University Staff Senate

November 19, 2024 | 3:30pm-5:00pm | RSC 142 – Harvest Room

**Senators in attendance:**

Bergkamp, Monica

Brooking, Wendy

Brown, Anne Marie

Brown, Zachary

Bui, Trang

Coffey, Aaron

Duffy, Kevin

Fonseca, Gabriel

Houston, Matthew

Johnson, Nathaniel

Kouns, Marissa

Leonard, Chris

Linder, Angela

Mendez, Jacob

Nguyen, Kendra

Pierpoint, Jessica

Pletcher, Lyndsay

Redington, Corby

Rees, Margaret

Rogers, Kennedy

Salters, Stacy

Smetak, Kelley

Swink, Rhenee

**Senators remote:**

Archambeau, Krissy  Ludlow, Daniel McClintock, Amy Gutierrez, Kimberly

Pack, Naquela

**Senators not in attendance:**

Lockhart, Courtney Gimlin, Denise Martin, Emily

**Visitors:**

Roberts, Sadie Palmer, Brandee Dempewolf, Joseph Birdwell, Lee Ann DeGrasse, Jeanne

1. **Call to Order**
   1. [Approval of Minutes](https://wichitastate.co1.qualtrics.com/jfe/form/SV_5yScuZfUW6JL794) – Electronic
2. **Discussion, Updates and New Business**
   1. [Winter Shut Down Dates](https://news.wichita.edu/wsu-newsletter/wsu-today-monday-nov-4-2024/#university-announces-schedule-for-the-2024-winter-closedown): End of business on Friday, December 20th – Sunday, January 5th. Back open Monday, January 6th.
      1. 10 days total
         1. 2 days: Paid Holiday (12/25 and 1/1)
         2. 4 days: Presidential Administrative Days (between 12/25 and 1/1)
         3. 4 days: Vacation, Discretionary, etc..
   2. Discuss December Meeting: 12/17/2024
      1. Also, January meeting might need to be adjusted
         1. Make December meeting as an optional social meeting and postpone/cancel January to January 28th

Aaron Coffey motion, Kevin Duffey second, passed by majority.

* + - 1. Campus holiday party is December 4th
  1. Upcoming Presentation Requests:
     1. Mark Rodee – Proactive Cyber Security
        1. Ask him to review implementation of the policy that the policy committee has been reviewing and see if he can further clarify as well.
     2. Facilities
        1. Wendy Brooking helped to lead conversations on facilities needs, for example, the Jabara Hall cleaning cycle and how the custodial staff are affected by the changes in staffing over the past many years.
           1. We are pushing growth, and increased student enrollment and how does custodial staffing change with these expectations? Are staffing models (number of custodians) the problem, or are pay rates and other things making the difference?
           2. Daniel is a custodial manager: he believes that the retention of custodial staff is a concern, and that the struggle is that there are too many square feet assigned to each custodian and that number has increased continually. Someone from facilities may be willing to share numerical information regarding staff and equipment needs that could assist with staff senate’s ability to raise this concern to administration.
           3. A note that KBOR is requiring us to prioritize deferred management, and how does that play into our ability to manage and/or prioritize traditional maintenance?
           4. Is there any ability for each building or area to prioritize what their needs might be?

The best way to do that would be to touch base with the Custodial Manager and see if they can incorporate their priority suggestions (this can be accomplished by reaching out to facilities).

Some areas might be more able or willing to complete some of their own needs regarding custodial and that interaction would/should happen within the custodial manager. For example, dump trash from offices into a central bin or vacuum their own offices, etc.

Some conversation regarding hiring contract custodial and how has that been reviewed historically (how it is managed at some of our satellite locations).

Note that this is typically increased expense and not necessarily better results.

Some conversation on how we might be able to connect with Faculty Senate to further this up the chain and see if there is the ability to support changes or increased support for these needs. Also, a note that the President experiences different things than the typical person experiences regarding cleanliness, so we need to be able to share that in our discussions.

* + - * 1. Also, additional conversation about how funding is used in general and how/what is prioritized as far as our funding is allocated to specific things.

Look at Budget advisory meetings and make sure that we can share specifics on how funds are spent on certain things and how we can advocate for specific needs, especially for things that might not be easily deemed as ‘priorities’, for example, “redoing perfectly good sidewalks instead of pay increases”.

* + - * 1. Make sure to complete documentation on any needs as much as possible. For example, submitting work orders instead of just asking someone to pick up the task, make sure to share the need with a documentation trail.
        2. Maybe we can look at sending something for constituents about their experiences with cleanliness/custodial experiences? Can we also include the WSU Idea Generator again while asking for feedback for efficiencies while in the same conversation.
  1. Committee Chair Meetings – These will be monthly to encourage collaboration and discussion among committee work as we operationalize our priorities and goals.

