

## UP/USS Senate Meeting Minutes

Tuesday, August 14, 2018, 9:00 – 11:00 a.m. LAS Board Room

**In Attendance:** Camille Childers (UP), Sarah Shaffer (USS), Randy Sessions (USS), Deb Wagner-Kirmer (UP), Krysti Carlson-Goering (UP), Rebecca Relling (UP), Jeanne Patton (UP), Susan Norton (UP), Mark Green (UP), Lainie Mazzullo (UP), Ellen Abbey (UP), Russell Wilkins (UP), Kimberly Gutierrez (USS), Crystal Dilbeck (USS), Trish Gandu (UP), Kayla Jasso (UP), Heather Perkins (UP), Denecia Angelton (USS), Jama Challans (USS), Julie Scott (UP), Aswini Kona Ravi (UP), Lydia Santiago (UP), Jeswin J Chankaramangalam (UP), Brad Thomison (UP), Hannah Bates (UP/guest).

**Ex-Officio:** Judy Espinoza (non-expiring), Darin Kater (WSU Foundation), Russel Wilkins (ICAA), Connie White, (WSU Alumni Association).

**Guests:** Jamie Olmstead, Director of Total Rewards and Sheryl Propst, Assistant Director H.R.

- I. Call to Order  
9:00am
  
- II. Guest Speaker: Jamie Olmstead
  - a. Open Enrollment Information:
    - KDHE is requiring all employees to take an active role in their benefits to make sure that they are still getting the coverage they need.
    - Each enrollment period for benefits will be an “active enrollment”. Everyone will need to confirm that they want coverage whether they have any changes or not.
    - There will be an EAP Webinar: “Getting the Best value of Your Health Benefits” held on September 12<sup>th</sup> at 1:00pm in RSC room 264.
    - After that there will be numerous webinars and meetings between 9/24/18 – 10/10/18 along with 3 other meeting times in the RSC that will cover Open Enrollment. (List of times attached)
    - Follow up after the meeting – Randy Sessions (USS) asked how many employees were defaulted to Plan N during the 2018 Open Enrollment due to not making an election. HR was able to determine that 45 employees had not made a benefit election as of 11/1/17. Of those, 22 were UP, 15 were Faculty and 8 were USS. Those 45 employees are about 2% of the 1,987 total employees that did enroll in benefits for 2018.

Guest Speaker: Sheryl Propst

- b. Professional Development
      - Shocker Start launched in 2017 – Services, Training, Activities, Resources and Tools. Items available at Shocker Start relate to professional development and discounts provided to WSU faculty and staff through campus resources and community partners.

- Developing a Task Team to help with Professional Development items. The team will report back to the UP Senate with any updates. They are developing a website called “Faculty and Staff Development: Grow@WSU” to centralize areas for development opportunities available to WSU employees. The committee that is overseeing this effort includes: Sheryl Propst, Amy Belden, Jama Challans, Becky North and Fran Cook. Please contact one of them if you are interested in being part of the Task Team. Hope to have this launched by fall of 2019.

### III. New/Old Business

- a. Voted on UP “At Large” Senate position for Sarah Shaffer – approved by UP senators.
- b. All UP Senators should have access to the UP Secure Site – You will find information on this site such as agendas, meeting minutes, and information distributed at meetings or via email. To get to UP secure sign in to “MyWSU”, go to the orange emphelp cube then click on “Secure – UP Senate”. Approval of minutes will be an electronic process. Senators will be notified via email when minutes are ready for review and approval.
- c. Kevin Crabtree for Information Technology Services is supporting the UP Senate website. Please look at the UP website and, if you have any suggestion for improvements, please forward those Camille Childers.
- d. If you have not already done so, please review the by-Laws available on the UP Senate website. The current version was revised on 2/17/17. Changes were made to allow additional “At Large” members to have greater representation across the campus.
- e. All meetings for the UP/USS Senate should be open and all minutes posted. Everyone is always welcome to attend any meeting and sit in as a guest.
- f. Committees – some committees still have openings for UP Senators to serve on.
- g. Jeanne Patton has offered to serve as secretary of the UP Senate.
- h. UP Senate President Camille Childers has met with both USS and Faculty Senate Presidents. There will be a joint USS/UP/Faculty senate meeting 3:30 – 5 p.m. Oct. 29<sup>th</sup> in HH 208.
- i. Collaborating with USS Senate through joint senate meetings every other month starting with August 2018. The USS employee population is becoming smaller as employees leave and all new hires are filled as UP employees. USS employees have a smaller representation from this change and that is the reason for the collaboration. If you have any topics to discuss at the senate meetings please send to Camille Childers (UP President) or Michael Turenne (USS President).
- j. Communication to constituents – Last year the UP Senators sent out communication by email to an assigned group of UP employees and we would like to continue this process. Julie will request an updated list of all UP employees and will separate the list between UP senators. This list will be your constituent contact group for distributing meeting information and other campus updates. Emails to send out to your group will come from the communication committee or Camille.

- k. Draft agendas for upcoming meetings will be sent out via email to all senators a week before the meeting. If you have anything that you would like to add to the agenda, please send to Camille. Kevin will post agenda on the UP website before the meeting.
- l. At the September meeting, HR will be present to talk about “Unified Employment” and the differences between USS and UP positions. They will also discuss the “Job Architecture” process, which is to streamline position descriptions and standardized position descriptions used to fill a position.
- m. WSUTech – Students in longer degree programs can purchase the Shocker Student Experience, which gives them access to athletic tickets, membership to the Y and other student benefits. WSUTech is still a considered separate from WSU and have an affiliation with WSU. Students coming in from WSUTech will still be transfer students and are giving credit towards 70 – 80 courses that are equal across regent schools. We also have available the Shocker Pathways program, which is a partnership that allows students to start their associate's degree at WSU Tech and finish it at WSU.
- n. We would like to re-look at a service component for the UP Senate and would like to do something that supports the campus and or the community. Possible opportunities include the Food Locker, Professional Clothing Drive and or just providing funds to SGA to support campus service activities. The senate could work with SGA to start this effort.
- o. Open Forums are held for hot topics and General Meetings are held to give updates to all UP and USS employees. No open forums planned at this time.
- p. Blue Light Security Phones have or will have cameras added to them with a 360 degree view with areas blocked out to remove any views into dorm rooms. Cameras are not open to the public. There will be additional cameras added to the Innovation Campus and the Retail part of campus as well.
- q. Wesley will be implementing an Urgent Care Center to serve all members of campus and the public and will include x-ray capabilities. Students will still access Student Health during regular business hours.

Next Meeting will be September 18<sup>th</sup>.

Meeting Adjourned