



Unclassified Professional Senate Archives

Unclassified Professional Senate

Academic year 2020-2021

Meeting of January 19, 2021 Minutes

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USS & UP Joint Senate Meeting

9-11 a.m. January 19, 2021 via Zoom

In Attendance

UP Senators – Ellen Abbey, Krissy Archambeau, Brian Austin, Amy Belden, Jeswin Joseph Chankaramangalam, Shawn Ehrstein, Daraleen Estill-Matos, Shareika Fisher, Gabriel Fonseca, Trish Gandu, Denise Gimlin, Lisa Hansen, Kayla Jasso, John Jones, Judi McBroom, Tyler Pennick, Lucy Petroucheva, Erin Shields, Julie Scott

USS Senators – Matt Houston, Angela Linder, Randy Sessions, Trisha Wenrich, Lisa Wood, Amy McClintock

Guests – Lana Anthis, Anne Marie Brown, Lee Ann Birdwell, Vickie Chrisman, Werner Golling, Tianna Gosch, Lisa Lee, Susan Martin, Sara McIntyre, Kimberly Moore, Jamie Olmstead, Sandy Parker, Lyndsay Pletcher, Sheryl Propst, Rebecca Reiling, Hannah Rich, Megan Rosenbaugh, Stacy Salters, Cara Tucker, Beth Uhler, Naquela Pack

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. Met week of January 12. Still encouraging instructors to submit information for the www.wichita.edu/spring2021 course instructional details database. The University will be asking instructors to do the same for Summer 2021 and Fall 2021.
2. New guidelines from HR came out on Friday, January 15 regarding remote working arrangements. [Discussed later in meeting agenda.](#)

ii. Athletics Policy and Culture Task Force

1. Per recommendation to include additional members of the Athletic Department, a new member has been added to the task force. The President's Diversity Council spoke with the task force recently to share about their work in relation to Athletics and some considerations for the task force. Their main concerns were regarding the process for reporting. SGA was invited to discuss a diversity module they are working on with the Office of Diversity and Inclusion (ODI) to be included in all First Year Seminar courses.
2. The task force has split into smaller working groups which are looking at our current policies and procedures and comparing those to other institutions along with reviewing recent Athletic Department survey data. One recommendation coming out of a working group will be creating a clear reporting structure and process that would include reporting contacts outside of Athletics.

iii. Shared Governance Visioning Team

1. No updates at this time; will reconvene in mid-to-late January to review feedback received from Interim President Muma.

III. New Business for USS & UP Senates

a. Senate Long-Range Plan Review

- i. Gabriel Fonseca provided an overview of the long-range plan. Updated the senates on progress so far and tasks ahead in year 3.

- ii. The document presented is saved on the UP Senate shared drive and can be requested from Gabriel at Gabriel.fonseca@wichita.edu.

b. Distinguished Service Awards

- i. The senates discussed if the current awards structure should be reconsidered when the UP and USS Senates merge. There was also discussion about moving up the award nomination timeline in future years to meet March deadlines.
- ii. Randy shared the description of the Wayne Carlisle Distinguished Service Award, clarifying that the award is intended to be awarded to an “unclassified” staff person. It was pointed out that UP and USS employees are all unclassified according to KBOR. There was discussion about where the original award guidelines exist so that the senate awards committee can ensure they continue to distribute the award according to the initial intent. USS Senate archives indicate that the Wayne Carlisle award started in 2002.
- iii. Several senators, both UP and USS, voiced their support for changing the awards structure to consider nominees solely on their merits and not considering their UP or USS status. It was pointed out that the awards committee would still need to keep in mind UP and USS status to ensure an inclusive process and representative applicant pool. It was suggested that the award criteria be updated to allow for staff at all levels of employment to be nominated.

c. Inclusive Excellence Working Group

- i. Faculty Senate President reached out to UP and USS Senate presidents about having a staff senator be co-chair of this committee with a faculty member.
- ii. This group will be examining the culture of WSU and ways we can proactively work to eliminate discriminatory and harassing behavior, which may require exploration around policies and procedures, and consideration of structural improvements.
- iii. John Jones, Kristi Carlson-Gehrig, and Amy McClintock will serve on this committee with Shareika Fisher (co-chair).

