



University Staff Senate Archives

University Staff Senate

Academic year 2022-2023

Agenda and Minutes of the Meeting of July 19, 2022

University Staff Senate

July 19, 2022 | 3:30pm-5:00pm | Zoom

- I. Call to Order
 - a. Welcome and Introductions
 - b. Minutes Approval Process – electronic
 - c. Committee reports/Updates – submitted in advance

- II. New business
 - a. Installation of Vice President
 - b. Act on Nomination of Cheryl Miller as At-Large Senator
 - c. Overview of committees for incoming senators
 - d. Ideas to boost morale that don't involve pay
 - e. Projects the Senate might want to take on over the year
 - f. Presenters the Senate might like to hear from

- III. Committee Updates and Discussions
 - a. Senate Committees
 - i. Awards and Recognition
 1. No updates at this time
 - ii. Communication and Website
 1. No updates at this time
 - iii. Elections
 1. Per bylaws, Elections Committee will be chaired by the Vice President
 - iv. Policy Review
 1. No updates at this time
 - v. Professional Development and Service
 1. No updates at this time
 - b. Campus/University Business Meeting Updates
 - i. AOC (Academic Operations Council)
 1. No updates at this time; per Linnea GlenMaye, meetings will resume as needed in the fall.
 - ii. Budget Advisory Committee
 1. No updates at this time
 - iii. Human Resources Meeting
 1. Lessons Learned meetings are going on at this time with various constituency heads to gather information about what went well and what did not during the MBC process. Both faculty and staff senate feedback has been provided.
 2. Search is under way for a new Executive Director of Human Resources. Candidates for the position will be on campus for interviews end of July/first part of August.

3. Contracts are available now in the myWSU portal for the current fiscal year, please sign and submit as soon as possible.
- iv. Legislative Update
 1. No updates at this time
- v. Traffic and Parking Appeals
 1. Transition meetings are going on relative to the joining of these two formally separate committees together. We have very few traffic appeals, so having one committee will streamline processes.
 2. Parking appeals continue to be busy. Students are confused about where they can park during the summer, and often park in faculty/staff lots and receive tickets.
- vi. President Meeting
 1. No update at this time, meet with President Muma on August 3rd
- vii. RSC Board of Directors
 1. No updates at this time
- viii. UPS/USS President's Council (KBOR)
 1. Meeting held morning of 7/19, will provide update at Senate meeting

IV. As May Arise

V. Upcoming Meetings/Events

- a. Staff Senate: August 16, 2022, 3:30pm – 5:00pm via Zoom
- b. Fall Address; August 17, 2022, 2:00pm – details soon

University Staff Senate

July 19, 2022 | 3:30pm-5:00pm | Zoom

Senate Attendance: Denise Gimlin, Marissa Kouns, Angela Aubrey, Kendra Nguyen, Anne Marie Brown, Amy Belden, Ali Levine, Randy Sessions, Stacy Salters, Pamela O'Neal, Jessica Pierpoint, Johny Buchanan-Spachek, Matt Houston, Teresa Moore, Naquela Pack, William Fulls, Amy McClintock, Jessica Walles, Vicki Forbes, Rachel Tuck, Sara Rue, Carrie Henderson, JaNeshia Wilson, Cheryl Miller, Jeswin Chankaramangalam, and Jason Bosch.

Guests: Julie Scott

I. Call to Order

a. Welcome and Introductions

- i. Welcome and introduction to University Staff Senate – Denise Gimlin
- ii. Senator introductions – Returning and newly elected senators

b. Minutes Approval Process – electronic

- i. Marissa Kouns will type up minutes and send to executive team for edits and approval. Once minutes are approved by executive team, document will be sent to full senate for edits and approval.

c. Committee reports/Updates – submitted in advance

- i. For the 2022-2023 year, senate will change meeting agenda to a consent agenda.
 1. Requests for committee updates will be sent prior to senate meetings and be included on the agenda.

II. New business

a. Installation of Vice President

- i. Amy Belden is officially installed as Vice-President.

b. Act on Nomination of Cheryl Miller as At-Large Senator

- i. Motion to appoint Cheryl Miller as At-Large Senator: Denise Gimlin
 1. The motion was seconded by: Randy Sessions
 2. Senate Vote: Unanimous approval
- ii. There is one at-large vacancy remaining to be filled. Denise has a staff member in mind and will speak to them to see if they would agree to serve.
 1. If there are any suggestions of other staff that could fill the vacancy, send the staff name to Denise and she will reach out. The vacancy is for a non-exempt employee.

c. Overview of committees for incoming senators

- i. Committee chairs and members gave descriptions of what their committee is responsible for.
 1. Awards and Recognition
 2. Communication

