



# University Staff Senate Archives

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University Staff Senate

Academic year 2023-2024

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## Minutes of the Meeting of September 19, 2023

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**Additional information:** Archived in SOAR: Shocker Open Access  
Repository at: <https://soar.wichita.edu/handle/10057/25653>

# University Staff Senate

September 19, 2023 | 3:30pm-5:00pm | RSC 265 Lucas Room

- I. **Call to Order**
  - a. Approval of Minutes
  - b. Committee Reports/Updates – Submitted in advance.
  
- II. **New Business**
  - a. Dr. Jessica Provines, Assistant Vice President for Wellness
  - b. Faculty/Staff Socials
  - c. Stock the Shocker Support Locker Challenge
  - d. October Staff Senate Meeting
  
- III. **Old Business/Reminders**
  - a. Senate Priorities for 2023-2024
  - b. Recommendations from Ad Hoc Committee on Scholarships
  
- IV. **Committee Updates - Provided in Advance**
  - a. **Senate Committees**
    - i. **Awards and Recognition**
      1. No report.
  
    - ii. **Communication and Website**
      1. No report.
  
    - iii. **Elections**
      1. No report.
  
    - iv. **Policy Review**
      1. The committee has recently review and provided feedback on the following university policies:
        - a. 11.13 Use of Inflatables on University Premises
        - b. 3.47 Discrimination Review Procedures for Students, Employees, and Visitors
        - c. 11.06 Naming of University Facilities
      2. Policies 11.13 and 11.06 are new policies created as a matter of university compliance, so formal approval was not sought from the staff and faculty senates, but senates had an opportunity to provide feedback. Policy 3.47 had a minor content change that pertains to faculty; all other changes were maintenance updates and formatting edits.
  
  - v. **Professional Development and Service**
    1. No report.

## vi. Ad Hoc Committee on Scholarships

1. No report.

## b. Campus/University Business Meeting Updates

### i. Academic Forum

1. Updates from the August 30 meeting are as follows.
2. [SEAS \(Student Early Alert System\)](#): David Wright provided an overview of SEAS, a comprehensive and robust risk model that is part of a greater risk management ecosystem at Wichita State, and stressed the importance of faculty using SEAS, especially in high DF courses. Brett Bruner and Ashlie Jack presented information on recent changes to SEAS procedures that will bring critical staff into the faculty-driven intervention process. They are also planning outreach to faculty and staff to boost SEAS usage across the university.
3. KBOR graduation rule changes: To bolster community college enrollment and college affordability in Kansas, KBOR has changed a rule that alters the definition of a bachelor's degree. Students earning a bachelor's degree at a KBOR institution will no longer be required to complete 60 credit hours at a 4-year school. This change means that students will be able to transfer up to 75 credit hours of coursework from community colleges to apply toward a bachelor's degree. Students will still need to complete 45 credit hours of upper-division coursework, which can only be taken at a 4-year school. Staff in the Registrar's Office have already removed the 60-hour rule from Degree Works audits.
4. [Program Review framework](#): There is a new Program Review framework adopted by KBOR, to be implemented 2025-2028. The new framework has six areas of analysis and assessment that easily map to our existing framework. There will be a 2024 review of all undergraduate programs ahead of the new framework rolling out. Staff involved in the program review process are encouraged to familiarize themselves with the new framework.
5. [Systemwide General Education Program approved by KBOR](#) (scroll down to 18. Systemwide General Education Program for details): WSU will be making changes to our Gen Ed curriculum, effective Fall 2024, to ensure we are following the new program adopted by KBOR. This will require updates to the undergraduate catalog, degree maps, webpages, etc. to reflect the new requirements. This process is expected to be finished by March 1, 2024, when the next advising/enrollment cycle begins for Fall 2024. The university is planning outreach to faculty and staff about these changes so that we can anticipate how it will affect the work we do with students.

6. AI in the classroom: Carolyn Speer (Office of Instructional Resources, OIR) and John Jones (Media Resources Center, MRC) presented on the current and emerging influences of AI on the classroom, from both the faculty and student perspectives. The biggest takeaway from their presentation: Learn about AI even if you never plan to use it! They also highlighted [AI resources available to WSU faculty and staff](#), including the new [AI Interest Group](#).

