



# Unclassified Professional Senate Archives

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Unclassified Professional Senate

Academic year 2019-2020

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## Meeting of June 16, 2020 Minutes

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**Additional information:** Digitized by University Libraries Technical Services and archived in SOAR: Shocker Open Access Repository at:  
<https://soar.wichita.edu/handle/10057/14238>

# USS & UP Joint Senate Meeting

9-11 a.m., June 16, 2020 via Zoom

## In attendance:

**UP:** Julie Scott, Krysti Carlson-Goering, Gabriel Fonseca, Kayla Jasso, Lainie Mazzullo, Trish Gandu, Judi McBroom, Lisa Hansen, Amy Belden, Ellen Abbey, Shareika Fisher, Susan Norton, Tyler Gegen, Aswini Kona Ravi, Erin Shields, Tyler Pennick, Krissy Archambeau, Jeswin Joseph Chankaramangalam, DeeDee Estill-Matos, Lisa Clancy, John Jones, Brian Austin, Alison Babb, Heather Perkins, Sally Fiscus, Tyler Gegen, Denise Gimlin, Shawn Ehrstein

**USS:** Matt Houston, Lisa Wood, Trisha Wenrich, Angie Linder, Connie Basquez, Rosemary Hedrick, Jama Challans, Randy Sessions, Jama Challans, Rosemary Hedrick, Sheryl McKelvey, Linda Claypool

**Guests:** Anne Marie Brown, Stacy Salters, Chief Rodney Clark

## I. Call to Order

- a. **Announcements or Proposals**
- b. **Minutes Approval Process – Electronic**
- c. **Committee Reports/Updates**
- d. **Introductions**
  - i. Identify your name, department, division, and whether you are continuing on Senate, completing your term, or new to the Senate

## II. Old Business for USS & UP Senates

- a. **Shared Governance Activities**
  - i. Fall Homecoming Exploratory Committee – No updates at this time.
  - ii. Free Speech Policy & Crisis Communication Plan Committee – Recently finished last review of policy. Assembling committee in early July for their approval before sending to PET for their approval by August 1.
  - iii. President’s Task Forces – Finance task force presents to President Golden Friday. All others have concluded and presented their feedback.
  - iv. Reintegration Working Groups – Some groups have stopped meeting. Most of the focus still remains on determining the classroom/public space capacity and seating as well and communication.
  - v. Innovation Campus Consultant – USS, UP and Faculty Senate leadership and SGA president and VP met with consultant to discuss Innovation Campus perceptions, what’s being done well and where improvements can be made. Shared feedback about transparency and how we can participate and better keep everyone on campus informed.
  - vi. Shared Governance Visioning Team – USS, UP and Faculty Senate leadership has been appointed to the Shared Governance Visioning Team and will be working with President Golden and others to officially define shared governance at WSU. Need to identify which spaces Senate voices need to be heard/have representation.

## III. New Business for USS & UP Senates

- a. **UP & USS Senate Strategic Long Range Plan – Goals Review and Vote**
  - i. Created document to include what we achieved this year and what we want to achieve in the next couple years. Thanks to Gabriel for pulling this document together. Trish and Randy will be looking at ways to onboard incoming senators.
  - ii. Ellen Abbey motioned to accept as written. Denise Gimlin seconded. Motion carried.
- b. **UP Senate – Constitutional Amendments – Discussion and Vote**
  - i. Language adjustment to make it read more clearly and to accurately reflect current senate committees. Susan Norton motioned to accept changes. Gabriel Fonseca seconded. Motion carried.
- c. **Overview of Committees for Incoming Senators (Current Committee Chairs)**
  - i. See below for committee updates.
- d. **Call for Nominations for UP Secretary & UP Vice President/President-Elect (Trish)**
  - i. **Nominations and Bio** – Due to Krysti Carlson-Goering, Election Chair, by June 26, 2020.
    1. Submit nominations to Krysti by June 26.
    2. Bios due to Krysti by July 3.
    3. Voting in early July to have roles in place by July meeting.