d. University Leadership position/search updates:

- i. **WSU President** – Initial meeting occurred prior to shut down. Trish and Randy will serve on the search committee. The search will be closed; Trish and Randy will be able to share very little about the search.
- ii. **Executive Director for Facilities Services** – Matt Houston is serving on this search committee. Narrowed down to 4 candidates, who will be on campus Feb 9-10. Final decision will be made by Werner Golling. Committee is preparing process for candidate open forums and feedback from university community.
- iii. **Vice President for Workforce Diversity, HR and Professional Development** – University has decided not to move forward with hiring this position and will utilize our own internal resources and talent to grow these areas.
- iv. **Vice President for Strategic Engagement and Planning** – Kaye Monk-Morgan was named in this position. She will be on the senate agenda in the coming months to share information about this position and her responsibilities.

e. Questions or topics for meetings with WSU leadership

- i. Senate leaders meet monthly with various WSU leaders. Trish and Randy sought feedback from the senators: What questions or topics should they discuss with university leadership?
 1. **New Job Architecture** – One Senator asked for an update on the status of the new job architecture. Trish noted that the topic is on the agenda for their next meeting with HR leadership. Another senator asked for information about how the university plans to fund pay raises for positions that are paid under market value.

f. Senate meeting time moving forward

- i. To accommodate many of our guest speakers from the President’s Executive Team (PET), senate leaders decided to shift our start time from 9 a.m. to 9:30 a.m. We will plan to still end at 11 a.m. Start time will be revisited in summer 2021.

g. Speaker: Werner Golling, Vice President for Finance and Administration

- i. Governor’s budget report came out this month. University expected a 10% resource reduction from state general fund, but we will only see about half that in cuts, which

leaves us with \$4.6 million to cut in funding from the state for FY22. We will still have to make more budget cuts and look at tuition increases, but the cuts will not be as severe as we had planned for. Net savings for FY22 is \$1.5 million from GU due to cost cuts from Voluntary Separation Retirement incentive program.

- ii. One senator asked if the hiring freeze will continue into FY22. Werner shared that he has not had that specific conversation with Interim President Muma, but it is likely that vacated positions will continue not to be filled unless essential.
- iii. Another senator asked if these cuts at the state-level will impact FY23. Werner shared that the plan is to tackle the cuts in FY22 instead of “kicking the can” into FY23. He is hopeful the cuts will be replenished in future fiscal years if state revenues improve.
- iv. Government Relations team had not heard any talk of the legislature increasing the cuts proposed by the governor. There is a possibility that the university will receive additional funds if the engineering expansion grant is renewed for Wichita State University, University of Kansas and Kansas State University, starting in FY22.
- v. KBOR is trying to address deferred maintenance issues, particularly for Clinton Hall once the Barton School of Business moves into Woolsey Hall.
- vi. A guest asked about the 2.5% pay increase allocated to classified and unclassified state employees, excluding university employees. KBOR was allocated funds in some amount with no directive to spend it on employee pay raises. Werner shared that the amount KBOR received would not have covered 2.5% pay raises for all university employees.

IV. Committee Updates & Discussions

a. Committees

i. Awards/Recognition (Joint) & Staff Recognition Task Force

1. We’ve received 6 nominations for the President’s Distinguished Service Awards so far. Another reminder will be placed in WSU today to encourage more nominations. The deadline for nominations is January 29. If you know of anyone, please nominate them. Just a reminder that two additional letters of recommendation are required in addition to the nomination form. The committee will meet the first week in February complete the selections.

ii. Communication and Website (Joint)

1. The Senate Merger webpage (wichita.edu/senatemerger) and the UP Senate homepage have been updated to reflect the vote passing in support of the merger.
2. The staff awards link has been added to the UP Senate homepage and information has been submitted to WSU Today.

iii. Election (USS) and (UP)

1. Will be reaching out to Kevin Crabtree to get the criteria updated in the app and working with the Communications/Website Committee on marketing for both individuals to serve on the Senate and to increase the number of individuals who vote in the election.

iv. Organizational Governance (Joint)

1. With the passage of the merger, Org Governance will prepare to draft a version of the Bylaws. Additionally, the committee will prepare for archive projects and will begin updating the 3-Year strategic plan this semester. Gabriel will start reaching out in February for feedback.

v. Policy Review (Joint)

1. No updates at this time.

vi. Professional Development and Service (Joint)

1. Met on January 12, and Shareika shared the ideas for hosting virtual social Final Friday afternoon events February-May. Opportunity to disengage from work and current events in order to focus on connecting with colleagues.
2. Brian Austin will be hosting a LinkedIn Learning professional development opportunity on February 18 at 2 p.m. via Zoom.