**ii. Budget Advisory Committee**

1. Committee has not met since the last senate meeting.

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

1. Updates from the August 14 meeting are as follows.
  - a. HR has compiled employee turnover data for FY19-FY23, which includes overall turnover data, and data broken down by faculty and staff, by gender, and by race/ethnicity. HR will be presenting the data to PET in October, and then will attend staff and faculty senate meetings in October to present the data to the senates.
  - b. HR with working with General Council and other stakeholders on updates to policy 3.38 Lactation Support for Nursing Mothers. They are also working on policies and procedures related to the recent passage of the Pregnant Workers Fairness Act. Once policies have been drafted, they will be shared with the senates for review. Related this this, HR is working on updates to the [workplace accommodations webpage](#) to include all types of accommodations afforded to employees.
  - c. HR will be rolling out leader education initiatives in mid- to late-fall.
  - d. Implementation of the Page Up system is on track. Phase one of implementation includes the talent acquisition and onboarding modules. Phase two, which will begin in early 2024, will include performance management.
  - e. HR had added a numerical component to the myPerformance annual evaluation form. The ratings have remained the same (exceptional, exceeds expectations, etc.) but each rating will also have a numerical rating (i.e., 5-exceptional, 4-exceeds expectations, etc.). These changes will be reflected in the evaluation cycle that opens in December. Additionally, the timeline for the self-evaluation period has been extended to the end of January to allow extra time for employees to complete.
2. Updates from the September 11 meeting are as follows.

- a. Vicki presented the senate's recommendations (flexibility, parking, benefits, pay) to PET on September 5. She briefing shared PET's decisions on each recommendation and will be drafting a formal response soon to submit to the senate.
- b. There was a brief discussion about professional development opportunities for employees. Jason expressed that staff are interested in expanding both the professional development opportunities for staff, as well as resources to be able to access professional development opportunities (i.e., funding for activities such as conferences). HR defined two types of professional development: 1) cross-discipline (skills relevant to all employees such as communication, leadership, business acumen, and trainings on systems such as Microsoft Office, Banner, etc.) and 2) discipline-specific (certifications specific to a person's job, conferences, other skills specific to a position). HR indicated that discipline-specific professional development does not fall within the scope of HR, and it is the responsibility of the departments/units to budget funds for these types of professional development activities. HR is interested in expanding cross-discipline opportunities. Two initiatives underway from HR include:
  - i. LinkedIn Learning paths: HR is expanding the number of curated learning paths based on skill-type and will be increasing the marketing of these self-paced learning paths.
  - ii. Professional development webpage: HR is developing a webpage that will list resources for professional development including those offered by Wichita State as well as those that WSU employees have access to from third parties (i.e., Universal Class, State of Kansas, etc.).
- c. HR has been working with General Council on updates to policy 3.48 Coaching and Corrective Action. They hope to have a draft to share with the senates in early October with feedback to be submitted in early November.
- d. Service Recognition events are as follows.
  - i. October 30, 2:00-4:00pm, recognition of employees with 5-20 years of service. Invitations will be sent out soon to honorees. Ceremony is open to campus community.
  - ii. November 9, 6:00-8:00pm, recognition of employees with 25+ years, Bender of Twigs, and

retirees. Ceremony is only for honorees and their guests.

- iii. Years of service is calculated based on years of employment as of September 2, 2022 through September 1, 2023.
- iv. HR is seeking volunteers to assist with these events. If interested, please email Jason and he will forward names to Cheryl Propst.
- e. HR is hiring an Employee Relations Specialist. This person will support all of the HRBPs. The role of the ERS will be to look into employee issues/concerns and collaborate with CTAC and Care Team to investigate concerns, determine appropriate campus entity to address/resolve concern, and if it is an HR concern, then take to the appropriate HRBP.
- f. Market Based Compensation Leader Education sessions are rolling out this week. Announcements have been posted in WSU Today, and leaders can register for a session in myTraining.

