University Staff Senate

November 15, 2022 | 3:30pm-5:00pm | 142 Rhatigan Student Center

1. **Call to Order**
   1. Minutes approval process – Electronic
   2. Committee Reports/Updates – Submitted in Advance
2. **New business**
   1. Ashlie Jack & Marché Fleming-Randle present Hanover Climate Survey findings
   2. United Way Presentation
   3. Docking Survey results – next steps
   4. [Commencement volunteers needed](https://www.wichita.edu/about/commencement/Volunteers.php)
3. **Old Business/Reminders**
   1. Shocker Support Locker winners
      1. Staff – donated 900 items and $595
      2. Faculty – donated 850 items
      3. Reminder that the need is constant, so consider making regular donations, or sign up for a [payroll deduction](https://foundation.wichita.edu/wp-content/uploads/2020/12/Download-WSU-Gift-form_Payroll-Deduction-Form-12-15-2020-1.pdf) to go directly to the Shocker Support Locker by selecting Other and indicating Shocker Support Locker, fund 211540.
   2. Neshia Wilson will represent the staff senate on the BIRG
   3. Event Ride Service idea
   4. Tour of Woolsey Hall
4. **Committee Updates - provided in advance**
   1. **Senate Committees**
      1. **Awards and Recognition** 
         1. Awards and Recognition Website Page is updated and has nomination form linked.
         2. Nominations for President's Distinguished Service Staff Awards is open! From now until Jan. 27th we are taking applications.
         3. WSU Today has the information to go out for reminders over next few months, so be on lookout if want to view.
         4. Please feel free to share or print and post the flyer in your department areas.
         5. We will be having another meeting before the New Year to discuss award gifts.
      2. **Communication and Website**
         1. The Communications Committee welcomes new member Carrie Wyatt to the team! The committee met on 11/2 and will be meeting in subsequent weeks to evaluate the layout and content of the staff senate webpages. The Distinguished Service Award form has been added to the site and the associated webpage updated.
      3. **Elections**
         1. No updates at this time
      4. **Policy Review**
         1. No updates at this time
      5. **Professional Development and Service**
         1. Brush Up Shocker Neighborhood was a success! Thank you to the staff and students who attended and helped. We plan to host a Touch-up event in the Spring.
         2. United Way Giving Campaign – A week-long effort and opportunity to give back to the university and neighboring communities. We will get a look to see how our dollars go directly back into the services WSU employees and Shocker Neighborhood receive.
   2. **Campus/University Business Meeting Updates – provided in advance**
      1. **AOC (Academic Operations Council)**
         1. No updates at this time
      2. **Budget Advisory Committee**
         1. No updates at this time
      3. **Human Resources Meeting (Joint with Faculty Senate Reps)**
         1. Policy Review process.
            1. Generally HR manages policies in Chapter 3 of the Policy and Procedure Manual, so they would initiate changes in that section usually, though some are initiated as required by legal.
            2. Pre-Covid, they reviewed policies every three years to determine if they needed to be updated in any way, but have not quite been able to get back to that schedule. Hoping to be back on schedule in 2023.
            3. Review vs. FYI:

Anything substantive needs to go through Shared Governance (senates, PET, etc.)

If changing only an administrative procedure, it’s usually sent as an FYI

Compliance based changes (foundational in the law) are usually only sent as an FYI, but the could also ask the senate(s) for feedback.

* + - 1. Gap Pay Analysis has been completed and affected employees will receive adjustments reflected in the 11/11/2022 payroll. This was for those who were hired, promoted, or changed jobs during the “gap” and thus were not considered in the original market review. The “gap” is the time between when HR had to freeze records to submit for the original market pay analysis, and the start of the current fiscal year.
      2. Began discussions on the next phase of the Market Based Compensation review.
         1. Reminder that it is important that the next round look at employee longevity/experience, as well as merit. Examples given of employees with many years of service who did not receive market increases are now being paid almost the same as newer employees who received raises due to MBC.
      3. HR has received approval and is beginning the process to purchase and implement a new Talent Management software system that should help in many areas, including our desire to push toward a performance review system that could include the possibility of merit raises. Implementation could take a couple of years for full deployment.
      4. Ran out of time before we could get to the Docking Survey, but will revisit at our next meeting.
    1. **KBOR Briefing**
       1. No separate meeting, however, the President shared that the KBOR meeting at WSU was very successful and positive, KBOR likes what WSU is doing.
    2. **Legislative Update**
       1. No updates at this time
    3. **President One-on-One** 
       1. Discussed survey results and President’s desire for the senate to work on recommendations from those results that can be presented for action.
       2. Discussed KBOR meeting
       3. Continued discussion of need to fund next round of MBC.
    4. **RSC Board of Directors**
       1. No update at this time - the Board does not meet again until December.
    5. **Traffic and Parking Appeals**
       1. The Parking Appeals committee is busy reviewing appeals. A kindly reminder that game day parking has been advertised on Shocker Blast. Be aware of game day parking.
    6. **UPS/USS President’s Council (KBOR)**
       1. No update at this time; no meeting since August
    7. **VP of Finance & Administration One-on-One** 
       1. Went over the Docking survey results, including the comment summary
       2. Discussed various outcomes from the survey, including the importance of regular salary increases, recognition/reward for longevity, possibility of increasing/expanding tuition assistance benefits
    8. **OIEC Executive Director Search**
       1. In the process of interviewing two candidates for the position; one interview is complete and another is being scheduled.

1. **As May Arise**
2. **Upcoming Meetings/Events**
   1. Staff, Student & Faculty Senates Mixer – 11/30/22, 5:30 – 8:30pm, RSC 233
   2. Winter Holiday Party – 12/1/2022, 1 – 4pm, RSC Ballroom
   3. Next Senate Meeting – 12/13/2022, 3:30 – 5:00pm, RSC 142
   4. Fall Commencement – 12/18/2022, 2:30pm – 5pm(ish), Koch Arena
   5. Holiday Closedown – 12/21/2022 – 1/2/2023
   6. Check the [Events Calendar](https://www.wichita.edu/calendar/index.php?com=searchresult) for upcoming events on campus