University Staff Senate

Minutes November 28, 2023 | 3:30pm-5:00pm | RSC 142 Harvest Room

**Senators in Attendance**: Courtney Lockhart, Emily Martin, Jennifer Nicholson, Kennedy Rogers, Marissa Kouns, Amy Belden, Amy McClintock, Angela Linder, Anne Marie Brown, Carrie Wyatt, Denise Gimlin, Erin Shields, Jacob Mendez, JaNeshia Wilson, Jason Bosch, Johny Buchanan-Spachek, Kendra Nguyen, Krissy Archambeau, Lyndsay Pletcher, Matt Houston, Nathan Johnson, Pamela O'Neal, Rhenee Swink, Sara Rue, Stacy Salters, Wendy Brooking, Will Fulls, and Vicki Forbes

**Senators Not in Attendance**: Akeila Wilson, Jessica Pierpoint, and Naquela Pack

**Guests**: Grant Seymour, Joe Dempewolf, Michelle Page-Bradford, Michelle Robinson, Lee Ann Birdwell, Traci Taylor, Kristi Hughes, Lisa Clancy, Gina Riggs, Brooklyn Black (United Way), and Chris Reese.

1. **Call to Order**
   1. Approval of October Meeting Minutes
      1. Minutes were approved as distributed.
   2. Committee Reports/Updates – Submitted in advance.
2. **New Business**
   1. United Way Presentation
      1. Brooklyn Black, Associate Director of Fundraising for United Way of the Plains, presented on the impact of UW and opportunities to get involved with and support the organization.
   2. Non-Exempt Senator Vacancy
      1. There is a vacancy for a non-exempt senator. The seat will be filled in the spring semester. Those interested in running or nominating a staff member should contact Jason Bosch, who will lead the appointment process to fill the vacant seat.
   3. Admins Coming Together Initiative – Angie Linder
      1. The staff senate voted favorably to support a new initiative and support group for administrative assistants or professionals in similar roles led by Angie Linder and Rebeca Serrano to help build morale and support for admins across campus. The goals of the group are to build community and support staff retention. This is endorsed by the staff senate as a new initiative but will operate independently from the senate.
3. **Old Business/Reminders**
   1. Staff Senate Scholarship
      1. Staff Professional Development Scholarship – New Initiative
         1. We will be tabling this until the spring, and a subcommittee will meet to make adjustments and meet again to propose at a future senate meeting.
         2. Full requested amount may not be covered by the scholarship.
      2. Staff and Dependents Tuition & Fee Scholarship
         1. Vote passed favorably for approving changes to scholarship fund.
         2. Fund currently exists but hasn’t been active for multiple years. Fund balance is around $2,000.
         3. The scholarship can be accessed in Scholarship Universe
         4. Scholarships will be fall and spring only, no summer assistance.
         5. We will be looking into fundraising options which may include a payroll deduction and including a fundraising option on Founders Day.
         6. Revised application process will be announced through myWSU and other channels in the spring.
   2. Stock the Shocker Support Locker Challenge
      1. The challenge concluded on November 10. Staff won the challenge for the fifth year in a row! A total of 4,328 items and $155 were donated, which includes 4,240 items and $145 from staff and 88 items and $10 from faculty. Thank you to everyone who donated and/or promoted the challenge.
      2. We will be looking for ways to engage faculty in the future to encourage more participation across campus. We will advertise more and explain more about the online donation option and the equivalent of cash donations versus non-perishable donations.
      3. We will be creating a working group, hopefully with representation from the faculty senate, to discuss ways to improve and encourage more involvement across campus.
4. **Committee Updates - Provided in Advance**
   1. **Senate Committees**
      1. **Awards and Recognition** 
         1. The committee has met and updated the announcements for the President’s Award for Distinguished Service. Announcements will be in WSU Today by the end of November and will run weekly or bi-weekly through January. Once the website is updated with 2024 information, each senator will be asked to send notice to their constituents to announce nominations being open. The deadline for nominations is January 26, 2024. The award ceremony is planned for Friday, May 3 in Woolsey Hall 141. Nominations should be submitted to Marissa Kouns at [marissa.kouns@wichita.edu](mailto:marissa.kouns@wichita.edu).
      2. **Communication and Website**
         1. No report.
      3. **Elections**
         1. No report.
      4. **Policy Review**
         1. The committee has or is currently reviewing the following policies:
            1. 1.06 Affiliated Corporations
            2. 19.19 Prohibited Use of TikTok
            3. 8.03 Federal Work-Study
            4. 3.48 Coaching and Corrective Action
            5. 19.18 Third Party Data Transfers
      5. **Professional Development and Service**
         1. Thank you to everyone who attended our successful staff social. A feedback survey will be sent to everyone who attended to assist the committee with future planning. Upon reviewing feedback, the committee will determine a date for a spring social.
         2. The senate has submitted a Leadership Transformation Grant to the Kansas Leadership Center. If selected for the grant, the senate would be able to send both senators and general staff members to Kansas Leadership Center programs at no cost. This grant would support the senate’s priority of expanding professional development opportunities for staff.
      6. **Ad Hoc Committee on Scholarships**
         1. No report.
   2. **Campus/University Business Meeting Updates**
      1. **Academic Forum**
         1. Academic Forum met on September 27. Notes from the meeting are as follows.
            1. Provost Lefever thanked everyone for the work that contributed to our excellent Fall 2023 enrollment numbers. Read more in WSU News.
            2. AVP Brett Bruner reported that SEAS usage is up among instructors. Compared to the year before, SEAS flags were up 142% for First-time in College Freshmen (FTIC).