**e. Announcement of Senate Awards and Recognition of Outgoing Senators**

- i. Ballot was sent last night to Senators. Please vote by end of day Wednesday. Julie working on end-of-year newsletter highlighting accomplishments and achievements. Thank you to all current and outgoing Senators for a great year. The year's highlights are listed in the Strategic Long-Range Plan document.

**f. Installation of Incoming Senators and Officers – Welcomed new senators and leadership. See installation script used at end of document.**

**i. UP Senate**

1. Incoming Senators
2. Installation of President

**ii. USS Senate**

1. Incoming Senators
2. Installation of Secretary
3. Installation of President-Elect
4. Installation of President

## IV. Committee Reports/Updates

**a. Committees**

**i. Archives (Joint)**

1. Created this year to preserve history of USS and UP Senates to determine where to house documents. University Archives prefers to keep agenda, meeting minutes, and election documents. Julie and Krysti want to write up for each year what the hot topics were. Also, committee is to have a representative from both UP and USS.

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

1. Combined UP and USS committees into one. The bulk of work is around the President's Distinguished Service awards. Members will review nominations on own time rather than in a committee meeting. Additionally, this year HR asked them to provide feedback on previous recognition events and has asked for representatives to serve on their service recognition task force. The committee also plans to assist with recognizing staff on campus and collaborating with the Communication Committee to feature staff in WSU Today articles.

**iii. Communication and Website (Joint)**

1. Submit meeting announcement to WSU Today, draft follow-up email with highlights from meeting that is then shared with senators to send to their assigned group of constituents, assist other committees throughout the year with any communication needed and update website as needed. Next year, the committee will be combining the UP and USS websites.

**iv. Election (USS) and Election (UP)**

1. UP: Coordinate election for new senators, VP/President-Elect and Secretary each year. Needs one new senator (not at-large) to serve as back up to learn process and then take over as chair following year. Work with Kevin Crabtree in ITS on voting app and Krysti will assist through next year as well.
2. USS: Don't typically hold elections due to lack of interest. Have been reaching out to people individually to see if they will be on senate. Plan to look at constitution to review what is outlined for election.

**v. Organizational Governance (Joint)**

1. Created this year to ensure constitution is updated each year. Responsible for strategic long-range plan and including updates as well as creating and updating senate committee handbooks. Discussions this year will likely focus on merging senates and writing a new joint constitution.

**vi. Policy Review (Joint)**

1. Reviews changes and provides feedback to HR as they are making changes to university policies.

**vii. Professional Development (Joint)**

1. HR has been leading task force to improve communication about professional development opportunities to all employees. Worked on getting link within ShockerStart to Grow @ WSU database. Representatives from this committee will be identified to sit on HR's task force and some sub-committees. One of the goals this year is for the Senate to host a professional development opportunity for staff.
2. Will be combined with the Service Committee.

**viii. Service (Joint)**

1. Aims to bring WSU community together. Goal is to organize 1-2 events per year. Hosted Stock the Shocker Support Locker last year and plan to make this an annual event.
2. Will be combined with the Professional Development Committee this next year.

