

UP Senate Meeting Agenda
Tuesday, September 19, 2017, 9:00 – 11:00 a.m. RSC 223 Santa Fe Trail Room

Present: Amy Barfield, James Brewster, Krysti Carlson-Goering, Darryl Carrington, Jeswin Chankaramangalam, Camille Childers, Ryan Cocoran, Shawn Ehrstein, Jana Henderson, Augustin Ilocopelli, Andrew Kahrs, Grady Landrum, Randy Lindquist, Caleb Loss, Laura Manning, Heather Perkins, Julie Scott, Sarah Sell, Natasha Stephens.

Absent: Alicia Newell

Guests: Cecilia Thibault, United Way; Judy Espinoza, HR; Jane Link, EEO; Becky North, Immediate Past-President.

- I. Call to Order – Meeting was called to order at 9:03 a.m.
- II. Guest:
 - a. United Way- Cecilia Thibault. Cecilia shared the campaign video for the 2017 Campaign. The UW Goal for the year is \$14.3 million. Donor cards will be delivered to WSU staff next week through the mailroom.
- III. Approval of Minutes-Done electronically
- IV. Introduction of Senators. Two individuals were appointed to fill existing vacancies. They are:
 - a. Andrew Kahrs – Housing and Residence Life
 - b. Grady Landrum – Disability Services
- V. Guests
 - a. Policies and Procedures- Judy Espinoza, Jane Link
 - i. Discussion of how policies are reviewed/developed was held. Judy Espinoza indicated that all HR policies are under review. The policy review work flow goes is as follows:
 1. HR Leadership team
 2. HR Business partners
 3. EEO Office
 4. USS/UP/Faculty Senates
 5. General Counsel
 6. President's Executive Team
 7. Once approved, policies move to Internal Audit for inclusion in policies manual.
 - ii. In each senate, the president can decide whether to bring the policy to their full senate for review.
 - iii. If General Counsel makes major revisions, the senates may or may not be advised.
 - iv. Comments from Jane Link: WSU has needed a good process to organize policy revisions. Many revisions/ideas were getting lost in the process so there is a lot of clean up going on. Examples: Rescinding and combining policies and reorganizing policies into fewer chapters. If you notice policies that do not reflect how we function today please forward to Jane. WSU intends to move to a new web platform for policies within the next year.
 - v. Discussion was held about non-HR policies and whether they should be reviewed by Senators and at what point in the revision process. Jane Link indicated that she will work with the General Counsel's office to determine how best to facilitate communication on policy changes that are not HR related.
- VI. New Old Business
 - a. Communication Plan –
 - i. Discussion was held about the stated value of increased/improved communication between the UP Senate unclassified professional staff. Amy Barfield indicated that she had just received an updated list of all UP's and raised the question about how the list should be used to facilitate communication. A variety of potential uses was discussed. For now, Julie Scott offered to divided the list by voting divisions to enable Senators to make direct contact with a set of UP's

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within their nominated areas. The intent is to let UP's know the name of a Senator to contact with questions/concerns/information and to facilitate better communication with our constituency.

- ii. President will create a form letter to be given to all new employees with brief information about UP Senate and include the list of Senators with their respective areas.

VII. President's Council Meeting Report – No Report

VIII. HR/Senate Meeting Report – No Report

IX. Strategic Planning Committee Report – Applied learning curriculum plans are being implemented by all colleges. Not sure yet what the next area of focus will be.

X. KS Council of Presidents/KBOR – K-State Representative on the Council is presenting to KBOR tomorrow. Points that will be raised include:

- i. Salaries – Thank you's and concerns related to recent legislative action to provide raises for some staff but not all.
- ii. Significant Increases to health care expenses/Complexity of the Health Quest Reward system
- iii. Gun Control Policy concerns

XI. Reports from Committee Chairs-

- a. Awards/Recognition- Jana Henderson (Chair), Camille Childers, Randi Linquist
- b. Communications – Ryan Corcoran, Jeswin Joseph, Alicia Newell, Julie Scott, Darryl Carrington will join to communicate service opportunities, Augustine Iocopelli will join the committee as well.
 - i. As mentioned above, Julie Scott will divide the list of constituents by Senator. She will also draft language for the initial communication. Amy Barfield indicated that the Communications Committee also needs to push out information about open forums and general meetings via WSU Today and to send reminders to senators about monthly meetings.
- c. UP Grievance-Judy Espinoza
- d. Election- Krysti Carlson-Goering (Chair), Sarah Sell
- e. Library Appeals- Camille Childers (Chair)
- f. Professional Development –Caleb Ware (Chair), Randi Lindquist (Co-Chair), Amy Barfield, Krysti Carlson-Goering, Randy Ware, USS Members: TBD
- g. Technology Fair Subcommittee- Becky North (Chair), Amy Belden, Jarrod Hipps, Dan Larrea, Muhammad Usmani, Sam Willis, TBD- USS Senate
- h. RSC Board of Directors- Ryan Corcoran; Andrews Kahrs will serve as backup.
- i. Traffic Appeals - Laura Manning (Chair)
- j. UP Staff Council Representative –(*Position is held by Immediate Past President*) Becky North
- k. UPS Website- Kevin Crabtree

XII. As May Arise – No items brought for consideration.

XIII. Motion to Adjourn – Caleb Loss made a motion to adjourn at 10:53. Seconded by Ryan Corcoran.