University Staff Senate

August 20, 2024 | 3:30pm-5:00pm | RSC 142 – Harvest Room

**Senators in Attendance:**

Archambeau, Krissy

Brooking, Wendy

Brown, Anne Marie

Brown, Zachary

Bui, Trang

Coffey, Aaron

Duffy, Kevin

Fonseca, Gabriel

Gimlin, Denise

Gutierrez, Kimberly

Houston, Matthew

Johnson, Nathaniel

Kouns, Marissa

Leonard, Christopher

Linder, Angela

Lockhart, Courtney

Ludlow, Daniel

Martin, Emily

McClintock, Amy

Mendez, Jacob

Nguyen, Kendra

Pack, Naquela

Pierpoint, Jessica

Pletcher, Lyndsay

Redington, Corby

Rogers, Kennedy

Rue, Sara

Salters, Stacy

Smetak, Kelley

Swink, Rhenee

**Senators not Attendance:**

Bergkamp, Monica

Rees, Margaret

**Visitors:** Courtney McHenry, Preston Schroeder, Linda Sims, Chelsah Penick, Holly Cole, Sunflower, Stephanie Hearnan, Joseph Dempewolf, Tia Owens, Francine Angell, Annie Nguyen, Lee Ann Birdwell, Brandee Palmer, Lisa Clancy

1. **Call to Order**
   1. [Approval of Minutes](https://wichitastate.co1.qualtrics.com/jfe/form/SV_5yScuZfUW6JL794) – Electronic
2. **Guest Presenter**
   1. Dr. Courtney McHenry – CTAC (30 minutes)
   2. [CTAC Slideshow from Meeting 8-20-2024.pptx](https://wichitaedu.sharepoint.com/:p:/r/sites/StaffSenate/Shared%20Documents/General/24-25%20Attendance%20%26%20Minutes/CTAC%20Slideshow%20from%20Meeting%208-20-2024.pptx?d=w003981d04a774d86811555ff11c19e95&csf=1&web=1&e=oRsCXT)
      1. Introduction of his office, he has been with us for about a year and a half but has been doing these civil right duties since 2006.
      2. Scope has grown to share Civil Rights, Clery Report, and many more.
      3. Important to share a warning when discussing these topics, to be mindful of anyone who may have been a part of these incidents in the past.
      4. Title IX things have been changing and while we are still following previous 2020 legislation (not changed yet in Kansas or 23 other states… yet), but we are mindful of all changes. Every time we get a new President (and cabinet) we get new Title IX regulations. Newest Title IX Regulations are almost 1600 pages. Main pieces are:
         1. Title IX Matters, there are Title IX hearings that include a hearing panel of three people that listen to the case and decide if the person involved is responsible. These hearings are not required by the latest regs (optional), but another ‘findings’ process is required if no hearing.
         2. Jurisdiction changed with 2024 regulations that moved jurisdiction back to ‘anywhere in the United States’ rather than solely on campus interactions.
      5. Started a new Title IX training that saves A LOT of time and nearly $10,000 in training expense.
         1. Link is available on the Title IX webpage and you can access it and complete it now so that you don’t have to be reminded repeatedly in January/February when all training is required to be completed.
      6. CTAC Staff:
         1. Preston Schroeder – Director of Investigations
         2. Linda Sims – Case Management Office Coordinator
         3. Chelsah Penick – Title IX Investigator
         4. Holly Cole – Title IX Investigator
         5. Stephanie Hearnan – Assistant Director for CLERY Compliance
         6. Crissy Magee – ADA/504 Coordinator
      7. Will soon be moving into Shocker Success Center, all are welcome to stop by and visit!
      8. When a student/staff member goes through the process, how does the CTAC office transition to CAPS, CARE Team, etc. as a result of the process?
         1. Resources pamphlet, and CARE report if there is any concern with the individual student or referral to the EAP if the person involved is staff.
      9. How many cases do you handle within a year?
         1. 150-200 complaints, but every complaint does not move to a formal investigation level.
      10. Updating the CTAC website so will have new information available soon!
3. **Discussion and New Business**
   1. Dr. Aaron Mitchell has started his role as Senior Vice President for Administration, Finance, and Operations on August 18th, 2024.
      1. Welcome card to sign as Staff Senate
   2. Committee Appointments
4. **Old Business**
   1. Senate Priorities
      1. Linked in the agenda or in the Teams folder: <https://wichitaedu.sharepoint.com/:w:/r/sites/StaffSenate/Shared%20Documents/General/24-25%20Agendas/08.%20August%2020,%202024/24-25%20Staff%20Senate%20Priorities.docx?d=w50e42efc096f497595026d5eab1cda7e&csf=1&web=1&e=08WaOD>
      2. Emerging Themes:
         1. Staff retention and morale (present in all groups, some directly and some less directly)
            1. Can we clarify this, what does it mean to us right here and right now?
            2. Talk about morale being changed to ‘well-being’ maybe in order to further support overall health and wellbeing of our staff.
         2. Continued development, training and on-boarding
            1. In agreement, but also additional resources, for example, a way/resources that help them to connect with people in similar roles

Shocker START (now being handled by HR) is a step forward to help with this effort, to help support a new staff person with resources. They are working on revamping this and will send it to us for review when ready.

