



# Unclassified Professional Senate Archives

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Unclassified Professional Senate

Academic year 2020-2021

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## Meeting of April 20, 2020 Minutes

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# USS & UP Joint Senate Meeting

9:30-11 a.m. April 20, 2021 via Zoom

## In Attendance

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

**USS Senators** – Matt Houston, Angela Linder, Sheryl McKelvey, Lisa Wood

**Guests** – Lana Anthis, Lee Ann Birdwell, Lisa Clancy, Judy Espinoza, Marcie Holsteen, Kaye Monk-Morgan, Jamie Olmsted, Pamela O’Neal, Naquela Pack, Melissa Penkava Koza, Rebecca Reiling, Stacy Salters, Michelle White, Beth Uhler, Angela Aubrey

## I. Call to Order

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

## II. Old Business for USS & UP Senates

### a. Shared Governance Activities

#### i. Presidential Search Update

1. Search committee conducted interviews with candidates and recommended finalists to KBOR.

#### ii. Reintegration Working Groups

1. The working groups are wrapping up their work and a new COVID operations group is forming to continue to address questions and make decisions moving forward. The re-integration group will continue to meet every other week to receive updates and provide feedback on campus issues related to our return to campus. Trish and Randy will serve on the COVID operations group and provide updates. If you have questions/feedback for this group, please email to Trish and Randy.

#### iii. Athletics Policy and Culture Task Force

1. Committee work has concluded, and final report has been shared with senators. UP/USS Presidents will invite Mark Vermillion to speak at our May meeting.

#### iv. Shared Governance Visioning Team

1. An email was sent to all USS and UP staff the end of March sharing the revised policy and informing them the UP, USS and Faculty Senate, and SGA would be voting on it in April. If endorsed, the policy will be presented to the President’s Executive Team for review in May.

## III. New Business for USS & UP Senates

### a. Speaker: Kaye Monk-Morgan, Vice President for [Strategic Engagement and Planning](#)

- i. New unit created on campus in June 2020 to make progress on ensuring Wichita State is an engaged university. Six Centers and Institutes included in this division:
  1. Office of Engagement, Community Engagement Institute, Public Policy Management Center, KS Small Business Development Center, Office of Special Programs (12 offices), Wichita GEAR UP (4 offices).
- ii. **Framework and Engagement Model**
  1. Adopted definitions used by [the National Co-ordinating Centre for Public Engagement](#) and [University Economic Development Association \(UEDA\)](#).
  2. Four pillars of engagement: Education, Economic Prosperity, Health, and Culture (Pride of Place).

3. Currently socializing a Community Engagement model across campus to garner feedback. The model is intended to illustrate our University's engagement within campus and activities that are outward facing.

**iii. Initiatives**

1. Existing – Shocker Neighborhoods Coalition, First Gen Coordinating Council, Better Academics and Social Excellence (BAASE), Degrees of Freedom, and University Village.
2. New/upcoming – WSU Service-Learning Scholars, WSU Community Service Board, United Way of the Plains, Wichita Public Schools, City of Wichita, Sedgwick County, and WU Crew.

**iv. Supporting this work**

1. Kaye asked that offices/departments already engaged in this work report details to her office.

**b. Speaker: Judy Espinoza, Executive Director of Human Resources – update on transition to market-based pay [www.wichita.edu/MarketBasedCompensation](http://www.wichita.edu/MarketBasedCompensation)**

**i. Transition Timeline**

1. Judy provided a historical look at this work, from 2013 to present. She reviewed the seven steps to implementing the Market-based Compensation structure. The pandemic has slowed this work, but the process is finally wrapping up this summer.
2. All employees are now mapped to job descriptions in the new job catalog. The job catalog will be published publicly in late June. HR will be using PayFactors compensation software to conduct external market review for jobs in the Wichita State job catalog and ultimately complete a pay analysis.
3. HR will be establishing a university-wide blackout period where no hiring or base pay changes will be processed to allow for smooth transition to this new structure. Base pay changes have already been suspended to allow for the transition.

