



University Staff Senate Archives

University Staff Senate

Academic year 2022-2023

Agenda and Minutes of the Meeting of **August 16**, 2022

University Staff Senate

August 16, 2022 | 3:30pm-5:00pm | Zoom

I. Call to Order & News

- a. Minutes from last meeting (7/19) were reviewed and approved electronically and are available on the senate website in both English and Vietnamese.
- b. Fall Address is Wednesday, August 17th in Woolsey Hall Auditorium. Doors open at 2pm, address begins at 2:30pm. All Faculty & Staff are invited. In person attendees need to [RSVP online](#) by August 16. The address will also be livestreamed on YouTube.

II. New business

- a. Constituent Lists are now available in the Senate shared drive.
- b. Will be transitioning from using the shared drive to using Teams
- c. Supply Drive Update
- d. Shocker Support Locker donation competition with Faculty senate
- e. Docking Survey results received Monday morning
- f. Committee work

III. Committee Updates - presented in advance

a. Senate Committees

i. Awards and Recognition

1. No updates at this time

ii. Communication and Website

1. The senate website has been updated with meeting times and locations. Notifications will be published in WSU Today for the upcoming meeting in August. The constituent list has been divided among senators by exemption status and alphabet. Senators will receive notification of their lists from the committee, along with instructions for mail merge, as an option for communication with constituents.
2. The Communications Committee will meet after the August senate meeting to establish a meeting schedule and assign committee tasks, including meeting notes, website updates, bio updates, strategic communications notifications, etc.

iii. Elections

1. No updates at this time

iv. Policy Review

1. Committee reviewed and provided feedback for newly proposed Policy 19.18 – Third Party Data Transfer
2. Legal Counsel forwarded policies that were being reviewed by PET, for our information:
 - a. 3.17 Political Activity (Note – senate already reviewed this policy and provided feedback last year, they are just now taking the policy through to PET to be finalized)

- b. 4.22 Tenure Promotion Professor Incentive Review and Post Tenure Review Calendar (maintenance edits)
- c. 11.22 Political Activities and Campus Facilities (maintenance edits)
- d. 13.12 Disposal of Surplus Property (maintenance edits)

v. Professional Development and Service

1. Backpack and School Supply Drive was a huge success! Due to the generosity of our amazing staff, we were able to expand our reach and added another location – for a total of three! Thank you to all who donated!! And a big shout out to Naquela and her committee for pulling this together so quickly, picking up and sorting the donations, and delivering them to the organizations! Here’s the breakdown of what we were able to provide:

- a. ICT Launchpad received 40 backpacks to give away at their Back to School event.
- b. 3 Keys received supplies to fill all 40 of their backpacks they are giving away. They received 40 of each: index cards, colored pencils, folders, notebooks, notebook paper, rulers, and scissors.
- c. The remaining supplies were given to our shocker neighbors at Gordon Parks Elementary. They received: 8 packs of erasers, 30 packs of glue plus 38 singles, notebooks, 64 packs of pencils, a couple 3 ring binders, 21 packs of dividers, 47 packs of crayons, 33 pencil boxes, 12 packs of pens, a pack of post-its, 18 packs of highlighters and 4 packs of expo markers along with some window markers.

2. Professional Development opportunity - There is a free "[Rising to the Challenge](#)" virtual workshop series that everyone is invited to register for. Follow the link for more information and to register. Workshop topics include:

- a. August 24 – Process Communication Model introduction
- b. August 31 – Effective Leadership and Coaching
- c. September 7 – Facilitation
- d. September 14 – Planning to Engage the Community
- e. Utilizing Coalitions for Targeted Engagement
- f. Engaging Volunteers

b. Campus/University Business Meeting Updates – presented in advance

i. AOC (Academic Operations Council)

1. No updates at this time; first meeting should be in September

ii. Budget Advisory Committee

1. No updates at this time

iii. Human Resources Meeting

1. We asked the HR team to look into some potential morale boosters that would not be tied directly to pay. Several involve the need for additional research/information gathering, but the questions we asked (and answers if we have them) were:

