



HLC Accreditation 2020-2021

Evidence Document

Wichita State University University Support Staff Senate (USS)

Meeting Minutes 2018-2019

Additional information: See this evidence on the WSU web page:
<https://www.wichita.edu/services/uss/minutes/minutes2019.php> (Accessed May 4, 2021).

Minutes 2019

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2018 - 2019 USS Senate Meeting

Agendas With Minutes

Unless otherwise indicated, all meetings are scheduled in the **RSC Rooms**. Meetings are set for the second Wednesday of each month from 3:30 p.m. - 5:00 p.m. and are open to all. (*Agendas are posted until the minutes are finalized / approved after the next meeting.*)

- [April 16, 2019](#)
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UP and USS Joint Senate Meeting Minutes

Tuesday, April 16, 2019, 9-11 a.m. RSC Room 266

In Attendance (UP Senators): Camille Childers, Julie Scott, Trish Gandu, Krysti Carlson-Goering, Heather Perkins, Susan Norton, Rebecca Reiling, Aswini Kona Ravi, Kayla Jasso, Alison Babb, Brad Thomison, Jeanne Patton, Ellen Abbey, Jeswin Joseph, Jill Johnson

Ex-Officio: Russell Wilkins (ICAA)

In Attendance (USS Senators): Matt Houston, Randy Sessions, Lisa Wood, Sheryl McKelvey, Rosemary Hedrick, Linda Hayes, Linda Hayes, Hercilia Thompson, Linda Claypool

Had USS members and At-Large members leave the room to vote for “at-large” senators for UP.

Call to Order

- I. Announcements or proposals - None
- II. Old and New Business
 - Policy Status from HR
 - Unified Employment Task Force
 - Discussion was held on proposed plan for notification from university for “Not for Cause” departure and severance package. Camille and Matt will set a time to meet with Judy Espinoza and will get back to the Senates as to which way we as Senates should move forward on the proposed plan to unify both UP and USS employees.
 - Follow-up on Open Forum discussion
 - All comments have been added to the website
 - Push a link to the “listserv” so that all UP/USS staff receives the information.
 - UP/USS can now provide feedback through the website
 - Communicate better as to what it means to combine the UP/USS Senate.
 - Suggestion was made to only hold a vote for the USS employees, if they do not want it then the senates would stay separate.
 - Suggestion was also made that the questions posted from the Open Forum have the answers posted to the website.
 - Another suggestion was to stay as separate senates but have combined meetings, with separate meetings being held if needed for particular items.
 - If vote is to move forward would like to have it finished no later than June 5, 2019.
- III. Committee Updates and Discussions – Summary of any committee meeting or updates since last Senate meeting.
 - Awards
 - Kayla Jasso (UP): Awards have been added to the website and will be presented on May 9th.
 - Communications

- Julie Scott (UP): Would like to make sure that all new hires are receiving the communications from the senate. Senators love the new format of the informational emails they can send to constituents.
- Elections
 - Krysti Carlson-Goering (UP): Elections are done with new senators notified. ‘At-Large’ Senators were announced as follows: Lisa Clancy and Tyler Gegen (both from Academic Affairs), Heather Perkins (RTT), and Alison Babb (Student Affairs).
- Library Appeals
 - Rebecca Reiling – no updates
- RSC Board of Directors
 - Matt Houston: Shocker Store’s eBook program is looking at moving from an opt-in system for students who want to use eBooks. More professors are participating in the eBooks program, which saves students more money than buying traditional textbooks.
- Traffic
 - Ellen Abbey: no updates
- Parking
 - Lisa Wood: Would like to communicate better with students as to where they can park – green or green/yellow striped. Students are thinking that the green/yellow striped means they can park in the green, yellow or green/yellow striped areas where the yellow marked areas are not allowable to students. Would also like to have more information available to the students as to what an official university holiday is. Maybe suggest changing the green/yellow striped parking to blue as to avoid any mix up and unwanted tickets.
- Professional Development Committee
 - Jama Challans: No updates.
- UPS Council Meeting
 - Julie Scott (UP): Talked about survey, overall percentage responded from WSU 43.8, KU did not participate.
 - Committee is still compiling data and it will be submitted to the President’s of each university that participated.
- USS Updates
 - Matt Houston (USS): No updates since last time, survey only thing in the works.
- AOC Meeting UP Representative
 - Sally Fiscus: No updates.
- Service
 - Aswini Kona Ravi (UP): no updates
- Updates from campus meetings: (Camille)
 - PET meeting and other meetings – Last PET meeting on March 25. Discussed ongoing legislative issues related to state budget. New SGA officers elected. Veterans Center focusing on building awareness, watch for events. Faculty Senate working on policies. HR starting new leader orientation sessions soon,

which will run quarterly. Planning for Celebration of life events for Dr. Bardo. Strategic Planning is having Town Hall update on May 2, 2019.