**b. Campus/University Business Meeting Updates**

- i. **AOC (UP Representative)**
  1. Conduit between academic operations and senate. Meets once per month. If you are already attending AOC and willing to represent UP Senate, this is most ideal.
- ii. **Budget Advisory Committee (Joint)**
  1. No updates at this time.
- iii. **Human Resources Meeting (Joint)**
  1. No updates at this time.
- iv. **Legislative Update (Joint)**
  1. Governor convened session in late May, but there were no major actions that impacted WSU.
- v. **Library Appeals (Joint, Representative from Each Senate)**
  1. Managed by library. Review appeals of fines for late books or lost books. Typically meet one time per semester.
- vi. **Parking Appeals (Joint, Representative from Each Senate)**
  1. Parking appeals are typically from students who are appealing a fine. Members review appeals electronically on their own rather than in a committee meeting. Members may need to designate an hour per day to review appeals.
- vii. **President's Council/PET Meeting (Joint)**
  1. No updates at this time.
  2. When news broke about Ivanka Trump speaking at WSUTech commencement ceremony, Matt and Julie along with SGA and Faculty Senate were included in meeting with PET to discuss and provide feedback on how to move forward.
- viii. **President Meeting (USS) and President Meeting (UP)**
  1. Requested to receive KBOR agenda in advance and that is now being shared with Senate leadership. At this month's KBOR meeting, WSU is requesting its tuition increase, the addition to the Marcus Welcome Center for the Shocker Career Accelerator through donated funds, and the final bonding approvals for the Flats/Suites and Woolsey Hall, and like the other schools, following its procedures for review of low-enrollment academic programs.
  2. Will be sharing his strategic priorities with us soon. These are the priorities for the next decade. He also wants Senates to think about what is important to us to be accomplished in the short-term (e.g., salary compensation, fundraising for scholarships as part of the student experience).
  3. Asked him why he had to go before KBOR and not WSU Tech President Sheree Utash. Feeling is reporting structure wasn't completely identified/defined and now it's going to be.
  4. President Golden plans to create a risk management team to constantly look at everything to determine if items still fit the values of WSU and is there harm that will come to constituents.
  5. Asked him if there are leaders at other campuses he consults with on how to navigate being a president and he has a great number he turns to.
- ix. **RSC Board of Directors (Joint, Representative from Each Senate)**
  1. Review financial reports and student fee requests, approve capital expenditures. Meets every other month the second Thursday of the month.
- x. **Traffic Appeals (Joint, Representative from Each Senate)**
  1. Fewer appeals for traffic due to video footage. Occasionally someone will ask for an in-person appeal.
- xi. **UPS President's Council (UP) and USS President's Council (USS)**
  1. Trish will chair the UPS Council and Randy will chair the USS Council next year, which are made up of Senate leadership from all the KBOR schools.
  2. Every month the university senates have a phone meeting with every school to discuss each universities issues and to discuss presentations to COPS and KBOR.
  3. The hosting university will host all 6 universities at a fall and spring in person meeting.

## V. As May Arise

- a. **Upcoming Meetings/Events:**
  - i. **9-11 a.m. Tuesday, July 21 – UP/USS Senate Meeting**
  - ii. **2-3 p.m. Monday, July 27 – Faculty/Staff Town Hall**
- b. **Thank you to Julie Scott (UP) and Matt Houston (USS) for serving as Senate President's this last year. Your commitment, time, service and leadership to WSU and the Senates is greatly appreciated. We also want to extend a thanks to Camille Childers for all her work as UP Past President. The Senate will be presenting all of them with an engraved gavel plaque as a thank you for their service.**

## VI. Adjourn

Kristi Carlson-Goering made motion to adjourn and Denise Gimlin second the motion.

## **Installation Script**

### Incoming UP Senators

#### UP Senate Vice President/President-Elect (read by Trish):

The purpose of the UP Senate is to foster communication and collegiality among Unclassified Professional personnel of the University, and to:

1. Provide representation for Unclassified Professional personnel and serve as a liaison to the University administration and others regarding issues of concern;
2. Formulate recommendations to the University President regarding policies and procedures that relate to the concerns of the Unclassified Professional Personnel at Wichita State University; and
3. Review and recommend refinement of the Unclassified Professional Personnel Policy.

Will you accept these duties and responsibilities beginning July 1, 2020?

#### Incoming Senators' Response (in unison):

I will.

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### Installation of UP President

#### UP Senate President (read by Julie):

The President shall be the official spokesperson for, and preside at all meetings of the Senate and at the general meetings of the Unclassified Professional personnel. The President shall serve as ex-officio member of all Senate committees except the Election Committee. The President, in cooperation with the other officers, shall establish the agenda for Senate meetings. The President shall represent the UP in meetings with the President of the university.

