University Staff Senate

September 17, 2024 | 3:30pm-5:00pm | RSC 142 – Harvest Room

**Senators in Attendance:**

Archambeau, Krissy

Bergkamp, Monica

Brooking, Wendy

Brown, Anne Marie

Brown, Zachary

Coffey, Aaron

Duffy, Kevin

Fonseca, Gabriel

Houston, Matthew

Johnson, Nathaniel

Leonard, Christopher

Linder, Angela

Lockhart, Courtney

Ludlow, Daniel

McClintock, Amy

Mendez, Jacob

Nguyen, Kendra

Pack, Naquela

Pletcher, Lyndsay

Redington, Corby

Rees, Margaret

Rue, Sara

Salters, Stacy

Smetak, Kelley

Swink, Rhenee

**Senators not Attendance:**

Bui, Trang

Gimlin, Denise

Gutierrez, Kimberly

Kouns, Marissa

Martin, Emily

Pierpoint, Jessica

Rogers, Kennedy

**Visitors:** Aaron Mitchell, Krista Thacker, Eason Bryer, Evalynn Trumbo, Vicki Whisenhant, Joe Dempewolf, Sadi Roberts

1. **Call to Order**
   1. [Approval of Minutes](https://wichitastate.co1.qualtrics.com/jfe/form/SV_5yScuZfUW6JL794) – Electronic
2. **Guest Presenter**
   1. Dr. Aaron Mitchell – Introduction to Staff Senate
      1. Working on establishing connections
      2. From Montana State University, essentially Chief Accounting Officer, with Bachelor’s in Business, MPA, and PhD in Education Health and Behavior Studies.
      3. Welcome to contact him at [aaron.mitchell@wichita.edu](mailto:aaron.mitchell@wichita.edu), Teams or stop by his office.
   2. Krista Thacker & Vicki Whisenhant – WuHire
      1. Krista – project manager for WuHire
      2. Shared Point site that WSU Employees can review for all information and training documents: [WuHire Sharepoint page](https://wichitaedu.sharepoint.com/sites/HRCommunication2/SitePages/Talent-Management-System.aspx?csf=1&web=1&share=EewMm7juEn1Nr4YX6M1PhzkBCZh7rmMJurntrD_T8iBzqA&e=mOEqWq&ovuser=e05b6b3f-1980-4b24-8637-580771f44dee%2cs448t383%40wichita.edu&OR=Teams-HL&CT=1715090082323&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNDAzMzEwMTgxNyIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3d%3d&cid=60c14d60-959f-4aa3-862e-f48961102591)
      3. WuHire is the new talent system, they would like Department Admin or anyone that has hired in the past 6 months to take part in a training (can find information through share point webpage).
      4. Krista provided a tour of the WuHire webpage. All employees will have a page available since the system is integrated, there might just be different tiles available based on the employee’s position and hiring roles.
      5. Questions
         1. Information required on ePAFs, such as CRN, etc. how does the ‘automated’ renewal of assignment process accommodate this?
            1. As long as the position number is the same, you are good to go.
         2. What if we are not hiring them in the next term (Fall instead of over the summer)
            1. You can still submit it, as long as it is in the next 60 days, it should be able to submit… we are planning to discuss with WSU leadership as to how far in advance we can hire in the future. As of now, hiring for the next semester is ok.
      6. Several ePAFs, the PAR Form, the NBE Forms, many things are going to be ended soon and it is all laid out in the transition documents.
      7. Approvals are also changing, the President’s Executive Team have approved a new approval process in which Divisional Officers are not required to sign, and each Department (or Division) is deciding who needs to approve which specific levels will be required. This might be decided by the position type or each College, etc.
      8. There will be a letter in front of all NBE position numbers (A for Add Comp, S for Students, W for Work Study, etc.)
      9. Webpage for potential employees will be all inclusive, information on favorited jobs, things like that, as well as information on Wichita and cost of living, etc. jobs.wichita.edu will be the new webpage as well, just transitioning the previous site into this new site (1.5 days of downtime).
      10. Any questions, please reach out via e-mail to krista.thacker@wichita.edu.
3. **Discussion and New Business**
   1. Senate Engagement & Modality
      1. Requested for Senators to complete the Qualtrics on thoughts about the modality of future senate meeting, about half of Senators responded but the responses were half and half in favor of keeping it flexible but higher responses for Senators to try to attend in person (so remote available for guests and Senators who absolutely cannot make the meeting in person).
      2. Most supportive of trying to make every effort to be in person as Senators, but keep open the option or remote in case of coverage struggles or anything that might discourage/prevent the stronger interaction that comes with in person attendance.