#### iv. KBOR Briefing

- 1. Updates from the August 18 meeting are as follows.
- 2. The KBOR presidents attended a three-day retreat, during which they reviewed budget requests for the year, which will be considered at the September board meeting. WSU's requests include additional funding for need-based aid, implementation of the NISS playbook, IT infrastructure, inflationary costs, facility demolition, capital renewal, and faculty/staff recruitment.
- 3. The presidents also discussed potential goals for their institutions. More information will be shared as goals are set.

#### v. [Legislative Update](#)

- 1. No updates.

#### vi. President One-on-One

- 1. Updates from the August 10 meeting are as follows.
- 2. Jason discussed with Rick some of the staff issues/concerns that have been emerging from senate meetings. Themes of the discussion included staff morale/satisfaction, staff retention, and staff workload issues. Jason indicated that the senate will soon identify its top priorities for the year, which will inform further discussions about these issues in the monthly president one-on-one meetings.
- 3. Jason asked Rick whether staff will have additional paid days off (presidential/administrative leave) during the winter shutdown. Rick is open to it and will be discussing this with Blake Flanders,

KBOR President and CEO, and Werner Golling to see what our options are.

**vii. RSC Board of Directors**

1. We need to appoint a senate representative to sit on the board this year. The board meets on Thursdays at 3:30pm in the RSC. Meeting dates are October 5, December 7, February 1, April 6, and June 6. If interested in being appointed to the board, email Jason ASAP.

**viii. Traffic and Parking Appeals**

1. No updates.

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

1. Denise Gimlin, Angie Linder, and Krissy Archambeau attended the meeting. Topics of discussion included the following:
  - a. What institutions are doing regarding winter shutdown and leave time this year.
  - b. How institutions are handling market-based compensation plans.
  - c. FHSU shared that their President's Office has provided funding to start a staff member of the month award.
  - d. All institutions were encouraged to work with their university leadership to ensure continued participation in the Docking Survey.

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

1. Updates from the August 31 meeting are as follows.
2. Jason discussed the senate's tentative priorities for the year, which are to address issues related to staff job satisfaction, morale, workload, and employee retention. Jason shared concerns that staff continue to be asked to take on more work with no additional compensation and that we need to address staff workload issues. Jason shared a goal to work with the senate, HR, and university administration to identify ways to support and value staff, and improve staff retention and morale, that build upon the recommendations previously submitted.

**xi. PET & Constituent Heads**

1. The next meeting of this group will be October 3.

**V. As May Arise**

**VI. Upcoming Meetings/Events**

- a. October Senate Meeting: Tuesday, October 17, 3:30pm-5:00pm, RSC 142 Harvest Room

- b. Service Recognition Events**
  - i. October 30, 2:00-4:00pm, location TBA, recognition of employees with 5-20 years of service. Invitations will be sent out soon to honorees. Ceremony is open to campus community.
  - ii. November 9, 6:00-8:00pm, location TBA, recognition of employees with 25+ years, Bender of Twigs, and retirees. Ceremony is only for honorees and their guests.
- c. Check the [Events Calendar](#) for upcoming events on campus.**



# University Staff Senate

September 19, 2023, | 3:30pm-5:00pm | RSC 265 Lucas Room

**Senators in Attendance:** Amy Belden, Amy McClintock, Angela Linder, Anne Marie Brown, Carrie Wyatt, Denise Gimlin, Erin Shields, Jacob Mendez, JaNeshia Wilson, Jason Bosch, Jessica Pierpoint, Johny Buchanan-Spachek, Kendra Nguyen, Kristy Archambeau, Lyndsey Pletcher, Matt Houston, Naquela Pack, Nathan Johnson, Pamela O'Neal, Rhenee Shenk, Sara Rue, Stacy Salters, Wendy Brooking, Will Fulls, and Vicki Forbes.

**Senators Not in Attendance:** Akeila Wilson, Courtney Lockhart, Emily Martin, Jennifer Nicholson, Kennedy Rogers, Marissa Kouns, and Randy Sessions.