**ii. Annual Compensation Cycle**

1. The transition to market-based compensation establishes an annual compensation cycle at the beginning of each calendar year, during which HR will market price jobs, adjust compensation structures as needed, analyze employee base pay, and apply agreed upon methods to prioritize base pay changes.
  - a. HR will partner with budget department during regular budget cycles to identify funding, if available, for pay changes.
  - b. While the university does not currently have the resources to give large raises immediately in response to pay analysis results, this transition does put our university in a position to act swiftly in the future when funding becomes available for pay raises.
2. There will be criteria and a process for requesting and approving “off cycle” pay adjustments. Some senators expressed concerns that leaders may feel “handcuffed” in this new structure, without the opportunity to use base pay increases to reward and retain excellent workers.
3. How does “merit-based” pay raises figure into this new structure? Merit can come into play, but we need to ensure that we are paying people equitably in comparable jobs across campus. Merit raises will need to be discussed and considered using available data on a case-by-case basis.

**iii. Communication Plan**

1. **Late April** – HR will be sending current job mapping spreadsheets, which includes the job description and title, to all leaders with direct reports the last week of April. It is being communicated that leaders are to share this information with their employees. If your leader doesn't provide you with a copy of your compensation statement or discuss it with you, please reach out to [marketbasedcomp@wichita.edu](mailto:marketbasedcomp@wichita.edu) or your HR Business Partner so that we can follow-up with the leader.
2. **June** – Supervisors will receive compensation statements for each direct report (title, working title (if applicable), pay range, FLSA exemption classification, base pay) with the expectation that the information be shared with the employee.
3. **July** – HR systems and process go-live. Implementation of Compensation Administration Guidelines begins. Employees will receive annual appointment notices, if applicable.

4. HR plans to include routine implementation updates in WSU Today throughout the transition process. One senator suggested including printed flyers for employees for whom e-mail is not the primary method of communication.

**iv. Training and Ongoing Support**

1. HR will continue to provide training and ongoing support for employees who perform hiring functions. This new structure also provides guidelines for leaders to use when determining base pay for new hires, promotions, demotions, and transfers.
2. Compensation Administration Guidelines also provide guidelines for determining job levels and working titles (vanity titles), which will be used much less often in this new structure.

**c. Shared Governance Policy Vote**

- i. This is a revision of the existing Shared Governance Policy that expands the policy and establishes a philosophy for shared governance at Wichita State University.
  1. Motion: Angela Linder moved for the senates to vote on supporting the Shared Governance Policy as presented. Ellen Abbey seconded the motion.
  2. Verbal Vote passed unanimously.

## IV. Committee Updates & Discussions

**a. Committees**

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

1. Shocker Pride Celebration is scheduled for 2 p.m. Friday, April 23. Senators will be recognized at this event.

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

1. The UP Senate homepage has been transitioned to the Staff Senate homepage. Work to fully transition the website over to Staff Senate will continue this spring/summer.
2. We are working on adding 2021-2022 Staff Senate candidate's bios to the website. An announcement about elections and a link to the Staff Senate candidate bios has been placed on the homepage.

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

1. Voting for the 2021 University Staff Senate election opened on April 19 and will run through April 25. We had 19 exempt and 14 non-exempt candidates accept their nomination.
2. If anyone is experiencing technical issues voting, refer them to Judi McBroom.

**iv. Organizational Governance (Joint)**

1. Work will begin this month on Staff Senate Bylaws. Information will come out via email to Committee Chairs regarding the three-year long-range plan for year 2 updates.

**v. Policy Review (Joint)**

1. No updates at this time

**vi. Professional Development and Service (Joint)**

1. Due to low participation in the first two Final Friday events, we will be canceling the remaining two events for the Spring Semester. We will be shifting our focus to other service and professional development opportunities. Events and dates will be released soon.