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. **Family and Medical Leave related to COVID-19** – Families First Coronavirus Response Act (FCCCRA) protections expired on December 31, 2020 and has not been reinstated for employees under KBOR jurisdiction. Employees will now need to use regular leave time if they must be out for COVID-related issues. Hannah Rich from HR shared that they are still encouraging people to use the existing process to report COVID-related absences for records purposes only.
 2. **Remote Work Arrangements** – Senate leaders opened discussion about the policy updates and guidelines released last week. Clarification needed on a few points:
 - a. **What constitutes “30 consecutive days”?** If a staff member is working at least one day in the office each month, they do not need to complete the Remote Work Arrangement form. Rebecca Reiling from HR provided some clarification: the form only applies to employees who are exclusively working remotely with no current plan to be back on campus. If a form is not required, the arrangement should be documented in some way. The out-of-state and outside-of-the-country applies to anyone working remotely across state lines even if they come back once per week or month.
 - b. **When are these guidelines and policies effective? Do documents need to be completed retroactively?** Rebecca Reiling shared that these are for the future starting now, and that there is no need to document past remote work arrangements.
 - c. **What resources or training will be provided to supervisors so that they can make compassionate decisions regarding remote work arrangements?** Anytime that a supervisor is unsure what to do, they should be encouraged to work with their HR Business Partner to find a balance. If an employee is denied the opportunity for a remote work arrangement, they can reach out to an HR Business Partner as well.
 - d. **Out-of-state work arrangements** – For employment tax law purposes, there is a need for documentation if an employee intends to work remotely from another state for more than 30 days or if the employee is changing residency from Kansas to another state. Hannah Rich from HR also pointed out that some FMLA leave arrangements could be made to allow an employee to work part-time while out-of-state caring for a family member.
- iv. **Legislative Update (Joint)**
 1. Governors recommended budget will be released week of Jan. 11 after which time we should have a better picture of priorities and cuts. There are questions about future lockdowns and what that would mean for the economy, and the future of federal stimulus packages.
 2. WSU received around \$14 million from the recent federal stimulus package and we’re awaiting guidance on what it can be spent on.
- 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 minimal since classes ended last semester and are just starting again. Most appeals are due to students thinking they can park in staff/faculty lots.
- vii. **President Meeting (Joint with UP & USS Senate Presidents)**
 1. Dr. Muma is working with leadership to host a panel discussion in late March about Freedom of Expression and what this means on campuses. More information will be shared as details are finalized. He is also working with Dr. King to develop an annual lecture series that would bring a well-known, high-profile speaker to campus. There are donors interested in supporting this type of initiative.
- viii. **RSC Board of Directors (Joint, Representative from Each Senate)**

1. No updates at this time.
- ix. **Traffic Appeals (Joint, Representative from Each Senate)**
 1. No updates at this time.
- x. **UPS President's Council (UP) and USS President's Council (USS)**
 1. UPS: Council did not meet in January but will start meeting again in February.
 2. USS: KSU is looking at term employee representation. Their term employees are not currently represented. ESU will have their first joint senate meeting next month and is exploring combining their senates. All schools will support the cost of the satisfaction survey.

V. Ex-Officio Reports

- a. **Athletics**
 - i. No updates at this time.
- b. **Alumni Association**
 - i. No updates at this time.
- c. **Foundation**
 - i. No updates at this time.
- d. **President's Diversity Council**
 - i. No updates at this time.
- e. **Student Government Association**
 - i. No updates at this time.

VI. As May Arise

- a. **Upcoming Meetings:**
 - i. **9:30-11 a.m. Tuesday, February 16, 2021 – UP/USS Senate Meeting**

VII. Adjourn