      3. Feedback that if we are going to require in person attendance, we might need to have special considerations for Senators that are unavailable due to beginning of semester, heavy direct-student contact needs, etc. Maybe rescheduling so that it is not the first week of the semester, etc.
      4. Faculty has voted to attend all in-person and we might take that into consideration as/if we make a firm decision.
      5. There might be an allotted amount of excused absences as approved by the President?
      6. Might need to have some flexibility considerations, to keep in mind that we are supporting senators just as we are supporting the staff in general.
      7. Is this a problem or is there a preference?
         1. There should be a level of trust to be engaged and involved.
         2. Faculty are not staffing registration desks, etc. and have a different scheduling need than staff do typically.
      8. According to the bylaws, Senators that are unable to attend must communicate with the President and ‘excessive’ absences might result in replacements.
         1. Do we consider remote attendance an absence or just flexibility?
      9. When we are elected to something and our expected role is contribution, the level/modality of contribution might be a big deciding factor in voting for Senators, etc.
      10. The time of the staff meetings sometimes push 5:00pm especially with presenters, is there a consideration for adjusting the timing if we are requiring in person and having guests, etc.? Should we look at adjusting to 3:00 instead of 3:30pm?
      11. We have talked about clarifying expectations, maybe no change this year, but each year we review expectations and set some guidelines that say meetings are in person unless there are specific things that come up as needed. As an executive team, we have discussed that there is not great documentation to transfer as a new executive team, or chairs, etc. and to make sure that clarifications are explicit.
      12. If we want to be taken seriously by the University and Staff, we need to be better about constant feedback and completing surveys and those type of actions since we were accepting of the roles on the Senate (for example, the survey on modality and feedback on town halls, etc.).
4. **Old Business**
   1. Senate Priorities
      1. Senate Visibility and Campus Presence
      2. Staff Training and Professional Development
      3. Staff Retention and Wellbeing
   2. 2023-2024 Priorities & Accomplishments
      1. Professional Development: Working with HR to better promote all the professional development (PD) opportunities currently offered, to get staff feedback on other PD opportunities they would like to see and advocate for those opportunities, and to advocate for more funding for PD opportunities that might require additional resources
         1. Accomplishments: Strive Conference, Senate Social, KLC Grant Partnership, Funding Proposal, Establishing a formal Scholarship Committee and Scholarship Proposal
      2. Sense of belonging/feeling valued and appreciated – working to address issues related to sense of belonging (major theme in our feedback is staff want to feel more connected to campus and part of campus community), and related, to address issues of staff feeling valued and appreciated.
         1. Accomplishments: ACT – Admins Coming Together, Fall social & meet and greet, Strive Conference (specifically timing and connection)
      3. Make sure to spell out acronyms if we are going to post on the webpage
         1. Cadence of when we are going to discuss these?
         2. Cadence of when we are going to report back out on a regular basis of how we have made any progress on these priorities?
      4. Are we going to post this on the webpage?
         1. Yes, that is a great idea, potentially a condensed version but the information to be provided.
      5. Reporting out cadence?
         1. Monthly or maybe quarterly updates to constituents?
      6. Can we remove ‘C’ on each of them before externally publishing, maybe just use it as internal documentation.
      7. Review ‘B’ and see if we can get more specific:
         1. Looking at ‘hard’ numbers, truly measurable responses is nice, specifically reviewing survey suggestions, maybe marketing how often those surveys are updated, and the specific responses and how often they change/are measured, etc.
         2. Marketing is important, for example, the STRIVE conference wasn’t branded as Staff Senate very well.
      8. What is the difference between visibility and awareness? Clarify