**b. Campus/University Business Meeting Updates**

**i. AOC (UP Representative)**

1. No update at this time.

**ii. Budget Advisory Committee (Joint)**

1. The Budget Advisory Sub-Committee has been reviewing strategic initiative proposals and will share their overall priority ranking with the full committee at the April 22 meeting.

**iii. Human Resources Meeting (Joint)**

1. Rebecca Reiling has been named the HR Business Partner (BP) Supervisor. They hope to fill Rebecca's HRBP role. HR is hosting a town hall for faculty and staff from 9-10 Friday, April 23 on the transition to market-based pay. The flexible work arrangement guidelines have been reviewed by legal and will be shared with PET. HR will create a training for supervisors and staff.

**iv. Legislative Update (Joint)**

1. Zach Gearhart provides a written update to be shared the end of the week of each week. To read an in-depth update and past updates, visit the WSU Government Relations webpage: <https://wsugovrel.wordpress.com/>.
- v. Library Appeals (Joint, Representative from Each Senate)**
1. No updates at this time.
- vi. Parking Appeals (Joint, Representative from Each Senate)**
1. We have seen a lot more Appeals come through including a lot pertaining to Overtime Parking in the YMCA Parking Lot. There have also been a lot pertaining to no ePermits and students still parking in the yellow lots.
- vii. President Meeting (Joint with UP & USS Senate Presidents)**
1. Presented proposal to President Muma requesting compensation for the University Staff Senate President and President-Elect to begin July 1, 2021. President Muma has approved the request. More details will be shared during the Senate meeting.
    - a. President is eligible to earn up to \$4,000 during their term of service, and President-elect is eligible to earn up to \$1,500 in the second half of their term (January through June).
  2. Discussed the June 1 return to campus. Student facing offices should be back in-person and able to accommodate in-person requests from students and visitors. There may be some offices where it makes sense to have more flexible options. Staff will need to visit with supervisors if they are interested in some sort of flexible work option.
  3. Commencement: Graduates will be socially distanced and offered up to 6 tickets for guests.
  4. President Muma shared we are planning for a 3% budget cut across campus and considering no tuition increase. The online fee is going away and will be moved to a technology fee that will be assessed to all students.
- viii. RSC Board of Directors (Joint, Representative from Each Senate)**
1. Shocker Store gave an update on the Access Now program. The program has now served 6,564 students.
  2. Chartwells shared several offerings that could replace the Pizza Hut space. The board voted and the top four choices will be announced for a vote among the student body. The change will take place in the upcoming fall semester.
  3. RSC revenue is down 15.49% from the prior fiscal year. The biggest loss is due to decreased activity in the Shocker Store. However, there was significant effort made to contain costs and they ended the second quarter with a positive revenue over last fiscal year.
  4. There are no plans for any capital expenditures this fiscal year, however there are plans to renovate two meeting rooms with updated technology.
  5. Discussions continue regarding the expansion of the RSC and the theatre. The project will go to the Board of Regents for approval in the spring of 2022.
- 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: Discussed institutions plans to return more faculty and staff to working on campus. Debriefed the March joint meeting with the USS Council and discussed options for the Councils working more closely together next year. Also discussed the UPS Council presenting to COPS instead of KBOR. Also discussed developing bylaws/policies for the UPS Council as none exist at this time.
  2. USS Council: No updates at this time.

## V. Ex-Officio Reports

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

**e. Student Government Association**

1. No updates at this time.

VI. **As May Arise**

**a. DEI Workforce Plan** is continuing to be socialized for feedback. Dr. Fleming-Randle will announce the launch of the DEI website later this week.

**b. Upcoming Meetings:**

i. **9-10 a.m. Friday, April 23 – Human Resources Transition to Market-Based Pay Town Hall**

ii. **3:30-4:30 p.m. Thursday, May 13, 2021 – University Town Hall**

iii. **9:30-11 a.m. Tuesday, May 18, 2021 – UP/USS Senate Meeting**

VII. **Adjourn**