            3. AVP Linnea GlenMaye shared information about in-progress work regarding the Math Pathways ("Gateway Course Placement") initiative adopted by KBOR. The Math Pathways approach seeks to align math requirements with the skill requirements of a degree, instead of requiring college algebra as the "gateway" course for all majors. This work will also be done for English gateway courses. It is anticipated that the math pathways requirements will take effect in Fall 2026. (More info is available on KBOR site: See Chapter III, Section A. No. 14)
            4. The Registrar's Office will start proactive awarding Associate of Arts degrees in January 2024 for students who have earned 60-75 credit hours and have met all the requirements for an A.A. degree at WSU. This population of students will be awarded an A.A. without needing to request a major change and without submitting an AFD. The university has decided to do this proactively as a way to celebrate student progress and to encourage them to keep going toward a bachelor's degree.
      2. **Budget Advisory Committee**
         1. No updates. The committee will start meeting again in January when the budget development cycle begins for FY25.
      3. **Human Resources Meeting (Joint with Faculty Senate Reps)** 
         1. Jason was on leave during the October meeting and therefore was not able to attend.
         2. Notes from the November 13 meeting are as follows:
            1. We discussed proposed changes to policy 3.48 Coaching and Corrective Action.
            2. HR provided a summary of the service recognition events.
            3. HR has hired a new Employee Relations Specialist who will start on November 26.
            4. HR sought feedback on the MBC leader education trainings.
            5. HR provided a reminder of the prior work history survey that employees will need to complete by November 17.
            6. HR provided an update on the implementation the Page Up talent acquisition and onboarding systems, which are behind schedule.
      4. **KBOR Briefing**
         1. No report.
      5. [**Legislative Update**](https://www.wichita.edu/administration/government_relations/updates.php)
         1. No report.
      6. **President One-on-One**
         1. Notes from the October 23 meeting are as follows.
            1. President Muma shared that paid administrative leave will be provided Tuesday, December 26 through Friday, December 29. Employees will not need to use personal leave for those four days. This will be a permanent change to the university’s winter showdown practices.
            2. President Muma is supportive of the senate hosting a professional development day in the spring, and suggested collaborating with Carolyn Speer, who organizes the Academic Resources Conference.
         2. Notes from the November 6 meeting are as follows.
            1. After receiving some questions about whether the administrative leave days during winter shutdown is a permanent change, Jason confirmed with President Muma that the change is permanent.
            2. Starting in summer 2024, WSU will observe Juneteenth (June 19) as a holiday. If you are not familiar with the historical significance and importance of Juneteenth, you can read about it here: <https://nmaahc.si.edu/explore/stories/historical-legacy-juneteenth>.
            3. Jason sought feedback regarding a new initiative called Admins Coming Together that Angie Linder will present to the senate at the November meeting. President Muma is supportive of this initiative.
      7. **Provost One-on-One**
         1. Notes from the October 26 meeting are as follows.
            1. We discussed the upcoming staff social.
            2. Provost Lefever noted that required annual Title IX training will launch in early November. The new training is shorter and should take about 45 minutes to complete.
            3. Jason discussed ongoing concerns about staff workloads. Provost Lefever indicated that she is trying to be more intentional about communicating workload issues among her colleagues.
      8. **RSC Board of Directors**
         1. No report. The next board meeting is December 7.
      9. **Traffic and Parking Appeals**
         1. As we are in basketball season, watch for parking updates in WSU Today and parking text alerts. For instructions on how to sign up for text alerts, visit <https://www.wichita.edu/services/parking-1/text-alerts.php>.
      10. **UPS/USS President’s Council (KBOR)** 
          1. Notes from the November 3 meeting are as follows.
             1. There was discussion about how senates are structured at the various institutions and some questions about staff senate mergers from schools that considering merging.
      11. **VP of Finance & Administration One-on-One** 
          1. Notes from the October 25 meeting are as follows.
             1. For service recognition, the gift to employees with 5, 10, 15, and 20 years of service will be increased to $50 Shocker Store credit, and $150 Shocker Store credit for 20+ and Bender of Twigs.
             2. As confirmed previously by PET, recipients of the President’s Award for Distinguished Service will receive one year of free parking for the fiscal year following their recognition. Parking fees at whatever rate the employees pay will be waived for the one-year period. Employees recognized in May 2023 will receive this benefit from January through June 2024.
      12. **PET & Constituent Heads** 
          1. The PET/Deans/Constituency Heads meeting was held on October 3. HR provided an update on market-based compensation and employee retention (the same information that was presented at the October senate meeting). Provost Lefever provided an update on enrollment and student success. General Council presented several policies, which the senate policy review committee had a chance to review, to PET for approval.
          2. Constituent heads provided updates regarding their respective senate’s activities. Jason read the following statement: <https://wichitaedu.sharepoint.com/:b:/s/StaffSenate/ERacVq5piO9OoyBQiegv-dQB76NJjKIXHBlqa_NacWFCUw?e=ksd4Lj>.
5. **As May Arise**
6. **Upcoming Meetings/Events**
   1. The December staff senate meeting was cancelled due to no urgent agenda items.
   2. Check the [Events Calendar](https://www.wichita.edu/calendar/index.php?com=searchresult) for upcoming events on campus.