UP and USS Joint Senate Meeting Minutes

Tuesday, September 17, 2019, 3-5 p.m. Hubbard Hall 227

**In Attendance (UP Senators):** Julie Scott, Camille Childers, Jeanne Patton, Judi McBroom, Deb Wagner-Kirmer, Lisa Clancy, Tyler Gegen, Ellen Abbey, Alison Babb, Denise Gimlin, Shawn Ehrstein, Katherine Holmgren, Lainie Mazzullo, Katie Givens

**In Attendance (USS Senators):** Matt Houston, Sheryl McKelvey, Connie Basquez, Angie Linder, Donna Hughes, Sandra Goldsmith, Jama Challans, Lisa Wood, Kimberly Gutierrez, Amy McClintock

**Guests:** Jeannie Hernandez, Dale Catlin, Marsha Compton, Angie Zeorlin

# Call to Order

* + Announcements or Proposals: None
  + Minutes Approval Process: Minutes from the August 20th meeting were approved electronically.

# Old Business for USS & UP Senates

* **Status Update: KBOR Survey for USS & UP Staff from the Docking Institute:** The survey results were going to be shared by the Docking Institute at the September KBOR meeting, but the agenda item has been postponed until the December meeting. The UPS and USS Council of Presidents are preparing a statement to send to KBOR that highlights the findings. The participating schools will release the results together in mid-October, and Matt and Julie will be working with Strategic Communications on a rollout plan. The WSU comments from the survey have been pulled together into themes, and the most common theme is surrounding pay.
* **University Policies Reviewed – Status Updates:** Please read through new policies and send any questions to either Julie or Matt or the Policy Review committee.
  + 3.49 Employee Training and Professional Development: Based on Senate recommendations, this policy will remain in place, but will likely be revised to remove unnecessary/outdated language. Please share any ideas or options you would like to see go forward on any revisions.
* **Joint Faculty/USS/UP Senate Meeting:** The meeting for September 30th has been postponed, and a date will be announced once finalized.

# III. New Business for USS & UP Senates:

* Stock the Shocker Support Locker “Competition”
  + The Service Committee has not finalized the competition rules, drop-off locations, or timeline, but Julie and Matt will follow up with committee members and send a notice to the Senates once finalized. Please be ready to donate to the Shocker community later this semester and encourage engagement and participation in your buildings/offices. The Senates hope to have one drop-off location per building and plan to work with Strategic Communications and the student newspaper, The Sunflower, to promote the competition.
  + “Shocker Share-a-Meal” program: To address food insecurity on campus, Student Affairs has partnered with Chartwells that when you have leftover food at your events on campus, Chartwells staff will assess the remaining food and send a notice, via an app, to students and staff to let them know where food is available. When ordering catering, organizations can opt out of participation.
* Fall USS/UP Staff General Meeting – Format and Speaker Suggestions
  + The Senators discussed that the preferred location would be the Beggs Ballroom in the Rhatigan Student Center and include a meet and greet with Senators during the general meeting. Regarding engagement with constituents, Senators proposed that we entice staff, particularly Facilities staff (since their past attendance has been low), to attend the meeting by offering prizes, drawings, etc.
  + A few possible speakers might be: Judy Espinoza with Human Resources to introduce her team members, Dr. Andy Tompkins to give an update about the University, and a representative from Wellness Services to overview the new YMCA and campus wellness services. Senators would also like to encourage members of the President’s Executive Team to attend the meeting and be visible to staff during the meeting. Another recommendation was to have Counseling and Prevention Services to come to a regular Senate meeting and describe what events and resources they have available.

# Committee Updates & Discussions:

## Committees

* + Archives – No updates at this time.
  + Awards/Recognition (Joint) & Staff Recognition Task Force
    - The task force met last week and has begun meeting to make suggestions on the award process, particularly for the Shocker Pride Celebration and the Employee Recognition Celebration (5-25 years of service, Bender of Twigs, etc.). They currently have an email out to HR with a few questions that will help inform the recommendations that the Senate sends forward. If anyone has suggestions or recommendations, please contact any of the committee members. They plan to send suggestions to HR within the next month. Some ideas include publishing group photos for milestone anniversaries in WSU Today, highlighting staff members who go above and beyond in WSU Today, and reintroducing the Shocker Pride picnic during lunch hours to coincide with the awards ceremony.
    - The committee is also working on streamlining the staff award process including developing common requirements, criteria for judging and nomination form.
  + Communication and Website (Joint, Individual Websites) – Trish is working on new constituent list for UP Senators, and it will be sent to your WSU drop box. Look for the post-meeting email to send out to your UP constituents. Matt will use the USS listserv to send out updates and post the minutes to the website.
  + Election – No updates at this time.
  + Professional Development (Joint) – The website database of development opportunities is progressing (Grow at WSU); ITS is helping with the project and creating links to the trainings that are available to WSU employees.
  + Service (Joint) – No updates at this time.
  + Policy Review – No updates at this time. The committee will meet next week.

