

Meeting Minutes

Tuesday, Sept. 15, 2015

Present: Amy Barfield, Michelle Barger, Lisa Fitzimmons, Tracee Friess, Lisa Hansen, Becky Hundley, Eric Maki, Laura Manning, Cheryl Miller, Becky North, Mark Porcaro, Sheryl Propst, Lyston Skerritt, Sheelu Surender, Tonya Witherspoon, Michael Yeung, Frankie Kirkendoll (Ex-Officio), Brett Morrill (Ex-Officio)

Absent: Belinda Bishop, Matt Forney, Jessica Treadwell (Ex-Officio)

I. Call to Order – 9:03

II. Guest

a. President Bardo

President Bardo addressed the UP Senate about:

(1) WATC/WSU partnership. Meetings have just begun; there is a taskforce that is discussing the relationship and the possibility of a merger of the two schools. If this goes forward it would impact all areas on campus (HR, IT, Financial Operations, etc.) and would have an impact on every UP. If this were to go forward, this would be an opportunity for lifelong learning and a seamless web of education for students in Wichita. Political interest is high with the county, city, and KBOR.

(2) Innovation Campus. He discussed the infrastructure that is taking shape and mentioned that partners are still being sought for restaurants, apartments, retail companies, and hotel.

(3) Enrollment. Enrollment is down from last year, so we are increasing our efforts to focus on enrollment growth. We have had a culture of stasis and now we need growth. We have got to be bigger than we are to do what we need to do for this metro community. We want to get over 20,000 students and we can do this with increasing in part through distance, adult, and non-credit education. We also need to look at what we can do to grow and change.

Questions were entertained by the President about the initiatives.

III. Approval Minutes

a. Aug 18, 2015 Senate meeting minutes

Amendment to the minutes – Laura Manning was present for Aug. 18th meeting.

Motion to approve amended minutes – Brett Morrill / Second – Cheryl Miller

IV. New/Old Business

a. Special Committee Reports

- i. Evaluation Committee – Because of consultation work proposed evaluation policy revision is nullified.
Report from Frankie Kirkendoll

HR Staff Changes – Francisco resigned in July. An emergency hire was placed by the President, it is Jane Link, formerly with the Hugo Wall School of Urban and Public Affairs. Her appointment time has not been decided at this time. When the time comes to fill the position, David Moses will chair the committee.

- ii. CBIZ Update

Updates for the 3 areas CBIZ was hired to consult on:

1. Position Descriptions
Have not received the draft of the PD's at this time. There was a meeting scheduled yesterday (9/14/15) with stakeholders to discuss findings, but it was canceled and will be rescheduled when findings are delivered by CBIZ.
2. FLSA – Review the Exempt/Non-Exempt Statuses
Again, not delivered as of yet, but when they are will be reviewed by David Moses and be presented. The expectation at this point is that the findings will be that we have too many Exempt (Salaried) positions.
3. Salary Structures
Looking at both UP and USS Employees, again nothing has been received at this time.

Update as well for Consultant Group Aon/Hewitt, here to review HR Practices

Top 3 times they are looking at are:

1. Hiring - PeopleAdmin
2. Time Keeping – becoming web based
Tech group formed w/ Lois Tatro as chair – Brett Morrill will serve as UP representation.
3. Policies – not only in HR, but all university policies
Jane Link – Policies
Policies UP Senate have been put on hold. All Policies have been submitted (including drafts) to Jane for review. Subject matter department should be responsible for policies. Any policy feedback or items for consideration should be forwarded to Jane Link. Frankie would really recommend that Jane comes to senate meeting to discuss concerns. Discussed as well there is a difference of “Policies” vs. “Procedures”.

- b. Faculty Senate – Social Media Policy Implementation discussion
 - i. Question raised of what would happen if member of constituent group has conflict of interest. If that were to take place, we would handle similar to grievance committee and have group that we could pull from to fill spot. Question was also brought up as to if this revision would be suggested or taken by the faculty senate as well since it had already been approved by them. Clarification was also made that this item is a procedure, not policy, so can be motioned and approved at this time even with changes taking place within P&P discussions for the university. No motion or vote was brought up, it will be voted on at a later date.

V. Reports From Committee Chairs and new Appointments

- a. Service – Michelle Barger, Tracee Friess, Lyston Skerritt
 - i. Meeting soon
- b. Professional Development – Becky North, Matt Forney, Sheryl Propst, and Amy Barfield
 - i. Add Michael Young
 - ii. Focus right now on Technology Fair – Tuesday, October 20th.
- c. Awards/Recognition – Becky Hundley and Amy Barfield
 - i. No updates
- d. Grievance – Frankie Kirkendoll
 - i. Meeting sometime this month will rotate group
- e. Election – Lisa Hansen / Sheryl Propst
 - i. No updates
- f. UPS Website – Kevin Crabtree
 - i. No updates
- g. RSC Board of Directors – Tonya Witherspoon
 - i. Training meeting next week for new people
- h. Traffic Appeals – Eric Maki and Sheelu Surender
 - i. Canceled this month
- i. Unclassified Professional Staff Council – Brett Morrill



- i. Fort Hays rep has been promoted to VP of Student Affairs, cannot serve
 - ii. Brett has been nominated to represent group again
- j. Library Appeals – Belinda Bishop
 - i. No Updates – Belinda Not Present
- k. University Traffic Police Advisory Committee – Michelle Barger, Laura Manning, and Lisa Hansen
 - i. No Updates
- l. Communications Committee – Tracee Friess
 - i. No Updates
 - ii. Question – how often should we attempt to contact people?
 - 1. When is General Meeting? December 3rd
 - a. Plan to send out information about what will be covered at meeting and encouraging attendance as it comes closer

VI. As May Arise

- a. **Erik** – Students approached Erik with policy that there is not to be skateboards, longboards permitted. It is not being enforced to his knowledge. Students are asking questions regarding policies, we should probably figure out what is being enforced.
 - i. Michelle and Brett – Discussion was had because there was concern but no decision was made.
 - ii. Michelle will reach out to find out what progress is will suggestions

VII. Announcements

- a. Next Meeting: Tuesday Oct 27, 2015, 9:00 to 11:00 a.m. **LAS Boardroom** (Note Room Change)
 - i. 200 Lindquist Hall
 - ii. Reschedule – October 27th – Mark will send out updates

VIII. Adjourn at

Cheryl – 1st
Sheryl – 2nd

Submitted by Lisa Hansen