



# Unclassified Professional Senate Archives

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Unclassified Professional Senate

Academic year 2019-2020

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## **Attachment 2 to Unclassified Professional Senate Meeting June 16, 2020**

### **Long-Range Plan for 2019-2021**

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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>

# WICHITA STATE UNIVERSITY UNCLASSIFIED PROFESSIONAL AND UNIVERSITY SUPPORT STAFF SENATE

## LONG-RANGE PLAN, 2019-2022

THE LONG-RANGE PLAN OF THE WICHITA STATE UNIVERSITY UNCLASSIFIED PROFESSIONAL SENATE AND UNIVERSITY SUPPORT STAFF SENATE IS INTENDED TO HELP GUIDE THE DECISION-MAKING OF THE SENATES AND TO INFORM THE MEMBERSHIP OF THE PRIORITIES AND ACTIVITIES OF BOTH SENATES. THE GOAL OF THE PLAN IS TO ENSURE THAT BOTH THE UNCLASSIFIED PROFESSIONAL SENATE AND UNIVERSITY SUPPORT STAFF SENATE CONTINUES TO SERVE ITS MEMBERS AND MEET ITS OBJECTIVES EFFECTIVELY OVER THE THREE-YEAR PERIOD UNTIL 2022.

**YEAR 1:** GOAL IS TO BE COMPLETE BETWEEN JUNE 2019 TO JUNE 2020

**YEAR 2:** GOAL IS TO BE COMPLETE BETWEEN JUNE 2020 TO JUNE 2021

**YEAR 3:** GOAL IS TO BE COMPLETE BETWEEN JUNE 2021 AND JUNE 2022

## YEAR 1: JUNE 2019 TO JUNE 2020

**Senate Leadership**

<b>Position</b>	<b>Unclassified Professional Senate</b>	<b>University Support Staff Senate</b>
President	Julie Scott	Matthew Houston
Vice President/President-elect	Trish Gandu	Randy Sessions
Past-President	Camille Childers	Vacant
Secretary	Jeanne Patton	Rosemary Hedrick
Awards/Recognition Chairs	Kayla Jasso	Donna Hughes
(J) Communications & Website Chair	Trish Gandu	
(J) Organizational Governance Chair	Gabriel Fonseca	
Archives Chair	Krysti Carlson-Goering	
Elections	Krysti Carlson-Goering	
Professional Development		Jama Challans
Service Chair	Aswini Kona-Ravi	Angie Linder

## MAJOR HIGHLIGHTS FROM JUNE 2019-JUNE 2020

- Developed and implement first Long-Range Plan
- Released the results of the KBOR USS/UP Staff Climate Survey, along with a qualitative analysis of the written comments; published at [www.wichita.edu/KBORstaffsurvey](http://www.wichita.edu/KBORstaffsurvey)
- Held all monthly meetings and committee meetings in collaboration between the UP and USS Senates
- Welcomed and received University update from Interim President, Dr. Andy Tompkins
- Submitted “shared governance/onboarding” recommendations to the newly appointed University President, Dr. Jay Golden
- Appointed two UP and two USS senators/constituents on the seven presidential task forces, which provided their recommendations between May/June 2020
- Developed combined nomination form for USS/UP nominees of the President’s Distinguished Service Awards
- Made recommendations for staff recognition and awards programs to Human Resources
- Collaborated with the Faculty Senate and the Student Government Association on a campus-wide, “Faculty v. Staff Stock the Shocker Support Locker” challenge as an employee service project; collected 3,776 items/1,335 pounds
- Migrated website to OU Campus, created online photo directory, and began initial steps to combine the UP and USS webpages
- Reviewed and offered feedback on the following University policies:
  - Independent Contractor, *effective November 2019*
  - Employee Training & Development, *effective November 2019*
  - Drug-Free Workplace, *effective November 2019*
  - Phased Retirement, *in process*
  - Recruiting, Hiring, and Onboarding, *in process*
- Added a shared drive for Senate documents
- Continued the discussions about merging the USS and UP Senates into a combined Staff Senate
- Began conversations with University leaders regarding defining shared governance
- Discussed with University leadership the possibility of offering a form of compensation to the future Staff Senate president so that it aligns with the other constituency groups at the University.
- Began initial development of committee handbooks