* + - 1. Staff senate visibility and story telling
         1. What does visibility mean to us, do staff members know how to ‘utilize’ staff senate? The opportunities and how to interact with senate, such as listening session?
         2. Does this mean that we need to be more verbal on things we are working on? Louder when we are involved in things that are going on, and in things smaller than a wide-spread event or big deal?
         3. Meet and Great might be another good thing to review so that we can meet our constituents again? Or another way to get that personal connection?
         4. New employee orientation as a potential touch point to interact with employees.
         5. SGA and Faculty mixer as another potential touchpoint.
      2. Let’s look at what our priorities were last year and how have we made changes and how are those different?
      3. Question about optional exit survey and how we might be able to receive any of this information so that we can potentially address anything, specifically about why people are leaving?
         1. Or to ask where the information goes outside of HR, when/if someone leaves the University. And also, what demographics are for the population that are actually completing the survey?
         2. Any information might be helpful, for example, if we can get trends of an area with high turnover, maybe we can reach out to that area with more focus/invitation from Staff Senate?
         3. <https://www.wichita.edu/services/humanresources/Business_Partners/docs/Employee_Separating_Checklist_Employee.pdf> link to the Employee Leaving Checklist.
         4. Kennedy will reach out to HR to get more information on these.
      4. Exec Committee will confirm and prioritize definitions of these themes and come up with action items (mixers, etc.) for discussion in the September meeting.
         1. Move forward with well-being sort of definition rather than morale – senate is ok with this change.
  1. Exec Committee Priority(s)

