



University Staff Senate Archives

University Staff Senate

Academic year 2022-2023

Agenda and Minutes of the Meeting of **November 15**, 2022

University Staff Senate

November 15, 2022 | 3:30pm-5:00pm | 142 Rhatigan Student Center

- I. **Call to Order**
 - a. Minutes approval process – Electronic
 - b. Committee Reports/Updates – Submitted in Advance

- II. **New business**
 - a. Ashlie Jack & Marché Fleming-Randle present Hanover Climate Survey findings
 - b. United Way Presentation
 - c. Docking Survey results – next steps
 - d. [Commencement volunteers needed](#)

- III. **Old Business/Reminders**
 - a. Shocker Support Locker winners
 - i. Staff – donated 900 items and \$595
 - ii. Faculty – donated 850 items
 - iii. Reminder that the need is constant, so consider making regular donations, or sign up for a [payroll deduction](#) to go directly to the Shocker Support Locker by selecting Other and indicating Shocker Support Locker, fund 211540.
 - b. Neshia Wilson will represent the staff senate on the BIRG
 - c. Event Ride Service idea
 - d. Tour of Woolsey Hall

- IV. **Committee Updates - provided in advance**
 - a. **Senate Committees**
 - i. **Awards and Recognition**
 1. Awards and Recognition Website Page is updated and has nomination form linked.
 2. Nominations for President's Distinguished Service Staff Awards is open! From now until Jan. 27th we are taking applications.
 3. WSU Today has the information to go out for reminders over next few months, so be on lookout if want to view.
 4. Please feel free to share or print and post the flyer in your department areas.
 5. We will be having another meeting before the New Year to discuss award gifts.
 - ii. **Communication and Website**
 1. The Communications Committee welcomes new member Carrie Wyatt to the team! The committee met on 11/2 and will be meeting in subsequent weeks to evaluate the layout and

content of the staff senate webpages. The Distinguished Service Award form has been added to the site and the associated webpage updated.

iii. Elections

1. No updates at this time

iv. Policy Review

1. No updates at this time

v. Professional Development and Service

1. Brush Up Shocker Neighborhood was a success! Thank you to the staff and students who attended and helped. We plan to host a Touch-up event in the Spring.
2. United Way Giving Campaign – A week-long effort and opportunity to give back to the university and neighboring communities. We will get a look to see how our dollars go directly back into the services WSU employees and Shocker Neighborhood receive.

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

i. AOC (Academic Operations Council)

1. No updates at this time

ii. Budget Advisory Committee

1. No updates at this time

iii. Human Resources Meeting (Joint with Faculty Senate Reps)

1. Policy Review process.
 - a. Generally HR manages policies in Chapter 3 of the Policy and Procedure Manual, so they would initiate changes in that section usually, though some are initiated as required by legal.
 - b. Pre-Covid, they reviewed policies every three years to determine if they needed to be updated in any way, but have not quite been able to get back to that schedule. Hoping to be back on schedule in 2023.
 - c. Review vs. FYI:
 - i. Anything substantive needs to go through Shared Governance (senates, PET, etc.)
 - ii. If changing only an administrative procedure, it's usually sent as an FYI

- iii. Compliance based changes (foundational in the law) are usually only sent as an FYI, but the could also ask the senate(s) for feedback.
2. Gap Pay Analysis has been completed and affected employees will receive adjustments reflected in the 11/11/2022 payroll. This was for those who were hired, promoted, or changed jobs during the “gap” and thus were not considered in the original market review. The “gap” is the time between when HR had to freeze records to submit for the original market pay analysis, and the start of the current fiscal year.
3. Began discussions on the next phase of the Market Based Compensation review.
 - a. Reminder that it is important that the next round look at employee longevity/experience, as well as merit. Examples given of employees with many years of service who did not receive market increases are now being paid almost the same as newer employees who received raises due to MBC.
4. HR has received approval and is beginning the process to purchase and implement a new Talent Management software system that should help in many areas, including our desire to push toward a performance review system that could include the possibility of merit raises. Implementation could take a couple of years for full deployment.
5. Ran out of time before we could get to the Docking Survey, but will revisit at our next meeting.

iv. KBOR Briefing

1. No separate meeting, however, the President shared that the KBOR meeting at WSU was very successful and positive, KBOR likes what WSU is doing.

v. Legislative Update

1. No updates at this time

vi. President One-on-One

1. Discussed survey results and President’s desire for the senate to work on recommendations from those results that can be presented for action.
2. Discussed KBOR meeting
3. Continued discussion of need to fund next round of MBC.

vii. RSC Board of Directors

1. No update at this time - the Board does not meet again until December.

viii. Traffic and Parking Appeals

1. The Parking Appeals committee is busy reviewing appeals. A kindly reminder that game day parking has been advertised on Shocker Blast. Be aware of game day parking.