**Guests:** Margene Webster, Susan McCoy, Grant Seymour, Vanessa Chenault, Diana Austin, Kevin Crabtree, Traci Taylor, Julia Khan, Kaysey Richardson, Maria Lucas, and Matt Claxton.

## I. Call to Order

- a. Approval of Minutes
- b. Committee Reports/Updates – Submitted in advance.

## II. New Business

- a. Dr. Jessica Provines, Assistant Vice President for Wellness
  - i. Presentation of campus updates from Health and Wellness.
    1. The university has a new initiative to support faculty and staff well-being on-campus and to support student and employee retention that aligns with SEM 2025 strategy 3.9.
    2. The university created a wellness executive steering committee with the goal of enhancing, promoting, and celebrating wellness activities being conducted by the University.
      - a. Executive Committee
        1. Jessica Provines
        2. Linnea Glenmaye
        3. Lainie Mazzulo Hart
        4. Sarah Stephens Selmon
        5. Vicki Whisenant
    3. Share your department's health and wellness activities.
      - a. Dr. Provines encouraged faculty and staff to take a short survey to share what staff in the various areas of campus are doing for wellness activities in their personal life or departments. The survey can be accessed at:  
[https://wichitastate.co1.qualtrics.com/jfe/form/SV\\_3HLP LXg48VdA56u?Q\\_CHL=qr](https://wichitastate.co1.qualtrics.com/jfe/form/SV_3HLP LXg48VdA56u?Q_CHL=qr).
    4. They established a dedicated department to promote population based primary prevention, community wellness efforts and unveiled the new Health Outreach and Prevention Education (HOPE) services department.

- i. They will manage the Suspenders4Hope program and student ambassador program. Marci Young is the Director of HOPE Services.
        - ii. Four main areas of focus for HOPE department:
          - 1. Health Promotion and Wellbeing Promotion
          - 2. Suicide Prevention
          - 3. Substance Misuse Prevention
          - 4. Sexual Violence Prevention
  - 5. They are working to expand the University's Suspenders4Hope community outreach campaign.
    - a. Spanish version of program will be started soon for the community. Working on creating versions for Vietnamese and other communities.
    - b. WSU Wellness Initiative Event
      - i. October 11, 2023
      - ii. Woosley Hall Auditorium
      - iii. 12:30pm to 3:30pm
- b. Faculty/Staff Socials
  - i. Provost Lefever is willing to co-sponsor staff socials and provide funding if we want to organize. We discussed experimenting with two events: a lunch during the day (Provost Office to pay) and a social hour at Social Tap at the end of a workday (Provost Office would provide appetizers, drinks on your own). After discussion, the senate agreed to experiment with hosting social events. The Professional Development and Service committee will be planning one social for the fall and one for the spring and will announce dates soon.
- c. Stock the Shocker Support Locker Challenge
  - i. The challenge will run October 23 through November 10. Jason will be meeting with Jo Dowling, faculty senate president, next Tuesday to map out a plan regarding promoting the challenges, identifying drop off locations, and tracking faculty vs staff donations, Jason will get with the Communications and Website committee to promote to the campus once we have a plan developed.
- d. October Staff Senate Meeting
  - i. Vicki Whisenant from Human Resources will be attending the meeting and will be sharing employee turnover data that they recently ran. Vicki will also share information about the new system for talent acquisition and talent management.
- e. Tri-Senate Mixer
  - i. Jason will be meeting with SGA and faculty senate soon to discuss organizing a mixer for the three senates to come together to socialize and network.
- f. PET Decision on Staff Senate Recommendations from 2022-2023.
  - i. **Flexibility:** PET agreed to formalize a policy on remote & flexible work arrangements. GCs office is drafting the policy in collaboration with HR and Payroll. In addition, GC, HR and payroll have been working

collaboratively to define our processes to support remote work outside the state of KS. As discussed, the compliance issues are mostly due to payroll infrastructure issues at the state level. Regarding the request for training of leaders, HR has and will continue to address the larger issue of helping leaders understand their accountability to our policies as well as their decision-making responsibilities. This situation will be one of several examples we will use in current and future training programs.