- a. Can we grant additional leave time, either from the university level or supervisor level?
 - i. Leave administration is governed by KBOR with guidance from the State. HR is still reviewing regulations.
 - ii. Supervisors have opportunities to implement flexible work arrangements to ensure staff are afforded work life balance. Flexible work arrangements are based on organization and departmental needs.
- b. Can we expand the tuition benefits for current employees (pay fees and not just tuition), as well as spouse/dependent?
 - i. HR will research this item. Currently WSU has not had to deny anyone who has applied for tuition assistance, but since we have a limited budget for this, if we open it to more hours, include fees, or more people, there could be a possibility of having to deny applicants
 - ii. FL-2021 through Summer 2022, paid over \$760,000 in tuition assistance.
- c. Can positions in administration be opened up to those who are not faculty, but otherwise meet the requirements?
 - i. Those requirements are set by the leader opening the search. Generally administration jobs with the title starting with “assistant” are operational and may not require a faculty status. Those with a title starting with “associate” are more likely curriculum based and would need a faculty status. As an aside, this was also mentioned to the President, who was not opposed to positions being listed as preferring a faculty status rather than requiring it, when appropriate, but indicated that it was up to the leader opening the search to decide how the position was listed.
- d. Could employees who work in a regional position (not just a remote employee – but someone hired to work in a specific location), have their pay be based on their region?

- i. Market for these positions were determined during the assignment of job codes. Employees who are required to work in a location that has a higher cost of living are coded based on their location, and are assigned to a higher pay range than someone in the same classification who is not working in that region.
 - ii. If questions about classification, employees should reach out to their leader or HR Business Partner for clarification
 - e. Denise and Naquela will meet later this week with Sheryl Propst to discuss Professional Development opportunities for staff
 - f. New [Non-Benefit Eligible employee orientation videos](#) and [Benefit Eligible employee orientation videos](#) are live, and available for all staff to watch – could be a good refresher for all of us to check out.
 - g. New [Non-Benefit hiring page](#) with an updated form has gone live. Process has not changed, but there are clearer instructions and examples for completing the process.
 - h. Working on planning the Years of Service recognition event and Benders of Twigs/Retirees events. Both will take place in late October.
 - i. Years of Service will be open to the university community, each person recognized, and a photo taken of each group. No slideshow as was done in recent past.
 - ii. Benders will be an invitation only dinner event, individually recognizing honorees and photos will be taken. No slideshow as was done in recent past.
 - i. Docking Institute Survey results – HR would like to work with the Senate to identify common themes and use those findings to guide future improvements

iv. Legislative Update

- 1. No updates at this time

v. Traffic and Parking Appeals

- 1. The Parking and Traffic Appeals committee is ready for the fall 2022 semester! We have said farewell to Denise Gimlin and welcomed Johny Buchanan-Spachek. We look forward to an exciting semester!

vi. President One-on-One Meeting

1. Discussed ideas for rewarding staff outside of pay (tied to those items we asked HR about); Dr. Muma asked us to look at priorities and come up with proposals to bring forward.
2. I brought forward concerns with MBC; the university will continue to assess ways to provide increases in the future.

vii. RSC Board of Directors

1. RSC Staff shared the results from a SkyFactor Survey that was done and 547 students took the survey. The top three reasons that students visit the RSC is for Eating, Studying and Meeting Friends
2. They presented that their annual audit is being completed (as we speak) which will wrap up their yearend financials process
3. They provided an update to the Breakfast Co opening on Monday, August 15th

viii. UPS/USS President's Council (KBOR)

1. Discussed the upcoming release of the Docking Survey results. All schools will release the data at the same time, and will present the results to COPS and KBOR in December. Our Survey Review sub-committee plans to work through the data and post the results to the Senate website in October.

IV. As May Arise

V. Upcoming Meetings/Events

- a. Fall Address; August 17, 2022, 2:30pm – Woolsey Hall Auditorium
- b. First day of classes – August 22, 2022
- c. Academic Convocation – September 8, 2022, 9:30am – Wilner Auditorium
- d. Next Senate meeting – September 20, 2022, 3:30pm – Zoom
- e. Check the [Events Calendar](#) for upcoming events on campus

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Attendance: Denise Gimlin, Amy Belden, Matt Houston, Marissa Kouns, Gabriel Fonseca, Ali Levine, Angela Aubrey, Anne Marie Brown, Carrie Henderson, Cheryl Miller, Erin Shields, JaNeshia Wilson, Jessica Pierpoint, Jessica Walles, Jeswin Chankaramangalam, Johny Buchanan-Spachek, Katie Austin, Kendra Nguyen, Kennedy Rogers, Naquela Pack, Pamela O'Neal, Rachel Tuck, Randy Sessions, Sara Rue, Stacy Salters, Vicki Forbes, Jennifer Nicholson, Amy McClintock