1. **Senate Committee Updates**
   1. Awards and Recognition
      1. Gabriel Fonseca (Chair)
      2. Emily Martin
      3. Monica Bergkamp
      4. Trang Bui
   2. Communications and Website
      1. Stacy Salters (Chair)
         1. Make sure to have bio updated on the website and feel free to provide feedback to the committee.
      2. Courtney Lockhart
      3. Kendra Nguyen
      4. Corby Redington
   3. Elections
      1. Krissy Archambeau (Chair)
      2. Corby Redington
      3. Zachary Brown
   4. Policy Review
      1. Aaron Coffey (Chair)
         1. Aaron mentioned some immediate work for this committee could revolve around research and investigation into existing (or non-existing) policies around staff being excused and supported to participate in staff senate duties and employee exit surveys.
      2. Amy McClintock
      3. Daniel Ludlow
      4. Matt Houston
   5. Professional Development and Service
      1. Nathan Johnson (Chair)
      2. Kevin Duffy
      3. Sara Rue
      4. Christopher Leonard
      5. Rhenee Swink
   6. Scholarships
      1. Anne Marie Brown (Chair)
         1. Angie reviewed the Founders Day Training on getting funds for the need. Basically, the committee needs to promote and have platforms in order to share the need and encourage people to donate to the need. Scholarships will need to work with the communications committee to get the word out. Every senate member can sign up to be a fundraiser in order to help share the need through social media and reach better audience numbers. September 17th is Founder’s Day.
      2. Angie Linder
      3. Jessica Pierpoint
      4. Kelley Smetak
      5. Kimberly Gutierrez
   7. Shocker STRIVE
      1. Jacob Mendez (Chair
      2. Lyndsay Pletcher
      3. Karissa Kouns
      4. Anne Marie Brown
      5. Margaret Rees
      6. Naquela Pack
2. **Campus/University Business Updates & Discussions**
   1. Academic Forum
      1. Zachary Brown will be the new representative
   2. Budget Advisory Committee
      1. Kennedy Rogers & Lyndsay Pletcher representatives
   3. Human Resources (Joint with Faculty Senate)
      1. Kennedy Rogers & Jacob Mendez new representatives
      2. WuHire Show & Tell Demos have started with Trainings to follow in September. Trainings and access will be provided for those who are listed as hiring managers and department admin roles. More info to come in our Sept. meeting! You’re invited to follow [WuHire SharePoint](https://wichitaedu.sharepoint.com/sites/HRCommunication2/SitePages/Talent-Management-System.aspx?csf=1&web=1&share=EewMm7juEn1Nr4YX6M1PhzkBCZh7rmMJurntrD_T8iBzqA&e=mOEqWq&OR=Teams-HL&CT=1715090082323&cid=60c14d60-959f-4aa3-862e-f48961102591&xsdata=MDV8MDJ8S2VubmVkeS5Sb2dlcnNAd2ljaGl0YS5lZHV8YjNkODUwMzMwNTRkNDViYzI2YmIwOGRjYjhiMjA3ZDJ8ZTA1YjZiM2YxOTgwNGIyNDg2Mzc1ODA3NzFmNDRkZWV8MXwwfDYzODU4ODMyMjA1NDM3ODIwOXxVbmtub3dufFRXRnBiR1pzYjNkOGV5SldJam9pTUM0d0xqQXdNREFpTENKUUlqb2lWMmx1TXpJaUxDSkJUaUk2SWsxaGFXd2lMQ0pYVkNJNk1uMD18MHx8fA%3d%3d&sdata=ODYzdmRpd2htb0hURWd5TkFiL1ZFQmNzWlpCdkI0Tm9GU1EwdWlXWjZHWT0%3d) for additional information and ongoing updates.
      3. Update on Work History Analysis – This information is consistently , collected, reviewed and updated to inform MBC efforts. A formal aggregate report may be released in the future, but not at this time. The recent DOL requirements shifted back progress on a formal report.
      4. Phase 2 of the DOL Changes is due effective on Jan. 1. HR is gathering feedback and will be meeting with leaders starting in September to address the next steps. Phase 2 calls for an increase in salary from phase 1’s ~43K to ~58,656K. Approximately 181 employees will likely be impacted. This number does not include those who are in the same position, but already meet this threshold, so this number will likely increase.
      5. In President Muma’s commitment to address the pay gap, Project Bridge will be convening in September. This committee is comprised of myself, Matthew, the Faculty Senate President and other individuals yet to be formally named. Lyndsay Pletcher will be participating in this group as well from WSU Budget Office. We will be asked for feedback, ideas, and suggestions at some point.
      6. Policy 3.42 and 3.43 which address Employee Tuition Assistance will move forward to PET and KBOR this fall. The goal is to open up eligibility to benefit-eligible and non-tenure track faculty.
      7. Policy 4.13E regarding Academic Chair Evaluations. A conversation with Faculty Senates Exec Committee will be scheduled in the near future to discuss this policy. President Mathew Meuther has said this is a topic of conversation they have had over the years as well and are looking forward to finding a way to address this issue.
   4. Legislative Update + KBOR Briefing
   5. Parking Appeals + Traffic Appeals
      1. Matt Houston new representative
      2. Sedgwick County has been issuing new plates, please verify that your license plate information is up to date on your accounts.
      3. The YMCA parking lot is only for those using the YMCA; parking is limited to two hours. This is per the YMCA and enforced by WSU Parking Services.
   6. President’s Meetings
      1. Provost 1:1:
         1. The current pickleball courts are scheduled to be moved in accordance with our Master Plan. Installation will begin in the next few months. Page 61 of the Master Plan document will reference this move/installation.
         2. The Campus Climate Committee meets monthly and while many of us serve in both spaces, we discussed a formal appointment opportunity so that way there is always a member of staff senate involved in this group. Would this be something we would like to consider?
      2. President 1:1
         1. Discussed Project Bridge group. This group will be having tough conversations and there will be ample opportunities to engage the staff voice.
         2. Dr. Kaye Monk-Morgan is excited for our continued partnership with KLC and is looking forward to growing this initiative.
   7. RSC Board of Directors
      1. Nathan Johnson new representative
   8. UPS/USS Presidents Council (KBOR)
      1. Senate Executive Committee
3. **As Arises**
   1. Any way to collect things that are left from outgoing dorm moves to offer to incoming students?
      1. Acknowledging that storage is a concern and might be the biggest dilemma in this effort.
      2. Kennedy can look at Housing’s policies to see what is/can be done currently.
      3. Might be able to send to a specific spot and collaborate with Goodwill or someone that could come pick things up rather than truly trash them?
   2. Toilet paper on campus –
      1. State requirements dictate what we can utilize somewhat.
      2. Mainly a problem on new machines (new buildings).
      3. This is an example of something tangible that we might be able to move forward with a specific outcome (an example, not required to be this specifically, but an example).
   3. Any update on overseeing the motorized vehicles and has there been any feedback on regulations/trainings on this topic?
   4. Some concern with attendance in person and how we can encourage in person attendance to be a stronger involvement in the senate and priorities.
      1. Denise shared that this was voted on and the majority of people preferred to have the dual-involvement option.
      2. Question – do we know if Faculty Senate has a dual option as well?
         1. They are working on creating an option to interact remotely as needed.
      3. Adding to a discussion topic for September meeting.
   5. Is there a policy that says a supervisor must allow an employee to attend staff senate if interested?
      1. No, we might need to encourage communication but no true policy.
      2. Will also add this to the September meeting topic to discuss.
4. **Adjourn/Upcoming Meetings and Events/Shoutouts**
   1. September Senate Meeting: Tuesday, September 17, 2024 | 3:30pm-5:00pm | RSC 142 Harvest Room
   2. Check the [Events Calendar](https://www.wichita.edu/calendar/index.php?com=searchresult) for upcoming events on campus
   3. Vicki/Krista from HR will join our next meeting for conversations about the new system and campus climate interactions.
      1. Work history is being consistently collected and aggregated but not consistent enough information to share out at this point.
      2. HR working towards FLSA regulation concerns with Labor Law changes coming to the exemption status changes effective January 1, 2025.
      3. Project Bridge to address the pay gap to get everyone where we need to be on a compensation level.
         1. This will begin meeting in September and should have information to share in the near future.
   4. Updates to Tuition Assistance policy will be included in minutes.