3. Election
 - a. Per by-laws, will be chaired by Vice President
 4. Policy Review
 5. Professional Development
 6. Parking and Traffic Appeals – Combining
 7. AOC
 8. RSC Board of Directors
- ii. Denise will send a Qualtrics Survey for senators to complete to express interest in a particular committee.
 1. Please respond quickly so committees can be formed.
- d. Ideas to boost morale that don't involve pay**
- i. Market-Based Compensation
 1. Senate will continue to keep pushing this as #1 priority for staff.
 2. There were anonymous staff who raised concerns about an administrator's raise.
 - a. Denise has reached out to administration for clarification and possible explanation and plans to meet with President Muma in early August.
 - ii. Morale Boost - Denise requested ideas for boosting staff morale that is not related to increased pay, such as additional vacation day, time off. We need to identify ideas to help staff feel valued and a part of the university community.
 1. Senator Comments:
 - a. Vacation time used to cover university holiday shut down was discussed. Right now, staff are forced to use vacation without any options to work. Other schools, such as WSU Tech, do not require staff to use vacation time for holiday shutdown and employees are still paid. There is also no guarantee of holiday shut down and it varies year by year as to how many days of vacation staff must use. There is a suggestion to ask administration to continue to provide additional administrative holidays in lieu of requiring staff to take vacation days.
 - i. Denise has mentioned this and will keep it in the conversations with President Muma about additional holiday days that WSU can offer to staff.
 - b. Why does WSU shut down over holiday break?
 - i. Holiday shut down was created due to an energy crisis with a goal to conserve energy. Since then, it was kept as tradition.
 - ii. Potential to have shut down paid and staff not use personal vacation or leave.
 2. Remote Work Options

- a. It was suggested to provide flexible options and arrangements for employees. Buy-in from supervisors is needed to accomplish this,
- 3. Annual Evaluations
 - a. There are minimal to no growth options for staff. Growth and development is important to staff in order to progress in their careers. This relates to retention of staff because of staff leaving for opportunities that have growth.
- 4. How are we rating morale?
 - a. Docking Institute Survey, results should be out towards the end of the month. Once released, we can get an idea of where morale is. Keep in mind that the survey responses were prior to MBC raise information being announced. Docking Institute survey is taken every 2 years.
- 5. President Hosted Events
 - a. Taco Truck (idea from other Regent's institution)
 - i. The value to staff was discussed. There are pros and cons, but due to recent events, this may be perceived negatively by staff.
 - ii. There is concern about staff ability to attend events due to staffing and schedules. There are also considerations for food and financial waste if there was not money for raises but money for food events.
- 6. Free Parking for incentive for X years of service
- 7. Free Heskett Center membership
 - a. Instead of discount, possibilities to provide free membership to staff?
- 8. Additional ideas should be emailed to Denise.
- e. Projects the Senate might want to take on over the year**
 - i. Shocker Locker: Faculty vs. Staff battle for donations
 - 1. Upcoming for the fall, details will be sent out.
 - ii. Adopt an elementary school – school donation drive –
 - 1. Senate would like to do this.
 - 2. Several schools in the Shocker Neighborhood. Naquela Pack offered possible schools and there is still time to begin this.
 - 3. There are also student groups that are working on this as well.
- f. Presenters the Senate might like to hear from**
 - i. President
 - ii. New Athletic Director
 - iii. Campus/Innovation Campus tour
 - iv. Woolsey Hall tour

- v. NIAR tour
- vi. Any additional ideas should be sent to Denise

III. Committee Updates and Discussions

a. Senate Committees

i. Awards and Recognition

- 1. No updates at this time

ii. Communication and Website

- 1. No updates at this time

iii. Elections

- 1. Per bylaws, Elections Committee will be chaired by the Vice President

iv. Policy Review

- 1. No updates at this time

v. Professional Development and Service

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b. Campus/University Business Meeting Updates

i. AOC (Academic Operations Council)

- 1. No updates at this time; per Linnea GlenMaye, meetings will resume as needed in the fall.

ii. Budget Advisory Committee

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iii. Human Resources Meeting

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- 3. Contracts are available now in the myWSU portal for the current fiscal year, please sign and submit as soon as possible.

iv. Legislative Update

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v. Traffic and Parking Appeals

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- 2. Parking appeals continue to be busy. Students are confused about where they can park during the summer, and often park in faculty/staff lots and receive tickets.

vi. President Meeting

1. No update at this time, Denise will meet with President Muma on August 3rd
- vii. **RSC Board of Directors**
 1. No updates at this time
- viii. **UPS/USS President's Council (KBOR)**
 1. Docking Institute Survey data compilation is progressing; should know in the next few weeks when and how the results will be released.
 2. Several schools have instituted minimum pay requirements for their student workers – ranging from \$8.25 to \$10 per hour across the board. In some cases, departments have to have approval from administration to offer a student a higher pay rate regardless of the funding source.

IV. As May Arise

- a. First few senate meetings will be on Zoom, possibly through August or September. Denise would like to go back to in person meetings. We are able to have a better discussion and collaboration in person than what we can get through Zoom. We will not resume hybrid meetings due to technology and issues.
- b. Executive team is currently reviewing the by-laws and policies for Senate. This is how it was discovered that Vice President should also chair the Elections Committee. We want to make sure we are reviewing and operating by the rules that were put into place. Executive Team will continue to review and then bring results to senate so this can be implemented.
- c. Request for headshots for WSU profile/directory pages. Profiles can be uploaded with pictures and information about staff. Senate page is in the process of being updated.

V. Upcoming Meetings/Events

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 - i. 3rd Tuesday of every month.
- b. Fall Address; August 17, 2022, 2:00pm – details to be sent soon
 - i. May be able to attend in person and it will be broadcast.
- c. Denise will send out first senate email for minutes until committees are formed.