

UP Senate Meeting Minutes
Tuesday, October 18, 2016, 9:00 – 11:00 a.m. RSC Herrman Room 262

Present: Amy Barfield, Krysti Carlson-Goering, Darryl Carrington, Camille Childers, Ryan Corcoran, Lisa Hansen, Jana Henderson, Becky Hundley, Caleb Loss, Laura Manning, Alicia Newell, Sheryl Propst, Lyston Skeritt, Natasha Stephens, Randy Ware, Becky North, Mark Porcaro, Judy Espinoza, Erin Stieben

Absent: Tracee Friess, Cheryl Miller, AJ McCausland, Kevin Crabtree

I. Call to Order – 9:00 a.m.

II. Guest:

- a. Sarah Hunter – Review ***Tuition Assistance Policy*** DRAFT
 - Clarification that any changes in policy must be approved by KBOR. Changes can only be reviewed once per year.
 - Changes Discussed:
 - **Dependent/Spouse Tuition Assistance**
 - Expand the benefit to qualifying dependents and spouses of all 0.5 FTE and above, benefits-eligible employees.
 - Expand the benefit to part-time undergraduates at a pro-rated award. Example: A student taking 6 credit hours would be eligible for 3.5 hours of tuition assistance.
 - Expand the benefit to include non-degree seeking students.
 - **Employee Tuition Assistance**
 - Expand the benefit to all 0.5 FTE and above, benefits-eligible employees excluding faculty.
 - Expand the benefit to seven undergraduate hours or six graduate hours per semester, and remove the requirement that the hours are confined to only 2 courses.
 - Remove the benefit for seminar classes.
 - Expand the benefit to include non-degree seeking students
 - Leave time during regular work hours will continue to be subject to approval by the employee's supervisor.
 - Draft of new policy estimated to be sent to KBOR in spring 2017.

III. Approval of Minutes

Minutes have been approved electronically

IV. Legislative Update Report

No update at this time

V. President Bardo Meeting Report

- No specific updates from this meeting
- Will start in month of October with President's Council Meeting.

VI. HR/Senate Meeting Report

Two major items discussed during the meeting:

- Tuition assistance – information shared by Sarah Hunter (see above)
- Policy Discussion - EOO office will look at policies that may affect our constituents and they will allow us to provide input. Along with this, the Shared Governance Policy is being looked at and will be reviewed by UP.

VII. New/Old Business

a. HLC Site Visit Review

- THANK YOU for the great participation the HLC site visit

b. Fall General Meeting

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- Dates, speaker ideas and topics discussed.
- c. **Jan Henrie Women's Leadership RFP**
 - Professional development committee will look at options that may line up with this proposal
- d. **USS to UP Transition Impact on Senates**
 - Estimate is that about 200 have transitioned at this point. Still have almost 400 USS members at this point. Will always have USS because of specific positions in the Police Department and Physical Plant.
- e. **Tobacco Free Wu and Me (July, 2017)**
 - No updates at this time
- f. **Weapons Policy (July, 2017)**
 - No updates at this time
- g. **WSU and Wichita Area Technical College (WATC) Merger**
 - No updates at this time
- h. **UP Senate Mission Statement/Constitution Review Task Force**
 - Task Force has been meeting weekly
 - Started with review and update for vision and mission of UP Senate
 - Proposed Changes:
 - Vision –**
UP Senate is recognized as the voice of the unclassified professional within the WSU community
 - Mission Statement –**
The mission of the UP senate is to empower and support unclassified professionals in creating a campus culture that fulfills the vision and mission of the WSU community.
 - Will look also at full constitution review (including number of senate members) going forward
 - Please email Tasha (natasha.stephens@wichita.edu) with feedback for Vision and Mission Statement to Tasha before 10am Friday, October 21
- i. **LGBTQ Task Force**
 - Campus Pride index has been uploaded and can be reviewed online.
 - Would like to see more faculty/staff and upper administration attend and show support for events on campus.
- j. **Climate Survey**
 - Encourage everyone to take part in survey