IV. Upcoming Events

- Shocker Pride Celebration – 9-10:30 am on Thurs. May 9 in Beggs Ballroom.
- Joint UP and USS Senate Spring General Meeting 3:00 – 4:30 PM May 14, 2019, HH 208, Speaker suggestion – Dr. Andy Tompkins, Interim President and Zach Gerhart.
- Next UP Senate meeting 9-11 AM June 18 RSC 266 Pike room

Meeting adjourned.

UP and USS Joint Senate Meeting Minutes

Tuesday, July 16, 2019, 3-5 p.m. RSC 142

In Attendance (UP Senators):, Julie Scott, Camille Childers, Deb Wagner-Kirmer, Gabriel Fonseca, Judi McBroom, Aswini Kona Ravi, Krysti Carlson-Goering, Denise Gimlin, Lisa Clancy, Kayla Jasso, Trish Gandu, Alison Babb, Lainie Mazzullo, Katie Givens, Sally Fiscus, Jeanne Patton, Ellen Abbey, Heather Perkins, Katherine Holmgren, Shawn Ehrstein.

In Attendance (USS Senators): Matt Houston, Lisa Wood, Donna Hughes, Rosemary Hedrick, Linda Claypool, Connie Basquez, Jama Challans, Angela Linder

Guests: Stephan Bisaha (KMUW), Amy McClintock, Tanner Huff, Sandra Goldsmith, Shane Coelho

I. Call to Order

- Announcements or Proposals: None
- Minutes Approval Process: It was discussed and decided that all minutes will be reviewed, corrected and approved, electronically through the Qualtrics survey system, whether they are taken by UP or USS secretary. Comments/corrections can be added to each Senators' vote within the system. USS agreed and UP will assist with that set-up.

II. Old Business for USS & UP Senates

- **Status of Compensatory Time v. Overtime:** The policy has been released and took into account the staff feedback received during the comment period. The reasoning behind the policy updates are to be compliant with FLSA and to manage any risk to WSU. Addendum for clarification after meeting from Human Resources: Comp time balances that exceed 60 hours or that were accrued more than one year ago will be paid out to the employee in February. For more information, review the policy at: https://www.wichita.edu/services/humanresources/HR_Service_Center/CompTime/index.php
- **Status of Unified Employment Task Force Recommendations:** The UP and USS Presidents meet with Judy Espinoza on 7/17/19 to present ideas and suggestions and hope to have an update at the next meeting.
- **Status of Discussion on Combining USS and UP Senates:** Both USS and UP remain interested. Feedback from the open forum is on the UP Senate website. We will need to vote with constituents to move forward. The reason this was delayed was because of the compensatory time policy changes that came up at the same time.
- **KBOR Survey for USS & UP Staff from the Docking Institute:** A draft version has been provided to the Senate presidents, but the final version is not yet available for the public or the general assembly of the Senate, as Docking is still making some requested edits. Interim President Tompkins has reviewed the survey with the UP and USS presidents. There were a few issues mentioned within some departments, but overall, WSU fairs pretty well and has a lot to be proud of. The general theme is positive, and the reasons that people stay at WSU seem to be the benefits and that it offers a friendly culture. The UP and USS presidents plan to urge the administration to continue looking at positive things that WSU can do that are low or no cost, and discussions will continue. Dr. Tompkins will review comments more thoroughly and meet again with UP and USS presidents. The survey will be presented to KBOR in September. The USS President plans to attend.

- **University Policies Reviewed – Status Updates:** The following policies were recently approved by PET:
 1. Protection from Retaliation for Reporting Wrongful Conduct
 2. Reduction in Force
 3. Children in the Workplace

III. New Business for USS & UP Senates:

- **Constituent Lists:** Purpose and How to Use: UP and USS Presidents have both sent their constituent lists to the senators. We should maintain communication to our constituents and provide relevant and timely information on our websites. If anyone has any questions or suggestions, please contact your UP or USS president. The Joint Communication Committee will develop communications for Senators to send to their constituents for unified and consistent messages.
- **UP Constitution Discussion:** Term Limits for At-Large Senators: The UP Constitution does not identify any limitations to the number of consecutive one-year terms for at-large senators, and someone could, theoretically, serve indefinitely, if chosen by the Senate. Discussion considered a limit of four consecutive years to align with elected senator positions. The issue will be assigned to the Organizational Governance Committee to finalize a formal proposal to the Senate.
- **Ad Hoc Committees/Task Force Proposals:**
 - This discussion included the development of 3 new committees for the upcoming year: Organizational Governance; Archives; and Policy Review.
 - The purpose of the Organizational Governance committee is two-fold: (1) annually review the constitution and bring recommendations for amendments before the Senate and (2) develop a three-to-five year Strategic Long-Range Plan for the Senate. A long-range plan would benefit new senators to provide direction on what the Senate has been working on and working toward. It would also provide consistency and accountability as the Senate transitions leadership year to year. The Community Engagement Institute could possibly assist with the development of a long-range plan to achieve the Senate's vision.
 - An Archives committee will work on moving Senate documents to the ImageNow/WebNow document system rather than the Senate presidents passing documentation around each year in boxes. The committee will be charged with developing a plan for how long and where to store past documentation. Decisions need to be made on what gets archived and not; and, for how long.
 - Policy Review (Joint): Discussion was held about forming a joint USS/UP committee to review policy changes. There are different ways this could be organized, either bringing to senate first then to committee, or committee first then to senate. Everyone agreed this was a good idea and would give more time for review.
- **2019-2020 Goals Open Discussion:** Employees within offices need to feel more encouraged and empowered to attend staff development training. Some supervisors seem to be supportive of professional development for all staff; while others limit participation to ensure that the department has coverage for phone calls and/or that the workload is completed. CMD has courses, but costs are a concern. It was reminded that there are many free training classes on campus, including those provided by ITS Training. Question posed about how we are supporting young professionals, staff new

