



Unclassified Professional Senate Archives

Unclassified Professional Senate

Academic year 2019-2020

Meeting of March 10, 2020 Minutes

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USS & UP Joint Senate Meeting Minutes

3-5 p.m., March 10, 2020, John Bardo Center, Room 264

In attendance (UP Senators): Julie Scott, Trish Gandu, Aswini Kona Ravi, Gabriel Fonseca, Ellen Abbey, Kristi Carlson-Goering, Deb Wagner-Kirmer, Heather Perkins, Tyler Gegen, Kayla Jasso, Judi McBroom, Susan Norton, Jeanne Patton, Lisa Clancy, Katherine Holmgren, Shawn Ehrstein.

In attendance (USS Senators): Matt Houston, Rosemary Hedrick, Connie Basquez, Jama Challans, Angie Linder, Sandra Goldsmith, Donna Hughes, Amy McClintock.

Guests: Judy Espinoza and Sheryl Propst from Human Resources, Scott Williams and Dee Dee Matos from Physical Plant.

I. Call to Order

- a. **Announcements or Proposals – None**
- b. **Minutes Approval Process – Electronic.** The minutes were approved electronically and are available on the website.
- c. **Committee Reports/Updates – Submitted in Advance.**

II. Old Business for USS & UP Senates

- a. **Shared Governance Activities**
 - i. **Fall Homecoming Exploratory Committee**
 1. The Campus Community and Inclusion task force will include recommendations in their report on programs to enhance the student and campus community experience. There is also a group with representatives from many campus areas that met recently to specifically discuss the potential of Fall Homecoming. There is no information at this time about their progress.
 - ii. **Free Speech Policy & Crisis Communication Plan Committee**
 1. Gabriel is currently working with others on campus to draft a free speech policy.
 - iii. **President's Task Forces**
 1. The Athletics task force is working on the possibility of Women's Soccer and Men's Lacrosse as well as an E-Stadium, however, nothing has been finalized.

III. New Business for USS & UP Senates

- a. **Grow @ WSU Overview & Demonstration (Sheryl Propst, Human Resources)**
 - i. Sheryl provided a demonstration and highlighted the new ShockerStart database for staff development and training.
 - ii. There are wide range of topics, including CMD, Employee Assistance, Prior Learning Solutions, Workforce Professional and Community Engagement. There are approximately 540 total opportunities; some that are free to WSU employees and others with minimal costs.
 - iii. Access ShockerStart in your myWSU account under "employee training, resources & professional development." The State Library System is also available through ShockerStart. You will need a library card to access it, which may be obtained at Ablah Library.
 - iv. ShockerStart does not replace myTraining. You will still register for internal trainings through myTraining.
- b. **HR Efforts/Proposals re: Employee Recognition (Judy Espinoza, Human Resources)**
 - i. Judy shared the Diversity, Human Resources and Professional Development Tasks Force is currently discussing recommendations for these areas.
 - ii. An area of focus for HR is that everyone receives an annual evaluation.
 - iii. The talent Management Task Force is working on a technology platform to support everything needed for the full cycle of employment including hiring, compensation, evaluation and professional development opportunities. This group will be engaged through June.
 - iv. WSU is in the process of transitioning to market-based pay for the whole university.
 - v. Judy spoke about the need to recognize all employees in a meaningful way. HR launched an extensive survey after this year's annual recognition awards to get input from those recognized. Some feedback was to not only be recognized by the leaders but also peer-to-peer recognition.
- c. **HR Updates/Changes:**
 - i. **Delayed Termination Timeline.** Susan Norton discussed issues with not being able to post a position until the previous employee were terminated. Discussion continued on those difficulties and other ways this could be handled.
 - ii. **Position Posting Statement on Diversity.** No changes to proposed update received through Shared Governance process.
"Wichita State University is committed to creating a diverse and inclusive workforce. Wichita State University recruits, employs, trains, compensates and promotes regardless of age, ancestry, color,

disability, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national origin, parental status, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran.

Wichita State University has a clear vision: to be the place where our talented faculty and staff reflect the diversity of our student body. We pride ourselves on being the most innovative university in Kansas, delivering the best educational experience to our students with the distinction for opening pathways to real-life learning, applied research and career opportunities that make people want to stay.

Our campus provides an experience that promotes all forms of diversity, multiculturalism and inclusion, a place to come learn, work, live and play.”

