University Staff Senate

February 18, 2025 | 3:30pm-5:00pm | RSC 142 – Harvest Room

Senators in attendance (fully remote meeting):

Archambeau, Krissy

Bergkamp, Monica

Brooking, Wendy

Brown, Anne Marie

Brown, Zachary

Coffey, Aaron

Duffy, Kevin

Fonseca, Gabriel

Gimlin, Denise

Houston, Matthew

Johnson, Nathaniel

Leonard, Chris

Linder, Angela

Lockhart, Courtney

Ludlow, Daniel

Martin, Emily

McClintok, Amy

McCoy, Susan

Mendez, Jacob

Nguyen, Kendra

Pack, Naquela

Pletcher, Lyndsay

Redington, Corby

Rees, Margaret

Rogers, Kennedy

Salters, Stacy

Swink, Rhenee

Senators not in attendance:

Bui, Trang

Gutierrez, Kimberly

Kouns, Marissa

Pierpoint, Jessica

Smetak, Kelley

Guests:

Julisa Khan

Ainsley Smith

Megan Bailey

Brook Marchant

Monica Lounsbery

Fran Cook

Ryan Herbel

Brooke Allen

Dexter Mardis

Madison Bolton

Julie Brin

Holly Cole

Fran Angell

Traci Taylor

Stephanie Hearnen

Erin Shields

Amy Belden

1. **Call to Order**
   1. [Approval of Minutes](https://wichitastate.co1.qualtrics.com/jfe/form/SV_5yScuZfUW6JL794) – Electronic
2. **Guest** 
   1. Welcome Dr. Monica Lounsbery
      1. Welcome and introduction
      2. 6 weeks since start of her appointment, she shared that she is supportive of staff and faculty, and thinks that the work that we are doing all together has a chain effect of important implications for the missions that we deliver. She is focused on growth mindset, and the need to grow and contribute to the cultivation of development, and is encouraging her staff to continue that focus as well.
      3. Lots of gratitude and appreciation to Provost Lounsbery for contributing and already supporting us in efforts, including professional development.
   2. Megan Bailey – Sunflower Intern Student that will be reporting on Staff Senate meetings introduced herself.
   3. Jessica Pierpoint welcomed her sweet baby girl, Hazel!
3. **Discussion and New Business**
   1. Senate Training & Onboarding Plan (*Exec Team Priority*)
      1. One concern – are we changing the eligibility requirements away from anyone that might need to be remote or not located in Wichita? (N Johnson)
         1. Something that the exec team will need to keep front of mind and determine how we can incorporate those potentialities to be continually inclusive for all senators.
      2. Why Blackboard? (C Redington)
         1. MyTraining can be an acceptable alternative, we can review, keeping in mind that the HR process might have some changes in the future to MyTraining, but might still be a good avenue.
      3. Great start, and glad to have it as a starting point for great senator training and planning roles.
      4. Awesome idea, just making sure that access is kept in mind, especially for a full day training if a senator would like to participate but can’t necessarily devote a full day.
         1. We are open to the best ways to make any of these accommodations, and will keep them front of mind as planning is happening.
      5. Specific training or where would the content come from? (K Duffy)
         1. This would be led by the executive board and current senators, as well as using some of the currently available resources, such as LinkedIn Learning pathways and/or HR training options that are already available.
      6. Does Faculty Senate have a retreat or on-boarding? And do we have ‘teeth’ to follow up with participation desires to help leaders encourage participation. (C Leonard)
         1. Kennedy will follow up with them to see what their on-boarding structure looks like to see if we can adjust our planning to more closely align to theirs.
      7. Adding awareness of this time commitment to the election process, so that people can be aware of (in any iteration) the requirements of this while they are going through the election process.
      8. Adding that this time helps to hold space for us to be able to come up with priorities, and other related efforts so that we aren’t halfway through the year before we have priorities listed out.
      9. First half of retreat towards new senators and second half towards full senate? (S Salters)
         1. Correct, as designed. Stated the idea of committees meeting in the afternoon and if this excludes new senators since they will be newly appointed and making sure we are as inclusive as possible. Maybe using this as more of a ‘speed dating’ type of interaction, where current committees are available for new senators to interact. Maybe we can look at two ‘tracks’ so that it was half a day for everyone, starting separated then come together or something like that, so that we don’t lose the opportunity to collaborate but still make it useful for everyone.
      10. Wants to make sure that it isn’t too much of a commitment that it inhibits people from applying for the senate. (K Duffy)
      11. It might be ok if it in some ways deters people not willing to give commitment to the on-boarding process, if it helps to hold a higher expectation to the involvement of senate and would likely support a half-day session if that is something that we can orchestrate. This might also support giving space to the commitment that should be required for staff senate, alluding to whether this can be made a policy that requires supervisors to allow staff senators to attend this orientation and training. (G Fonseca)
      12. Admire that there is an effort to start up this process and help staff to be involved, but also echoes that inclusivity is important, remote or off-site senators and/or some other shift works, just want to make sure that it is something flexible enough that it could incorporate those potentialities. (D Ludlow)
   2. March Meeting Date (Spring Break)