1. I have asked Vicki for clarification on the policy – will the policy only address remote work out of state, or remote work more broadly plus other flexible work arrangements. She indicated that the policy would be broad in nature to cover all types of flexible work arrangements.
- ii. **Parking:** PET agreed to waive parking for one year for each of the 5 recipients of the annual Distinguished Service Awards. Financial Services will work through the details with the Parking Administrator to ensure a process is in place to support this decision.
  1. I have asked Vicki for clarification on whether this goes into effect for the current recipients, and if there is any action senate needs to take to put this into place. Financial Services will be putting the process into place. No answer yet on parking for current recipients.
- iii. **Benefits:** PET decided not to make any adjustments to our Tuition Assistance program at this time. Based on current participation (up 55% Fall '23 from Fall '22), we anticipate we will exhaust our budget of almost \$1.1 million for the first time this FY and our first priority is to ensure we have funding for those that need/want this assistance.
- iv. **Pay:** We ran out of time to discuss this issue during PET. However, HR is currently in the process of making recommendations for our FY25 pay analysis goals based on leader stakeholder feedback. As part of our annual process, HR will be bringing the recommendations on the pay analysis and annual compensation goals to PET over the coming months. We will further discuss these recommendations from Staff Senate at that time.
- v. For those interested in seeing the full list of recommendations submitted to PET, you can access the document, which was posted on the staff senate website, at [https://www.wichita.edu/services/staffsenate/\\_documents/Recommendations\\_from\\_StaffSenate5172023.pdf](https://www.wichita.edu/services/staffsenate/_documents/Recommendations_from_StaffSenate5172023.pdf).

### III. Old Business/Reminders

- a. Senate Priorities for 2023-2024
  - i. Earlier this month, Jason met with the executive committee and committee chairs to review all of the feedback and ideas generated regarding senate priorities. The purpose of the meeting was to have this small group of the senate leadership try to narrow down all of the feedback and ideas into 1-2 top priorities to work on through the

remainder of the year and to bring back those recommendations to you all. Our two recommended top priorities for the year are:

1. Professional development – working with HR to better promote all of the professional development (PD) opportunities currently offered, to get staff feedback on other PD opportunities they would like to see and advocate for those opportunities, and to advocate for more funding for PD opportunities that might require additional resources. --- See HR meeting notes below for comments regarding PD.
  2. Sense of belonging/feeling valued and appreciated – working to address issues related to sense of belonging (major theme in our feedback is staff want to feel more connected to campus and part of campus community), and related, to address issues of staff feeling valued and appreciated.
    - ii. How we advocate for these two priorities and what the senate’s work looks like is to-be-determined. There is consensus among the senate to collectively advocate for these two concerns/opportunities.
- b. Recommendations from Ad Hoc Committee on Scholarships
- i. The committee will provide an update at the October senate meeting.

#### **IV. Committee Updates - Provided in Advance**

##### **a. Senate Committees**

##### **i. Awards and Recognition**

1. No report.

##### **ii. Communication and Website**

1. The committee met and discussed responsibilities and assigned tasks. The different committees have been updated on the website. The Senator profiles have been updated, but we don’t have photos for all Senators. Please submit a headshot for the website. A review of the Awards & Election pages is in progress. The zoom link will be added to the meeting information page and included in all future meeting notifications in WSU Today. Please submit any updates, requests, or feedback to the committee chair.

##### **iii. Elections**

1. No report.

##### **iv. Policy Review**

1. The committee has recently review and provided feedback on the following university policies:
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**iv. KBOR Briefing**

- 1. Updates from the August 18 meeting are as follows.
- 2. The KBOR presidents attended a three-day retreat, during which they reviewed budget requests for the year, which will be considered at the September board meeting. WSU's requests include additional funding for need-based aid, implementation of the NISS playbook, IT infrastructure, inflationary costs, facility demolition, capital renewal, and faculty/staff recruitment.
- 3. The presidents also discussed potential goals for their institutions. More information will be shared as goals are set.

**v. Legislative Update**

- 1. No updates.