         1. Number 3’s ‘C’ section is not bold or pushing anything truly different, if we want to do something why not do it big?
      9. In Section 4, mentorship specifically was a good idea, better documenting and marketing the Staff Senate to make sure that people are aware of and specifically aware of what it is that we do and how we affect the Staff in general.
      10. Measuring progress and movement, we need some specific rubrics and robust these measurements. Next steps are to where do we assign these priorities/actionable items, committees, staff senate executive team, etc.?
      11. Vote on moving forward with the document has been approved.
      12. A reminder about our discussion about having a senator attend new hire orientations to help welcome new hires.
5. **Senate Committee Updates**
   1. Awards and Recognition
   2. Communications and Website
      1. Met, information on Founder’s Day/Scholarship Committee has been updated
      2. Guide created and tasks/duties for Scholarship Committee has been updated
   3. Elections
   4. Policy Review
      1. 2 Policies in the process, one has been approved and the other one (inclement weather), feedback has been provided (this is in the shared drive) that includes consideration for changes regarding how employees are paid if they are considered ‘critical’ and working on inclement weather days. Also, some concern about the resource requirement on individuals that are required to complete remote work without work-provided devices (personal hotspots/wifi/laptops, etc.). We also need to keep personal information and IT security as priorities in this consideration (Corby shared some set up options to help alleviate some of these concerns). What is the true problem, if other schools close down, how often and how heavy is this an actual problem? We also need to consider equity for parents with kids at home or no wifi options, etc. There is likely an equity answer for this specific policy since it is only for benefit eligible, non-exempt staff employees… no non-benefit eligible, no Faculty, no exempt, etc. Critical and/or essential seem to be defined within this policy, with lack of clarity or consistency.
      2. Please review the notes in the shared drive and provide conversation or feedback on the notes that are available in Teams.
      3. Can we consider ‘wellness day’ for this or professional development or something like that? If this is a Faculty concern, why are we in need of an adjustment to the staff policy?
      4. What is the timeline for next steps?
   5. Professional Development and Service
      1. 2025 KLC Grant application has been submitted, should hear about that approval soon.
   6. Scholarships
      1. Founder’s Day work – thanks to communications and website for sharing that information.
      2. Faculty has also been invited to participate
      3. Already to $500 as the goal is $1,000 to start with.
   7. STRIVE
6. **Campus/University Business Updates & Discussions**
   1. Academic Forum
      1. Met on the 28th, several updates (Zachary Brown)
   2. Budget Advisory Committee
      1. Nothing
   3. Human Resources (Joint with Faculty Senate)
      1. Parking appeals and permits
      2. Asked about adjusting the on-boarding process to include parking information, and HR confirmed that they did and do include that in all on-boardings.
      3. Exit surveys, since implementing in January, 3 have been filled out. 60% of turnover stems from resignation in the first five years.
   4. Legislative Update + KBOR Briefing
      1. Nothing
   5. Parking Appeals + Traffic Appeals
      1. Amy: No updates, campus police are still actively citating everyone, there have been some confusion in Shocker Hall student parking that they are trying to work through (orange lots).
   6. President’s Meetings
      1. Notes will be provided
   7. RSC Board of Directors
   8. UPS/USS Presidents Council (KBOR)
      1. Mostly introductions, some questions had been added to the agenda but didn’t have time to fully go through these questions. STRIVE was discussed, some other senates are reaching out for more information.
7. **Adjourn/Upcoming Meetings and Events/Shoutouts**
   1. October Senate Meeting: Tuesday, October 15, 2024 | 3:30pm-5:00pm | RSC 142 Harvest Room
      1. Guests: Vicki Whisenhant – HR Updates and Campus Climate Updates (Jacob)
   2. Check the [Events Calendar](https://www.wichita.edu/calendar/index.php?com=searchresult) for upcoming events on campus
   3. ACT luncheon October 8th – Angie is passing out agendas to advertise
   4. Sara Rue will no longer be active as a Staff Senator, she has accepted a position as Faculty Librarian.