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

1. No update at this time; no meeting since August

x. VP of Finance & Administration One-on-One

1. Went over the Docking survey results, including the comment summary
2. Discussed various outcomes from the survey, including the importance of regular salary increases, recognition/reward for longevity, possibility of increasing/expanding tuition assistance benefits

xi. OIEC Executive Director Search

1. In the process of interviewing two candidates for the position; one interview is complete and another is being scheduled.

V. As May Arise

VI. Upcoming Meetings/Events

- a. Staff, Student & Faculty Senates Mixer – 11/30/22, 5:30 – 8:30pm, RSC 233
- b. Winter Holiday Party – 12/1/2022, 1 – 4pm, RSC Ballroom
- c. Next Senate Meeting – 12/13/2022, 3:30 – 5:00pm, RSC 142
- d. Fall Commencement – 12/18/2022, 2:30pm – 5pm(ish), Koch Arena
- e. Holiday Closedown – 12/21/2022 – 1/2/2023
- f. Check the [Events Calendar](#) for upcoming events on campus

University Staff Senate

November 15, 2022 | 3:30pm-5:00pm | 142 Rhatigan Student Center

Senators in Attendance: Denise Gimlin, Kennedy Rogers, Naquela Pack, Rachel Tuck, Katie Austin, Amy Belden, Jennifer Nicholson, Kendra Nguyen, Matt Houston, Carrie Henderson, Ali Levine, Marissa Kouns, Johnetta Buchanan-Spachek, Sara Rue, Vicki Forbes, Randy Sessions, Stacy Salters, Teresa Moore, Jessica Pierpoint, Anne Marie Brown, Lisa Clancy

Senators Not in Attendance: Jason Bosch, Erin Shield, Pamela O'Neal, JaNeshia Wilson, William Fulls, Angela Aubrey, Amy McClintock, Cheryl Miller, Jeswin Chankaramangalam, Carrie Wyatt, Gabriel Fonseca

Guests: MiKayla Irish, Min Hennen, Julie Robinson, Ashlie Jack, Marche Fleming-Randle, Janine Andrews, Gwen Kochman, Brooklyn Black

I. Call to Order

- a. Minutes approval process – Electronic
- b. Committee Reports/Updates – Submitted in Advance

II. New business

- a. **Ashlie Jack & Marché Fleming-Randle presented Hanover Climate Survey findings**
 - i. Climate Survey (1613 responses) – sent to all students, faculty, and staff
 1. DEI to utilize the data to make recommendations to move forward.
 2. Key Objectives of the Survey:
 - a. How do stake holders perceive WSU Campus climate, especially as it relates to diversity and inclusion?
 - b. How does the current climate compare to climate in previous years?
 3. Stakeholders survey: WSU Faculty, Staff, Students
 4. Administered 2016, 2019, 2022
 5. Presidents Diversity Council
 - a. Will review recommendations and work to develop ideas to address those recommendations.
 - b. Hanover Report should be discussed within each college.
 6. Dr. Marche Fleming-Randle and Dr. Ashlie Jack will share with other campus groups:
 - a. Council of Deans
 - b. Faculty Senate
 - c. Advisory Council
 - d. University Staff Senate
 - e. Student Affairs Assessment Committee

f. SALT

- ii. Connect Hanover Recommendations to NISS Recommendations
 - 1. Priority Action #2: Standardize academic advising to ensure students receive consistent support across all majors.
 - 2. Priority Action #4 Strengthen Financial Aid through collaboration with other units and coordinated, proactive outreach to students.
- iii. Connect Hanover Recommendations to University Strategic Goals:
 - 1. Student Centeredness – Promote holistic student success through a supportive learning environment
 - 2. Research and Scholarship – Accelerate the discovery, creation, and transfer of new knowledge
 - 3. Campus Culture – Empower students, faculty, staff, and the greater Wichita community to create a culture and experience that meets their ever-changing needs
 - 4. Inclusive Excellence – Be a campus that reflects and promotes – in all community members – the evolving diversity of society
 - 5. Partnerships and Engagement – Advance industry and community partnerships to provide quality education opportunities and collaborations to satisfy rapidly evolving community and workforce needs.
- iv. Presidents Goals:
 - 1. Goal 1: Provide an accessible, affordable and impactful higher education for all Kansans
 - 2. Goal 4: Prioritize University Support and Advocacy of all Title IX, Equal Employment Opportunity, and Diversity Equity and Inclusion efforts.
- v. General Trends/Key Themes
 - a. Overall satisfaction remains high among students and staff but respondents are feeling less comfortable at on-campus events
 - b. Discrimination most commonly occurs in the form of verbal comments and exclusion. No significant change from prior years
 - c. Experiences with discrimination vary based on gender, sexual orientation, race, and religion. Respondent reported dissatisfaction with the handling of their reports.
 - d. Respondents report providing a clear and fair process to resolve conflicts as most important.
- 2. Hanover Recommendations
 - a. Recommendation #1: Examine existing support mechanisms for opportunities to increase access and resource.