      1. Space for discussion, quick poll (thanks, Corby), majority voted for shift to the week after the planned meeting date.
4. **Old Business**
   1. WSU Internal Control All-Star Credential Reminder
5. **Senate Committee Updates**
   1. Awards and Recognition
      1. Working on scoring, will send nominees to President soon
      2. Looking at hosting some award celebration for nominees and winners
         1. Chatting about sharing these nominees during the STRIVE conference
      3. Why is this done via e-mail as opposed to submitting documents? (K Duffy)
         1. How it has consistently been done and haven’t heard any feedback that it was an annoyance or problem through any of the people interacting with the process, and allows for instant reactions so that it doesn’t require extra steps.
         2. Maybe we can look at a generic e-mail box for the committee to interact with instead of direct e-mails?
   2. Communications and Website
      1. Shared staff senate logos for feedback that Strat Comm has produced this might be a logo and/or an icon that we can use for different purposes.
      2. We need to move to more standard font to keep in line with university standards, the next step will be with working with Shocker printing to produce a branding kit, and when to use these.
   3. Elections
      1. Have met a couple times, opening nominations on March 3rd and elections open by March 25th to be ready by April 1st
      2. How many seats do we have open?
         1. 7 exempts, 5 non-exempts and 2 at large exempts for after the elections.
   4. Policy Review
      1. Inclement weather policy discussion - have shared the feedback and haven’t yet seen an updated draft but not sure if there are any substantial adjustments to be made.
      2. Postering/”advertising” policy has been reviewed, have provided feedback that made it slightly ambiguous, GC seemed to be encouraging of leaving it slightly ambiguous as to not go against free speech issues.
   5. Professional Development and Service
      1. May 25th, HR ‘Myths’ is going to be lunch and learn (Nathan, Sheryl, and Vicki) will share information.
      2. Volunteer opportunity with American Red Cross in March
      3. Engineering run this up coming up Saturday
      4. Sculpture tour in June coming to build campus awareness
      5. Working on the MyTraining pages, and getting training resources into place so that staff have good visibility
   6. Scholarships
      1. Reviewing applications that have been received and will have announcement for March meeting.
   7. STRIVE
      1. Registration link will be sent out with this meeting’s updates
      2. Will send calendar invite to leaders to get it on their calendars
6. **Campus/University Business Updates & Discussions**
   1. Academic Forum
      1. No recent meetings
   2. Budget Advisory Committee
      1. In space of waiting with for the legislative process, we don’t have a lot of useful information at this point, but will hopefully have some better information by the next meeting.
   3. Human Resources (Joint with Faculty Senate)
      1. Conversations about chair evaluations with Faculty Senate and with HR on inclement weather policy
   4. Legislative Update + KBOR Briefing
      1. Budget is at House, will move to Senate next
      2. Information on compensation – pending, currently a 2.5% SGF compensation increase which is more like a 1% for our financial impact, but not a set number at this point.
      3. Asking for information on clarity for the Executive Orders, hopefully able to share information at the Town Hall this coming week, but don’t have anything concrete to share currently,
      4. The House committee has a bill that is important to Faculty and tenure process, no specific information on what this will mean, as they are still in discussion.
      5. There is a staff award process in the works at the KBOR level, they are working through specifics currently.
   5. Parking Appeals + Traffic Appeals
      1. In the process of transitioning chairs with appeals committee, working on changing software now. Soon we will have a meeting with SGA about the process of appeals and how it interacts with them.
   6. President’s Meetings
      1. No additional updates will be addressing conversations next week.
   7. RSC Board of Directors
      1. RSC will (hopefully) be getting a new roof soon, so there might be some construction noise that shouldn’t last very long.
   8. UPS/USS Presidents Council (KBOR)
      1. Docking survey will launch first week of April for 2-3 weeks.
      2. Hanover survey (faculty, staff and students) is slated to go out before spring break
         1. Recently I learned that both surveys are on the same timeline (every three years) so I am working with Ashlie Jack and team and being very strategic about communications to make sure that involvement happens for both surveys.
      3. Conversation about survey shared with senators regarding tuition assistance process amongst all KBOR staff for all KBOR institutions.
         1. If the survey is closed but you still have feedback, please share it with executive team and it will be forwarded.
7. **Adjourn/Upcoming Meetings and Events/Shoutouts**
   1. March Senate Meeting: Tuesday, March 18, 2025 | 3:30pm-5:00pm | RSC 142 Harvest Room | TEAMS Link: [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDc5NzgzNjctNTk0MC00YjQ5LTgwYjMtODUzNGEzYzJkOTU2%40thread.v2/0?context=%7b%22Tid%22%3a%22e05b6b3f-1980-4b24-8637-580771f44dee%22%2c%22Oid%22%3a%22436634f0-7b3c-43f9-8f1b-2c03f0463d91%22%7d)
   2. Check the [Events Calendar](https://www.wichita.edu/calendar/index.php?com=searchresult) for upcoming events on campus