**vi. President One-on-One**

- 1. Updates from the August 10 meeting are as follows.
  - a. Jason discussed with Rick some staff issues/concerns emerging from senate meetings. Themes of the discussion included staff morale/satisfaction, staff retention, and



staff workload issues. Jason indicated that the senate will soon identify its top priorities for the year, which will inform further discussions about these issues in the monthly president one-on-one meetings.

- b. Jason asked Rick whether staff will have additional paid days off (presidential/administrative leave) during the winter shutdown. Rick is open to it and will be discussing this with Blake Flanders, KBOR President and CEO, and Werner Golling to see what our options are.
2. Updates from the September 18 meeting are as follows.
    - a. Jason and President Muma reviewed the staff senate recommendations that PET approved.
    - b. Jason followed up regarding whether staff will have additional paid days off (presidential/administrative leave) during the winter shutdown. President Muma indicated that he will be discussing that at the KBOR meeting this week.
    - c. Jason shared that professional development and staff sense of belonging/feeling valued and appreciated will likely be the main priorities senate focuses on this year – final decision to be made at next staff senate meeting. President Muma suggested researching what other universities do regarding hosting social/networking events for staff.
  3. Jason reiterated that there are workload concerns for many staff, and that the university needs to address this so that staff have greater work/life balance.

**vii. Provost One-on-One**

1. Starting this year, the senate president will also have monthly one-on-one meetings with the provost.
2. Updates from the August 25 meeting are as follows.
3. Jason discussed the senate's tentative priorities for the year, which are to address issues related to staff job satisfaction, morale, workload, and employee retention. Jason shared concerns that staff continue to be asked to take on more work with no additional compensation and that we need to address staff workload issues. Jason shared a goal to work with the senate, HR, and university administration to identify ways to support and value staff, and improve staff retention and morale, that build upon the recommendations previously submitted.
4. Provost Lefever is open to co-hosting and assisting with funding for staff or faculty/staff social events if the senate is interested in helping to organize opportunities for staff to create connections with colleagues across campus.

**viii. RSC Board of Directors**

1. We need to appoint a senate representative to sit on the board this year. The board meets on Thursdays at 3:30pm in the RSC. Meeting dates are October 5, December 7, February 1, April 6, and June 6. If interested in being appointed to the board, email Jason ASAP.

**ix. Traffic and Parking Appeals**

1. No updates.

**x. UPS/USS President's Council (KBOR)**

1. Denise Gimlin, Angie Linder, and Krissy Archambeau attended the meeting. Topics of discussion included the following:
  - a. What institutions are doing regarding winter shutdown and leave time this year.
  - b. How institutions are handling market-based compensation plans.
  - c. FHSU shared that their President's Office has provided funding to start a staff member of the month award.
  - d. All institutions were encouraged to work with their university leadership to ensure continued participation in the Docking Survey.

**xi. VP of Finance & Administration One-on-One**

1. Updates from the August 31 meeting are as follows.
2. Jason discussed the senate's tentative priorities for the year, which are to address issues related to staff job satisfaction, morale, workload, and employee retention. Jason shared concerns that staff continue to be asked to take on more work with no additional compensation and that we need to address staff workload issues. Jason shared a goal to work with the senate, HR, and university administration to identify ways to support and value staff, and improve staff retention and morale, that build upon the recommendations previously submitted.

**xii. PET & Constituent Heads**

1. The next meeting of this group will be October 3.

**V. As May Arise**

**VI. Upcoming Meetings/Events**

- a. October Senate Meeting: Tuesday, October 17, 3:30pm-5:00pm, RSC 142 Harvest Room
- b. Service Recognition Events

- i. October 30, 2:00-4:00pm, location TBA, recognition of employees with 5-20 years of service. Invitations will be sent out soon to honorees. The ceremony is open to the campus community.
  - ii. November 9, 6:00-8:00pm, location TBA, recognition of employees with 25+ years, Bender of Twigs, and retirees. The ceremony is only for honorees and their guests.
- c. Check the [Events Calendar](#) for upcoming events on campus.