## Campus/University Business Meeting Updates:

* AOC (UP Representative) – David Wright did a preliminary enrollment update.  20th day was on Monday, so numbers aren’t finalized, but we look to have a slight increase. Aaron Rife is the new faculty fellow in first year seminars.  They will have 14 classes of first year seminar this fall.  Doug Stucky was introduced with the institute for interdisciplinary innovation.  John Jones discussed the new Aira Contract and how that would affect accessibility on campus.  Look for additional information in the near future. October 4 & 5 will be the community, family weekend, and each college will be holding an open house, including the downtown campus. Additional information is available at [wichita.edu/openhouse](https://www.wichita.edu/about/discover_wsu/open_house.php). For other events that engage the surrounding community, you can sign up for the monthly newsletter at [wichita.edu/discoverWSU](https://www.wichita.edu/about/discover_wsu/index.php).
* Budget Advisory Committee (Joint) – No updates at this time.
* Human Resources Meeting (Joint) – Matt and Julie met with Judy. HR is hoping to have a draft of the job architecture plan by the end of the calendar year, and it will not likely undertake revising the policies related to the unified employment task force’s results until after job architecture is put into place sometime during the first quarter of 2020. HR will begin market reviews of positions in the spring. Sometime this fall, possibly October, the U.S. Department of Labor should be releasing its updates to the Fair Labor and Standards Act.
* Legislative Update (Joint) – No updates at this time.
* Library Appeals (Joint, Representative from Each Senate) – No updates at this time.
* Parking Appeals (Joint Representative from Each Senate) – Appeals keep the committee busy. Parking tickets were issued earlier in the semester this year, but violators still have the option to complete the parking quiz once per year to request a waiver of the citation.
* President’s Council/PET Meeting (Joint) – The council meeting was brief. President Tompkins announced the hotel groundbreaking and an honorary doctorate proposal that will be sent to KBOR. The Student Government Association is filling the remaining open seats, and the Student Veterans Organization will have a chili cook-off and pie-in-the-face fundraiser and is working with Admissions on campus visits for veterans and military-service-connected students. Faculty are working reviewing the general education credits policy, HR has formed a subcommittee to review staff recognition platforms, and the Alumni Association hosted its annual “We’re Not Back to School Bash” and Food Truck Rally.
* President’s One-on-One – Matt and Julie met with President Tompkins yesterday and discussed the survey and the themes from the comments. They will work collaboratively with Strategic Communications on the message of the survey.
* RSC Board of Directors (Joint, Representative from Each Senate) – No updates at this time.
* Traffic Appeals (Joint, Representative from Each Senate) – No updates at this time.
* UPS President’s Council (UP) – Representatives for the KBOR schools are communicating via email and had one video conference call to discuss the survey and how to ensure each campus releases the survey consistently. The semi-annual presentation from the UPS President’s Council to KBOR and to the Council of Presidents was postponed until December. Representatives also discussed anticipated enrollment for the fall, some of the research grants received on the various campuses, and parking issues.
* USS President’s Council (USS) – The representatives discussed the KBOR meeting being pushed to December, but that the USS President’s Council would still present to the Council of Presidents on Wednesday (September 18th). USS staff at K-State have experienced many challenges with the budget issues and frozen probationary statuses.
* What is Shocker Circle Keeper and what do the discussion involve? Please have them do a blitz and explain what exactly it is and what is expected. What is the purpose? Waste of my time session or is there a purpose to this, where does the information go? Create a FAQ page for this.

# V. As May Arise

1. Upcoming Meetings:
   1. 9-11 a.m. Tuesday, October 15, 2019, 142 Harvest Room
2. Discussion: Shocker Circle Registration – Lydia Santiago asked the Senates for help in identifying any challenges/concerns staff might have had with registering to participate in the upcoming Shocker Circles. Senators mentioned that some staff were unsure what they were being asked to do/participate in, where the information would go and what would be done with it, whether there would be any retribution if they share something negative, whether it was the best use of their staff time, and would they be able to listen only rather than speak. A suggestion was made that the Shocker Circle website include FAQ to address why staff should be involved and what they and the university can gain from the experience. Julie advised she would pass these ideas/concerns to Lydia on behalf of the Senates.

Meeting adjourned.