- b. Recommendation #2: Consider amending the bias/harassment/discrimination reporting process to remove reporting roadblocks
 - i. R#4 – Verbal comments and Exclusion
 - ii. WSU Oct 25th – See something, hear something, say something resources
 - c. Recommendation #3: Continue to fight food security problems faced by faculty, staff, and students.
 - i. Shocker Locker food donation challenge
 - ii. Excess food from events, how can extra food be utilized
 - d. Recommendation #4: Consider ways to curtail instances of bias/harassment/discrimination, centering on verbal comments and exclusion.
 - i. Bring awareness, sensitivity campaigns
 - 3. Marche -DEI plan, on 2nd year, 3 more years to continue implementing plan. Refer to DEI plan: <https://www.wichita.edu/administration/dei/comprehensive.php>
 - a. Future Climate survey – needs honest answers to make change.
 - b. WSU is the most diverse campus in Kansas.
- b. United Way Presentation
 - i. Gwen Kochman and Brooklyn Black
 - ii. Shockers and United Way
 - 1. 453,792 times people served annually.
 - 2. Shocker Neighborhood helps 17,000 times
 - 3. 211 assisted 8082 times.
 - iii. Focus areas:
 - 1. Health
 - a. \$1.18 million invested last year through United Way funded programs
 - b. Partner with Delta Dental Community Benefit Plan
 - 2. Education
 - a. \$2.03 million invested in the community through United Way last year
 - b. Literacy program
 - 3. Financial Stability
 - a. \$2.49 million invested
 - b. Free Tax Prep
 - c. Bank On ICT
 - 4. Basic Needs
 - a. Priority areas: rent, food insecurity, shelter, and other safety

- b. Homeless Services
 - i. Impact ICT
- c. Docking Survey results – Next Steps
 - i. Main Concerns:
 - 1. Pay
 - a. Tied to the budget. We have to wait for the state budget to determine how much money we have and what we can do with it.
 - b. HR is working on next steps of MBC
 - i. Feedback is being reviewed
 - ii. HR received approval for a talent management system. This will take approximately 2 years to get this running. This could involve an improved review systems to allow merit raises.
 - c. Merit base pay – Has not been in place in the past. Ad-Hoc committee for Annual Evaluations in Fall 2021 did a review of this and made recommendations to consider bonus, COL adjustments/inflation
 - 2. Flexible Schedules
 - a. Remote work is ok with administration. Refer to website for remote work information.
https://www.wichita.edu/services/humanresources/Business_Partners/Resources/Flexible_Work_Arrangements.php
 - b. Remote/flexible work is supported by university and should be discussed with leaders. Keep in mind not every position/office may be able to have flexible work arrangements.
 - 3. Tuition Assistance Program
 - a. Expansion of the program –
 - i. There is a suggestion to expand tuition assistance program to other schools.
 - ii. There is a suggestion to increase number of eligible hours covered by tuition assistance
 - 1. Budget for this would limit the number of people that can participate.
 - 4. Next Steps:
 - a. Come up with recommendations for administration based on the survey.
 - b. Denise will put together a committee to review and make recommendations based on the survey. If interested, let Denise know. Expected completion time March 2023.
 - c. Possible professional development incentives.
- d. [Commencement volunteers needed](#)

- i. Sign up through link.
- III. **Old Business/Reminders**
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 - b. Neshia Wilson will represent the staff senate on the BIRG
 - c. Event Ride Service idea
 - i. Possible bus service or golf cart usage.
 - ii. We don't own the golf carts that are used during the start of the semester (WUber) – we rent them – so they are not available year round. All told on campus we may have about 6–10 golf carts owned by various areas; may not have manpower to run carts.
 - iii. Probably would make more sense to run busses or shuttles than try to do golf carts if this is even something we want to pursue.
 - d. Tour of Woolsey Hall
 - i. 7 senators took the tour. Building is really high tech and has a lot of flexibility in classroom space.

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