- d. **Staff Town Hall Debrief.** The event was very well attended. Tyler Gegen provided excellent notes that were shared with all university staff via WSU Today. There were no questions or discussion. If anyone has any ideas or questions that we can advocate differently as a result of the Town Hall please let Julie or Matt know.
- e. **Combining Senates Discussion/Activity.** Gabriel Fonseca shared how combining the Senates might work if the constitution was re-written. This year we had joint Senate meetings and then USS met separately a few times when needed. President Golden is in support of combining Senates. The Executive Team discussed the pitfalls and advantages of joining Senates and Julie and Matt shared with them the desire to preserve the voice of USS if we move forward with combining the Senates. . Julie discussed the upcoming elections and that the SGA President receives a stipend and Faculty President and President-Elect are given a work load reduction for serving. Julie discussed bringing it before the Executive Team to see if they are willing to pay a stipend or overtime (for USS) for a Senate President.
- f. **Spring General Meeting Planning.** Our constitution requires that we hold a general meeting every semester. Recommended we ask President Golden to present about the Task Forces, Retreat and other University updates. It was also suggested we ask the Police Chief to present about Campus Safety.

IV. Committee Reports/Updates

a. Committees

i. Archives (Joint)

No updates at this time.

ii. Awards/Recognition (Joint) & Staff Recognition Task Force

We received many outstanding nominations this year for the President’s Distinguished Service awards. We are pleased to announce the following individuals have been selected:

UP Nominees:

- Angela Aubrey, Curriculum & Instruction
- Denise Gimlin, Graduate School Dean’s Office
- Alicia Newell, VP Student Affairs (Wayne Carlisle Recipient)
- Kennedy Rogers, Student Involvement

USS Nominees:

- LaDawna Hobkirk, Sociology
- Matt Houston, Electrical Shop
- David Muehl, Performance Facilities

These individuals will be recognized at the Shocker Pride Celebration on Tuesday, May 5. Those nominated, but not selected have received a copy of their nomination so they can be recognized for their contributions. Thank you to the committee members Sandra Goldsmith, Donna Hughes, Sheryl Mckelvey, Deb Wagner-Kirmer, and Kayla Jasso for their service on the Awards/Recognition committee.

iii. Communication and Website (Joint)

We will be creating a webpage with bio information about each individual who was nominated for Senate. We will also be working on communication highlighting the themes from the town hall.

iv. Election (USS) and Election (UP)

Nominations are being accepted through the end of this week.

v. Organizational Governance (Joint)

Thank you to those who submitted your committee goals. The committee began reviewing them and will work to develop a comprehensive document for the senates to use. Additionally, we had conversations regarding moving forward with a combined senate and discussions about asking staff to vote on a constitution.

vi. Policy Review (Joint)

The committee has reviewed Policy 3.20 related to the Recruiting, Hiring, and Onboarding, and questions have been sent to HR's policy team. Once answers are received, the recommended changes from the UP/USS Policy Review Committee will be sent to the Senates for final review.

vii. Professional Development (Joint)

Met recently and reviewed feedback on navigating the professional development opportunities through ShockerStart. The programmer made many suggested changes. The task team will continue reviewing and adding entries in the database of opportunities. A communication team will be meeting soon to discuss promoting this professional and personal development information to Grow@WSU to WSU employees.

viii. Service (Joint)

No updates at this time.

b. Campus/University Business Meeting Updates

i. AOC (UP Representative)

A meeting is scheduled for April 10th.

ii. Budget Advisory Committee (Joint)

There is a newly created Tuition Revenue Estimating Team that is using data to better estimate tuition revenue for budget planning. They began meeting in early March. The Budget Advisory Committee will begin reviewing new proposed budget expenditures (Strategic Initiative Proposals are due by March 20) in late March/early April and make recommendations to the President's Executive Team.

iii. Human Resources Meeting (Joint)

Matt, Julie, and Trish met with Judy Espinoza and started preliminary discussions for considering compensation for the UP/USS Senate Leadership. Judy will provide expertise in reviewing any recommendation to ensure it meets wage and hour requirements. She provided reference to the Shared Governance Policy, 1.01. Additionally, Judy updated the team on the RFQ for Talent Management Software. The Senate leaders also learned from Judy that not all policy changes/proposals originate with HR. Many of them originate in other pockets of the University. An idea that originated from this meeting is that it may be helpful for the University to pull together a group to evaluate and define shared governance.