Will you accept these duties and responsibilities beginning July 1, 2020?

#### Incoming President's Response:

I will.

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### Incoming USS Senators

#### USS Senate President (read by Matt):

The purpose of the USS Senate is to foster communication and collegiality among University Support Staff of the University, and to:

1. Provide representation for University Support Staff and serve as a liaison to the University administration and others regarding issues of concern;
2. Formulate recommendations to the University President regarding policies and procedures that relate to the concerns of the University Support Staff at Wichita State University; and
3. Review and recommend refinement of the University Support Staff Policy.

Will you accept these duties and responsibilities beginning July 1, 2020?

#### Incoming Senators' Response (in unison):

I will.

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### Installation of USS President

#### USS Senate President (read by Matt):

The President shall be the official spokesperson for, and preside at all meetings of the Senate and at the general meetings of the University Support Staff. The President, in cooperation with the other officers, shall establish the agenda for Senate meetings. The President shall represent the USS in meetings with the President of the university.

Will you accept these duties and responsibilities beginning July 1, 2020?

#### Incoming President's Response:

I will.

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## Installation of USS Vice President/President-Elect

USS Senate President (read by Matt):

The Vice President shall serve in the absence of the President, and in case of resignation of the President, shall assume the duties of the President. The Vice President will assume office as the President following the last meeting of this Senate year.

Will you accept these duties and responsibilities?

Incoming President-Elect's Response:

I will.

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## Installation of USS Secretary

USS Senate President (read by Matt):

The Secretary shall maintain the records of the Senate and record and distribute the minutes of Senate meetings and general meetings. The Secretary shall coordinate Senate correspondence, and the Secretary shall preside at meetings in the absence of the President and the Vice President.

Will you accept these duties and responsibilities?

Incoming Secretary's Response:

I will.

# UNCLASSIFIED PROFESSIONAL SENATE

## Constitutional Amendment #1

### ARTICLE II: PURPOSE

The purpose of the organization is to foster communication and collegiality among Unclassified Professional personnel of the University, and to:

4. Provide representation for Unclassified Professional personnel and **serve as a** liaison to the University administration and others regarding issues of concern;
5. Formulate recommendations to the University President regarding policies and procedures that relate to the concerns of the Unclassified Professional Personnel at Wichita State University; and
6. Review and recommend refinement of the Unclassified Professional Personnel Policy.

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#### JUSTIFICATION:

The addition of "**serve as a**" clarifies the language in which the UP Senate duties serve. The addition of the highlighted areas does not change the intent of the clause in Article II, but just simply cleans it up.

#### ACTION REQUESTED:

The UP Senate moves to adopt the changes as simple grammatical changes in not changing the intent of the language. Further, this action does not require a vote of the general electorate since the intent of the Article is not changed but simply adds clear thought in language.

## Constitutional Amendment #2

### ARTICLE VIII COMMITTEES

Section 1. Standing Committees.

- A. Standing committees shall report to the Senate, which has authority and responsibility for those committees and their membership.
- B. Standing committees of the Senate shall include, but not be limited to, the Election Committee, **Service Committee, Professional Development Committee, Archives Committee, Policy Review Committee, Organizational Governance Committee, Awards and Recognition Committee, and Communication and Website Committee** ~~and the Unclassified Professional Grievance Committee~~. The Senate may constitute additional standing committees, as it deems necessary.

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#### JUSTIFICATION:

The addition of highlighted areas clarifies the additional committees in which the Senate has formed over the year and previous year to execute the duties of the UP Senate. The addition of the highlighted areas does not change the intent of the clause in Article VIII, as the Constitution already grants the Senate the authority to constitute additional standing committees.

#### ACTION REQUESTED:

The UP Senate moves to adopt the addition of the highlighted areas in this Amendment to highlight the additional committees. Further, this action does not require a vote of the general electorate since the Article grants the Senate the authority to constitute additional standing committees.