## YEAR 2: JUNE 2020 TO JUNE 2021

**Senate Leadership**

<b>Position</b>	<b>Unclassified Professional Senate</b>	<b>University Support Staff Senate</b>
President	Trish Gandu	Randy Sessions
Vice President/President-elect		
Past-President	Julie Scott	Matt Houston
Secretary		
Awards/Recognition Chairs		
(J) Communications & Website Chair		
(J) Organizational Governance Chair		
Archives Chair		
Elections		
Professional Development		
Service Chair		

**Major Highlights**

## YEAR 3: JUNE 2021 AND JUNE 2022

**Senate Leadership**

<b>Position</b>	<b>Unclassified Professional Senate</b>	<b>University Support Staff Senate</b>
President		
Vice President/President-elect		
Past-President	Trish Gandu	Randy Sessions
Secretary		
Awards/Recognition Chairs		
(J) Communications & Website Chair		
(J) Organizational Governance Chair		
Archives Chair		
Elections		
Professional Development		
Service Chair		

**Major Highlights**

### PRIORITY AREA 1: POLICY REVIEW

Receive edited policies from HR having them use track changes to easily see the edits they have made

Steps/Strategies	Responsibility	Measure of Success	Year	Progress
Review all policy revisions in a timely manner as they are presented to us from HR	Policy Review Committee		All Years	
Work with HR earlier in the revision process – become part of the review board on policy (a UP and USS senate representatives)	Policy Review Committee		Year 2	
To re-review the changes before they forward to PET	Policy Review Committee		Year 2	

### PRIORITY AREA 2: KANSAS BOARD OF REGENTS UPS

Unclassified Staff Council is to advise the Board of Regents regarding matters relating to unclassified staff issues and concerns.

Steps/Strategies	Responsibility	Measure of Success	Year	Progress
Serve as secretary for UPS council meetings	UPS representatives	Completion of notes after each meeting	Year 1	
Attend at least one KBOR meeting when UPS council presents	Available UPS representatives	Attendance of at least one WSU representative at the KBOR meeting when UPS council presents.	Year 1	
WSU rotation to lead KBOR UPS Council	UPS representatives	WSU will lead UPS council for a period of one year. Coordinate calls, present at KBOR meetings etc.	Year 2	

**PRIORITY AREA 3: AWARDS AND RECOGNITION**

Coordinate the nomination and recommendations for the annual President's Award for Distinguished Service and the Wayne Carlisle Distinguished Service Award.

Steps/Strategies	Responsibility	Measure of Success	Year	Progress
Streamline award nomination process for UP/USS.	Awards/Recognition	A single nomination form with consistent deadlines.  Advertising efforts to include USS/UP awards.	Year 1	
Increase number of applicants from previous award year.	Awards/Recognition	UP nominations (2019): 9  USS nominations (2019): ?	Year 1	
Identify a way to recognize individual staff for going above and beyond.	Awards/Recognition  Communications	New process for staff recognition.	Year 1	
Collect and provide input on Service Recognition Event to HR.	Awards/Recognition	Scheduled meeting with HR to discuss ideas.	Year 2	
Create more enthusiasm around Shocker Pride Celebration	Awards/Recognition	Increased participation at the event, including President's attendance.	Year 2	
Collect ideas on incentives for staff who go above and beyond.	Awards/Recognition	Presenting ideas to Senates to later be moved forward by Senate Presidents.	Year 3	



PRIORITY AREA 4: COMMUNICATION AND WEBSITE

## Coordinate a model of effective communication to members of the UP and USS community

Steps/Strategies	Responsibility	Measure of Success	Year	Progress
Create an online photo directory for Senators	Communications	New webpage with Senators names & photos for the current Senate year	Year 1	Complete
Recommend exploring possible accessibility limitations of ImageNow and the creation of a university shared drive to store historical documents	Communications		Year 1	Complete
Discuss possibility of merging USS and UP websites	Communications & Website	Decision to merge or not	Year 2	
Summarize joint Senate meeting highlights and submit to WSU Today	Communications & Website	12 summaries included in WSU Today.	Year 2	
Create a past President's webpage	Communications & Website	Webpage created	Year 2	
Once a quarter, identify a UP employee to highlight his/her work/service in WSU Today	Communications & Website	Process created to identify employees. Highlight 4 employees each year.	Year 2	
Explore options of recording joint Senate meetings to post online	Communications & Website	Decision to/not to record & post. Number of views.	Year 3	

## PRIORITY AREA 5: ORGANIZATIONAL GOVERNANCE

Coordinate an effective inter-organizational governance structure with a Long-Range Plan and effective methods of transition from each session to session.

