**
    1. Reviewed Policy 3.17 – Political Activity. Corrected typographical errors, but no suggested changes to content.
  - vi. **Professional Development and Service (Joint)**
    1. Website has been updated for Shocker Support Locker contest with Faculty Senate. The contest will run October 12-November 13. Drop off location will be Student Involvement for in-person donations but will also focus on virtual donations.
    2. Professional Development focus will be for spring – looking at possibility of partnering with Student Affairs in some “Coffee Conversations: Hot Topics in Higher Education” series of events over the Spring semester.
- b. Campus/University Business Meeting Updates**
- i. **AOC (UP Representative)**
    1. No updates at this time.
  - ii. **Budget Advisory Committee (Joint)**
    1. No updates at this time.
  - iii. **Human Resources Meeting (Joint)**
    1. Job architecture: Senate leaders shared feedback we’ve received from constituents. There is still ongoing discussion about the use of vanity/directory titles. HR will advocate for a framework that gives the university a consistent compensation program so that equity pay analysis can be performed. HR will ultimately present their recommendation to Dr. Muma and Werner Golling for their review and consideration.
    2. Voluntary Separation Incentive Program: There were 238 staff eligible to apply and 67 eligible applicants (49 staff, 18 faculty). Applicants will be notified on Oct. 14 regarding their status and for those accepted, they have until October 28 to submit their Intent to Retire, which is irrevocable, once submitted.
    3. Service recognition ceremony: They are working with athletics to host the program at Koch Arena. Divisional leaders will be engaged regarding their involvement. They plan to have a sit-down meal for the evening program (25 years of service or more). For less than 25 years, the program will be in the morning. Honorees will be able to select a gift online through the Shocker Store.
    4. Talent Management System: Details are being finalized to and they will submit their recommendation to Dr. Muma and Werner Golling. If they approve, it will go before PET.
  - iv. **Legislative Update (Joint)**
    1. No updates at this time.
  - v. **Library Appeals (Joint, Representative from Each Senate)**
    1. No updates at this time.
  - vi. **Parking Appeals (Joint, Representative from Each Senate)**
    1. Parking Appeals have been at a steady pace with approximately 2-6 per day. Most are from students who still think that their ePermit allows them to park in yellow lots. We have also received various students parking in the wrong direction. With there still being so many students not understanding where they can park, I am wondering if there is someone we can talk to who does student orientation as well as maybe get it updated on the parking website and put into Shocker Blast of where it is mentioned that student parking is green and striped Lots only. Faculty & staff parking is yellow and striped lots only. I think this might help alleviate all the confusion.

- vii. **President's Council/PET Meeting (Joint)**
  - 1. No updates at this time
- viii. **President Meeting (Joint with UP & USS Senate Presidents)**
  - 1. University will be starting randomized COVID-19 testing for asymptomatic students. It will be a random sample of the student population (5%) every two weeks and will be degree bound students, not students in online programs only or high school students. It is voluntary and students can opt out. Hope is to also launch a program for employees, but it will likely have a different approach.
- ix. **RSC Board of Directors (Joint, Representative from Each Senate)**
  - 1. Dining Services revenue is down 50% due to COVID but they have been able to maintain hours of service.
  - 2. There is consideration to remove the Pizza Hut since it is the lowest performer and possible replace it with a healthier concept which will include vegan options.
  - 3. Chartwells is continuing to provide quarantine meals to students, which has gone from 30 to 5 cases.
  - 4. The accountant presented the FY20 annual internal audit. The auditors found no deficiencies in internal control.
  - 5. Financial reports showed a 5.74% decrease in Shocker Store revenue for FY20, but overall, the budget closed with \$1,403 net income.
  - 6. The RSC is looking to begin the phase 2 addition. This addition had been put on hold for several years but is now moving forward. The board approved the expenditure of \$18,000 for architectural renderings of the new addition. This addition will take out the current Human Resources building and the CAC theatre. The addition will include a new theatre, 24-hour spaces, larger conference rooms and the university post office will be moved here as well.
  - 7. The RSC spent \$42,000 last month making repairs and upgrades to the Santa Fe room.
  - 8. The board approved the transfer of \$50,000 from the reserve fund to the equipment/tech fund for tech upgrades to conference rooms and other areas of the building.
- x. **Traffic Appeals (Joint, Representative from Each Senate)**
  - 1. We had our first appeal and we upheld the ticket. Everything is finally set up to allow those on the committee to view the video.
- xi. **UPS President's Council (UP) and USS President's Council (USS)**
  - 1. UPS: Most schools reported they were anticipating their enrollment to be down more than it was. We've developed a sub-committee with both UPS and USS Council representatives to provide a recommendation on the timeline to administer the satisfaction survey, the contents of the survey and the release of information. The Council is compiling information on each school dependent and employee tuition benefits to better understand the similarities and differences. The Council discussed which schools had unified their senates, what representation looked like and how long the transition too.
  - 2. USS: KU and KSU reported layoffs and furloughs were continuing. Discussed senate representation at each school. ESU, KSU and WSU USS and UP senates are considering combining. KSU currently has the UP and Faculty Senates combined. If they combine, it would be one senate for the entire campus. USS numbers are dropping significantly across all KBOR campuses as new hires are UP. FHSU divides their senate representation by job families and their Faculty Senate President attends all their senate meetings. KU has all their senates combined including students. PSU is not talking about combining. Some of the senate's send reps to their meetings. There is still concern about the USS identity with KBOR.

## V. Ex-Officio Reports

- a. **Athletics**
  - i. No updates at this time
- b. **Alumni Association**

- c. **Foundation**
  - i. No updates at this time
- d. **President's Diversity Council**
  - i. No updates at this time
- e. **Student Government Association**
  - i. SGA will be approving student fees at upcoming meeting.

VI. **As May Arise**

- a. **Upcoming Meetings:**
  - i. 9-11 a.m. Tuesday, November 17, 2020 – UP/USS Senate Meeting
- b. **Shocker Support Locker**
  - i. Reminder to donate to the Shocker Support Locker challenge. You can drop donated items off at the SGA Office or if your office would like to gather items, the Police Department is offering to pick up and deliver items to SGA.

VII. **Adjourn**