VIII. Reports from Committee Chairs

- a. **Awards/Recognition –** Becky Hundley (Chair), Camille Childers
 - Add Jana Henderson to this committee
 - Meeting later this week to discuss options
- b. **Communication Committee -** Tracee Friess (Chair), Cheryl Miller, Ryan Corcoran, Alicia Newell
 - Initial meeting came together with idea to create story with the highlights of the meetings and will connect to the minutes as a way to get the information out to everyone.
 - Information will be sent to UP Senators for approval and after approval could be sent to the UP constituents as well via listserv or other options.
 - Other feedback received for other ways to communicate to UP constituents
 - Newsletter
 - Website updates
- c. **UPS Website –** Kevin Crabtree
 - No update at this time
- d. **Election –** Sheryl Propst (Chair), Krysti Carlson-Goering
 - Add Jana Henderson to this committee
 - Meeting later in semester to plan for spring elections
 - Deadline for decision on addition of senators is Feb. 1 to plan for next election cycle.
- e. **Grievance –** Judy Espinoza (*Guests asked to leave during discussion and vote*)

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- New membership for grievance pool has been determined and new members will be notified. Policy is also in the process of being updated. Updated training will be provided for grievance process.
 - Grievance Pool Vote
 - 1st - Sheryl Propst
 - 2nd - Krysti Carlson-Goering
- Volunteers for Grievance Steering Committee taken
 - Vote for Approval
 - 1st - Laura Manning
 - 2nd - Amy Barfield
- f. **Library Appeals** – Camille Childers (Chair)
 - No update at this time
- g. **RSC Board of Directors** – Lyston Skeritt (Chair) Ryan Corcoran will serve as backup
 - RSC 2nd floor wall decorations are done
 - C Store – “Mega Bites” for Innovation Campus. Will be operated by the Shocker Grill & Lanes
 - Food and Catering Contracts are being discussed currently
 - Recent audit showed that RSC was profitable (even with unexpected flooding that needed to be repaired and damages from flooding)
- h. **Professional Development** –
Professional Development - Sheryl Propst (Chair), UP Members: Amy Barfield, Randy Ware, Krysti Carlson-Goering, Caleb Loss, Becky North; USS Members: Johny Buchanan-Spachek, Stacy Salters
 - Stacy Salters will no longer be serving on professional development committee
 - Employee Resource Website is being developed
 - Ideas are being generated and any ideas or feedback are welcomed – please contact Sheryl Propst (sheryl.propst@wichita.edu) with any ideas/feedback
 - Will be meeting as a University Professional Development team and how it will all work together and get a common theme all together
- Technology Fair** - March 28th (6th Annual) / Members: Becky North (Chair), UP Members: Amy Belden, Dawn Bleuel, Jarrod Hipps, Dan Larrea, Sam Willis, Muhammad Usmani; USS Members: TBA
 - Working on options with booths
 - Some vendors will be present but geared more toward campus department booths
 - Website is: www.wichita.edu/learnmore
- i. **Service** – Lyston Skeritt (Chair), Tracee Friess, Darryl Carrington
 - Going to reach out to USS counterpart look at possibility of join committees to do more.
 - Looking at creating a “WSU Zone” area close to campus where service can impact the area most that we are in and concentrating on that area.
- j. **Traffic Appeals and Advisory Committee** – Laura Manning (Chair), Becky Hundley, Lisa Hansen
 - Found out that “advisory committee” does not exist any longer.
 - Told that smaller group has been formed that is now working on policy changes.
 - Can remove from “Advisory” portion of this committee
- k. **Unclassified Professional Staff Council** - Mark Porcaro (Position is held by Immediate Past President)
 - Meet by telephone once a month/in person twice a year
 - Proposals moving forward to KBOR COPs (Council of Presidents)
 - Free parking for staff on campus
 - More flexible work schedules as a system, not only as individuals or departments but as a whole for all institutions
 - Paid day for service work
 - Tuition Assistance for all KBOR schools

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- Emporia State and Pitt State looking for longevity pay for UP employees to match USS employees
- Looking at exempt policies and what implications the federal law has had

IX. As May Arise

- Sarah Hunter provided current breakdown of WSU employees
 - 806 Faculty
 - 1590 Student Employees (527 GTA/ 982 Regular Student Workers/ 81 Work study)
 - 398 USS
 - 1243 Unclassified Professionals
- Training Options for Staff
 - Discussion of new roll out of plan for HR Training “tracks” in spring 2017
- Parking Meeting was called and Becky was invited as UP President
 - Plan to meet once a semester
 - Parking will be monitored 7am-5pm when classes are in session
 - “Red” lots will always be enforced
 - 4 “warnings” for visitors and on 5th they will get a ticket
 - Anyone can apply for a “red” spot now

X. Announcements

a. Next Meeting:

- Senate Meeting: Tuesday November 15, 2016, 9:00-11:00 a.m. RSC 262 (Herrman)

XI. Adjourn - 11:03 am

1st - Camille Childers

2nd - Sheryl Propst

Minutes Submitted by Lisa Hansen