to WSU and higher education, and how to navigate the university system. Further discussion and ideas shared.

- The UP Vice President/President-Elect election is coming up in August.

IV. Committee Updates & Discussions

- **Awards/Recognition (Joint):** Not meeting, but reviewing webpage now. Everyone agrees that the USS and UP needs to be recognized on their own, but one award application and the same timeline should be used. Promotion ideas were shared, including a Shocker Shout Out piece.
- **Communication and Website (Joint, Individual Websites):** Having a joint senate website, eliminating US and UP separate websites would be easier, especially since they have much of the same content. Separate pages could be made within the website for UP and USS matters. Vision and Missions statements are similar. Archiving would be easier on one website. If there are any corrections needed on the UP website, contact Trish Gandu or Kayla Jasso and for the USS website contact Lisa Wood and Connie Basquez.
- **Elections (USS):** USS elections are complete
- **Elections (UP):** Elections for vice president will be sent on August 5. Nominations can still be accepted, but before Friday, July 19. One additional person is needed for election committee to serve two years.
- **Library Appeals (Joint, Representative from Each Senate):** Two recent library appeals were heard. One was denied with the patron agreeing to replace the lost book. The second appeal was granted and resulting fines were dismissed.
- **Parking Appeals (Joint, Representative from Each Senate):** Parking appeals are currently slow due to summer.
- **Traffic Appeals (Joint, Representative from Each Senate):** One recent traffic appeal was denied. Dash cams have made a difference in decisions. It was noted that no one is immune from possible tickets, including staff driving WSU vehicles and golf carts, so be mindful of the laws, as they will be enforced.
- **Professional Development (Joint):** No updates from USS or UP.
- **Service:** An idea was shared and discussed for a senate challenge for Shocker Locker fundraising, with the UP and USS Senates considering a challenge to the Faculty Senate. Feedback and ideas welcome. Gabriel Fonseca can provide a needs list as he coordinates the Shocker Locker.
- **UPS President's Council (UP):** Pittsburg State lead this past year with Emporia State leading this year, and Wichita State the following. UP President will be passing on the feedback. WSU didn't have to face the layoffs or the deep financial cuts in the past year that some of the other universities did. Paid Parental Leave has been received positively statewide, and the universities have appreciated the benefit. The Council is trying to build better consistency and is considering having the upcoming year's president serve as secretary so that they can step into the president's role more easily.
- **USS President's Council (USS):** Council discussed redactions on survey and how to present to KBOR by Fort Hays State. This is still being discussed.
- **Campus/University Business Meeting Updates:** None.
- **AOC (UP Representative):** First meeting will be in September.
- **Budget Advisory Committee (Joint):** No updates. Meetings reconvene in January.
- **Legislative Update (Joint):** None.
- **PET Meeting (Joint):** Nothing new to report. Next meeting in August or September.

- **President Meeting (USS):** Focused on survey right now.
- **President Meeting (UP):** Presidential search was discussed at June meeting. Also discussed goals for senate and introduced new president of UP. Survey feedback shows that people like seeing him walk around campus and visiting with people. Dr. Tompkins likes the idea of combining UP and USS Senates.
- **RSC Board of Directors (Joint Representative from Each Senate):** None.

V. As May Arise

- Julie Scott asked if anybody watched the live stream of the back to school event to be held in the RSC this year. This is an extra cost that Strategic Communications is trying to determine if they will continue. The consensus in the room was that not a lot of people watch it live.
- Julie also shared that Lou Heldman is considering the idea of asking the Senates to attend the weekly briefings to pose questions on behalf of senates. An idea was shared that a rotation schedule could be created for a senator to attend, but it would be beneficial if we knew the topic prior to the briefing. Lainie Mazzullo shared that the topics are published each week in WSU Today. Briefings will continue to be live-streamed. Question posed why these meetings can't be held in RSC. Lainie said that discussions are in the works to consider a different location for the briefings.
- Reminder to complete the goals questionnaire sheet and also to rank top 3 committee choices. Committees are not full, and many will be combined UP/USS with representative(s) from each Senate.
- Upcoming Meetings: The next meeting, hosted by UP, will be held Tuesday, August 20, 2019 from 9-11 a.m. in 142 Harvest Room. The September meeting, hosted by USS, will be held Tuesday, September 17, 2019 from 3-5 p.m. in 208 Hubbard Hall.

Meeting adjourned.