iv. Legislative Update (Joint)

Most discussions are currently around the budget and the Governor's recommended \$11.9 million for higher education 4-year institutions and \$2.5 million for need-based aid (applied to the comprehensive grant). Julie shared President Golden and KBOR are interested in WSU being known as the Kansas Innovation Campus and that we are growing the Kansas GDP and educating the local population. For more information, visit WSU's Government Relations webpage by Zach Gearhart at <https://wsugovrel.wordpress.com/>

v. Library Appeals (Joint, Representative from Each Senate)

The Library has recently changed their overdue policy and there are no fines for the regular 4-week checkout overdue books until they are placed into "lost status," which happens approximately 3 weeks after the due date. At that time, if the book is lost, the patron will pay the replacement fee, which is the value of the book, plus a \$10 fee. If the book is found and turned in, although late, they will only pay the \$10 fee for having it go into lost status. There are still fines for equipment, room keys and DVDs. Any material behind the desk that is not a regular 4-week checkout are still fined per policy. The library has noticed a reduction in appeals with this change. Patrons are paying the \$10 fee for items in lost status and not submitting appeals. There are currently no appeals on file, which is an improvement from this time last semester.

vi. Parking Appeals (Joint, Representative from Each Senate).

Continue to receive appeals. There is also a continuing problem of texts being received about parking lots reserved for the basketball games. There has been discussion about moving to a new vendor.

vii. President's Council/PET Meeting (Joint)

Updates from Dr. Golden include we are up in apps for next year, and we will be doing targeted marketing and events in Dallas. The state budget discussions show that there is not a focus on higher education, and we will need to adjust/adapt our advocacy approach to how higher education grows the state GDP and provides economic growth. He wants us to be known for being Kansas' innovation institution (like KU is known as the flagship institution and KSU as the land-grant, agricultural institution). He will be engaging consultants to identify what we need to be successful as institution for technology transfer and new ventures. KBOR asked the University for more information/data on the proposed purchase of the Flats and Suites before they vote. Faculty Senate will be reviewing a policy related to department chairs. HR is tabling e-Verify for now and moving forward with updating I-9s. The Transition to Market-Based Compensation project is slated to begin the mapping process of position descriptions to specific jobs in March and April. Some national

survey data to help with the overall process will not be released/available until August (aeronautics industry). It is important to HR that they get the mapping right, so they are committed to getting it right. Student Affairs has convened a group to discuss a fall homecoming and how to wrap it into family weekend and/or the President's inauguration (he wants the inauguration student-focused). The Foundation is wrapping up the Shock the World fundraising campaign this year and will report on its impact in September. Strategic Communications is working on three newsletters (a bi-monthly one for research and an internal and external President's monthly newsletter). The University has an agreement with Village Tours for a WSU-branded bus – "a rolling Wichita State." The UP/USS Senates gathered feedback from the PET on a possible combined Senate and the possibility of an equitable compensation/workload reduction to align with Faculty Senate. The UP/USS leaders thanked the PET for the various opportunities for allowing staff to participate actively in shared governance projects. Several PET members were provided task lists with projects due by October 1.

viii. President Meeting (USS) and President Meeting (UP).

Matt stated his meeting went well. Dr. Golden discussed pushing WSU as the Innovation Campus and also discussed buildings and plans for future development. Also discussed was having more open areas for faculty, staff and students to bring people together more on campus. Discussion continued on the President's desire to have shutdown times to have coffee with students and ideas were shared on how that might work.

ix. RSC Board of Directors (Joint, Representative from Each Senate)

No updates at this time.

x. Traffic Appeals (Joint, Representative from Each Senate)

One appeal was received in February from a student who received a traffic ticket for running a stop sign at Mike Oatman and Perimeter, beside the YMCA. The appeal and dash cam video were reviewed by the committee, and the appeal was denied.

xi. UPS President's Council (UP) and USS President's Council (USS)

No update for UPS at this time; conference call scheduled for March 11. An in-person meeting is scheduled to take place in Emporia on April 28.

V. As May Arise

a. Upcoming Meetings/Events:

- i. 9-11 a.m. Tuesday, April 21, 2020**
- ii. 3-5 p.m. Tuesday, May 19, 2020**

VI. Adjourn