Not in Attendance: Jason Bosch, Will Fulls, Theresa Moore

Guests: Lana Anthis, Angela Linder, Trish Gandu, Ellen Abbey, Troy Bruun, Teneisha McKinney, Stacy Shanahan, Maggie Slack, Janine Andrews, Chandra Cralle, Francine Angell, Marcie Holsteen, Joseph Dempewolf, Rita Malinauskas, Gina Bhatt, Lisa Clancy

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II. New business

- a. Constituent Lists are now available in the Senate shared drive.
 - i. Ali sent email to senate members with instructions to how to send emails and access the constituents list. Minutes will potentially be sent end of this week/early next week.
- b. Will be transitioning from using the shared drive to using Teams
 - i. Jason Bosch's suggestion to move senate documents from shared drive to Teams as this will be easy to access and communicate information. Ali has begun to create a Teams environment for senate. When Teams is ready, the senate will be notified and added to the group. Until this is ready, we will continue using the shared drive.
- c. Supply Drive Update
 1. Denise asked Naquela to provide an update on the results of the school supply donation drive. Details of the donation drive and outcomes are listed below in the committee updates.
 2. Denise expressed appreciation to Naquela and the PD&S committee for their work on this, and to the WSU staff (and some faculty) who contributed.
- d. Shocker Support Locker donation competition with Faculty senate
 - i. This will take place during Good Neighbor Week, which is the last week in September. More details will be announced closer to that week.
- e. Docking Survey results received Monday morning

- i. The Docking Institute Survey is paid for by regent institutions to evaluate university staff satisfaction. The survey provides feedback on what is important to staff at each institution, as well as the overall employee satisfaction. A part of the report compares staff satisfaction at WSU to other regent institutions. The last Docking Institute Survey was 2 years ago. In the last survey, WSU held the highest satisfaction results among other institutions. The latest survey results are in, but the data has not yet been reviewed. Review of the survey results will begin after the start of the fall semester. Personally identifiable information has been removed. The senate Survey Review Committee will review and remove any other information that is determined to be personally identifiable. They will group the comments into themes to help determine where issues lie that may be addressed. Results will be shared with the President after the results are reviewed by the SRC and all comments are cleared of identifiable information. The survey results are fully confidential and will be released at the same time as the other regents schools, which is expected to be in mid-October. The data will be presented to Board of Regents and the Council of Presidents in December. HR has offered to work with senate and PET on how to address issues that may be uncovered in the review of data.

- f. Committee work

- i. Committee break up into work groups to discuss goals for this year.

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- a. **Senate Member Question** – Increase in questions regarding salary. Who should these questions be directed to?
 - i. Response from Lana Anthis, HR Business Partner: Salary questions should be directed first to the employee's leader, and then to HR, rather than to Senate. If a department wishes to have an HR representative present directly to their department on salary issues, those requests should be made by the department leader to HR.
- b. **Denise** - What is the next step for the next round of raises?
 - i. HR in conjunction with Administration is currently reviewing information and holding learning meetings with senior and upper-level leaders to help them develop a plan for the next step in the Market Based Compensation plan. Staff can review the MBC website for FAQs. FAQs are very in depth and detailed and should provide answers to most questions. Feedback should be sent to leaders and HR Business Partner.
 - ii. For more information and FAQ:
https://www.wichita.edu/services/humanresources/Total_Rewards/Compensation/Market_Based_Compensation/index.php
- c. **Senate Member Question** – In regards to one-on-one meeting with Rick – rewards outside of pay was discussed, what is being discussed about extended work requirements and more work being added? We cannot do everything that is being asked to do. Current workloads are not sustainable. What else is being done besides “band-aids”? We cannot continue with more work and less people.

- i. **Denise Gimlin** - It is being discussed but no current resolution. President Muma is aware and very much cares but there are limits of what can be done and what cannot. Denise will continue discussions with Administration.
 - ii. **Senate Member Comment** - The perks right now are not fixing the problem. People are leaving because of pay. People are not staying, and it is hurting staff.
- V. **Guest Comment – Gina Bhatt**– Shocker Support Locker – WSU Foundation. Fundraising for Giving Day – donations can be doubled - <https://fundraising.idonate.com/wichita-state-university-foundation/Shocker-Support-Locker>. Further questions, please contact Gina at gina.bhatt@wichita.edu
 - a. Day of Giving WSU Campaign is for 9/14.
 - b. Doubled donations are just for the specific day. Encourage staff to donate on 9/14 in order to qualify their donation for the doubling. Donation deductions from payroll is not eligible for doubling.
- VI. **Rachel Tuck** – Question to senate/Ali for preference of continuing to send summary emails to staff. It was decided to keep this action.
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