1. **Old Business**
   1. Stock the Locker Results (feedback that we might need to look at a different time of year, and having location opportunities)
      1. Items: 400
      2. Monetary Donation: TBD
2. **Senate Committee Updates**
   1. Awards and Recognition
      1. Going to post the awards right after Thanksgiving break, seeking feedback now for the committee.
   2. Communications and Website
      1. Created social media accounts, discussing access and work associated with those, please share any ideas that you might have.
      2. Asked Strat Comm to create a logo and branding kit to establish identity for staff senate (agreed but will likely be a while).
      3. Considering creating a survey and/or listening sessions with our constituents and how we interact with them as staff senators. Potential listening sessions, example topic: conversations on displeasure based on the most recent town hall.
      4. Working on adding wellness tips to our meeting notes to be sent out to constituents.
   3. Elections
      1. No Updates
   4. Policy Review
      1. Comments about town hall, re the ‘hidden’ questions through the process of asking questions to be e-mailed, instead of chat box availability. This was an attempt to streamline communications, rather than hide anything that was not perceived that way.
   5. Professional Development and Service
      1. Excited about planning for this session, including developing a ‘manual’ and completing a needs assessment, and reviewing the current offerings that we have available.
      2. December 11th, lunch and learn on RSC 2nd floor about mental health and CAPS, giving out HOPE bracelets to 50 attendees, and planning to follow up with something else in April and June for additional initiatives.
   6. Scholarships
      1. The website has been updated, the application is live and has been sent out in WSU Today. We have met with someone at the Foundation to update verbiage on their information. We have received one application to date. Pending creation of a post card to send out to staff making people aware of the scholarship and soliciting donations.
   7. Shocker Strive
      1. Tentative date, April 4th and March 14th as back up. Both dates are available only in Woolsey.
      2. March 27th of 2026 has been reserved in the RSC.
      3. We will share a feedback survey in January to get feedback for sessions and other interest areas.
3. **Campus/University Business Updates & Discussions**
   1. Academic Forum
      1. No updates.
   2. Budget Advisory Committee
      1. No updates
   3. Human Resources (Joint with Faculty Senate)
      1. Upcoming Meeting on 11/22
   4. Legislative Update + KBOR Briefing
      1. No Updates
   5. Parking Appeals + Traffic Appeals
      1. No updates
   6. President’s Meetings
      1. Provost: Upcoming on 11/21
      2. President Muma: Upcoming on 11/21
      3. EVPFA: met briefly to discuss updates on Project Bridge and is curious about staff thoughts regarding closing the gap.
      4. Project Bridge: Continue to put forth suggestions and ideas on how to bridge the gap. Committee’s goal is to provide recommendations and suggestions to President Muma by the end of the semester.
   7. RSC Board of Directors
      1. No updates
   8. UPS/USS Presidents Council (KBOR) (Confirm support of this initiative)
      1. Docking Survey – We have verbal support from leadership to participate in the Docking Survey again. Once this process is finalized, we will need a senator (or 2-3) to serve on a KBOR committee to assist with drafting questions, timelines, etc. Please let Kennedy know if you are interested in working with this committee.
         1. This is every 3 years to measure staff engagement and morale, all other KBOR institutions are still on board at this point. We need to decide if we are still on board and then move forward with a request for financing this survey (approximately $2,000).
         2. What is the track record of implementations based on results of this survey?
            1. A couple of things have been addressed/directly related back to Market Based compensation. Also, our service awards process changes have come (somewhat) from the results of this survey.
            2. This is an opportunity for us to have documentation from a third party that helps to guide recommendations from the staff senate rather than specifically for the University leadership to change or have specific outcomes based on the results of the survey. This helps us (Staff Senate) to guide our priorities and compare our results with other KBOR institutions.
         3. Anyone noting that they are ready/willing to serve in the additional capacity for KBOR subcommittee?
            1. Matt Houston, Gaberial Fonseca, Anne Marie Brown, Nathan Johnson
4. **Adjourn/Upcoming Meetings and Events/Shoutouts**
   1. December Senate Meeting \*\*SOCIAL, OPTIONAL MEETING\*\*: Tuesday, December 17, 2024 | 3:30pm-5:00pm | RSC 142 Harvest Room | TEAMS Link: [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDc5NzgzNjctNTk0MC00YjQ5LTgwYjMtODUzNGEzYzJkOTU2%40thread.v2/0?context=%7b%22Tid%22%3a%22e05b6b3f-1980-4b24-8637-580771f44dee%22%2c%22Oid%22%3a%22436634f0-7b3c-43f9-8f1b-2c03f0463d91%22%7d)
   2. January 21st meeting postponed accommodating return from break, will be Tuesday, January 28th, 2025 | 3:30pm-5:00pm | RSC 142 Harvest Room | TEAMS Link: [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDc5NzgzNjctNTk0MC00YjQ5LTgwYjMtODUzNGEzYzJkOTU2%40thread.v2/0?context=%7b%22Tid%22%3a%22e05b6b3f-1980-4b24-8637-580771f44dee%22%2c%22Oid%22%3a%22436634f0-7b3c-43f9-8f1b-2c03f0463d91%22%7d)
   3. Check the [Events Calendar](https://www.wichita.edu/calendar/index.php?com=searchresult) for upcoming events on campus