Steps/Strategies	Responsibility	Measure of Success	Year	Progress
Create a long-range plan for three years to expire 2022	Organizational Governance	The Plan is developed and approved by the Senate	Year 1	
Recommend exploring possible of merging the UP and USS Senates together	Organizational Governance	Conversations are held by the Committee and the full Senate to review options	Year 1	
Compile All Committee Handbook	Organizational Governance	Each committee has a handbook ready upon transition of the year	Year 1	
Discuss possibility of seeking compensation and/or additional staffing support for the office/department in which the President is a member of	Organizational Governance	Engage in research and develop a recommendation to be given to PET and Senate Leaderships	Year 2	
Develop new Constitution for the approval of the Senates and electorate	Organizational Governance	A new constitution is drafted, approved by the Senate and then the general body	Year 2	
Merge the UP and USS Senates together	Organizational Governance	The joint Senate is developed and ready for 2021-2022	Year 2	
Produce Final Long-Range Plan Report from 2019-2022	Organizational Governance	A final report is made, presented and stored for historical facts	Year 3	
Develop New Senator Training/Retreat	Organizational Governance and Senate President	The Retreat/Training is developed and offered to new Senators annually	Year 2	

### PRIORITY AREA 6: ARCHIVE AND HISTORICAL UNDERSTANDING

Coordinate an effective inter-organizational governance structure with a Long-Range Plan and effective methods of transition from each session to session.

Steps/Strategies	Responsibility	Measure of Success	Year	Progress
Develop shared drive for UP Senate	Archive	A shared drive is created and used by the Senate	Year 1	
Collaborate with past Senate presidents to author a summary of each year's hot topics	Archive	A historical document is developed from the founding of the Senate	Year 2	
Develop plan for document/minute retention	Archive	A plan is developed and approved by the Senate	Year 2	
Author history of the UP Senate	Archive	A historical document is developed from the founding of the Senate	Year 2	

### PRIORITY AREA 7: ELECTION

Continue to revamp election process and develop a plan to increase voter participation in the annual Elections

Steps/Strategies	Responsibility	Measure of Success	Year	Progress
Add nominee profiles to the website	Election	The website includes information about the Candidates	Year 1	
Increase voter participation by X%	Election	The voter turnout has increased to match the goal	Year 2	
Increase voter participation by X%	Election	The voter turnout has increased to match the goal	Year 3	

PRIORITY AREA 8: PROFESSIONAL DEVELOPMENT AND SERVICE

Coordinate service-related activity and professional development opportunities for UP and USS.

Steps/Strategies	Responsibility	Measure of Success	Year	Progress
Coordinate inaugural “Faculty v. Staff Stock the Shocker Support Locker” event.	Professional Development and Service Committee	Increase donated items each year	Year 1	Complete
Discuss potential renaming of committee to reflect roles and responsibilities	Professional Development and Service Committee	Decision to rename or not	Year 2	
Help promote Grow @ WSU database	Professional Development and Service Committee		Year 2	
Plan and implement professional development opportunity for all staff (faculty can attend as well)	Professional Development and Service Committee	Minimum 1 professional development activity; 100 participants	Year 2	
Continue “Faculty v. Staff Stock the Shocker Support Locker” event	Professional Development and Service Committee	Increase donated items from previous year	Year 2	
Continue “Faculty v. Staff Stock the Shocker Support Locker” event	Professional Development and Service Committee	Increase donated items from previous year	Year 3	
Collaborate with VP of HR, Prof Dev & Diversity & Faculty Senate to offer Professional Development Week/Series	Professional Development and Service Committee	Activity offered each day of week/one day a week for a month; 200 participants over the course of a week/series	Year 3	