University Staff Senate

August 24, 2021 | 3:30pm-5:00pm | RSC Beggs Ballroom

**Present:** Wood, Levine, Nguyen, Belden, Gandu, Kouns, Bosch, Shields, Pierpoint, Rue, Abbey, Buchanan-Spachek, Houston, Tuck, Aubrey, Linder, Walles, Pack, Austin, Sessions, Fonseca, Jasso

**Guests:** Emily Patterson

1. **Call to Order + Wins, News, Shoutouts**
	1. Minutes from last meeting (08/03) reviewed and approved electronically prior to this meeting.
		1. A senator requested that the minutes be available in Vietnamese or other languages. The group discussed AI translation options. Gabriel will look into other options and follow-up.
2. **Shared Governance Activities**
	1. Re-Integration Meeting
		1. No updates at this time
	2. COVID Operations Group
		1. See President’s Executive Team Updates
	3. Parking and Transportation Advisory Board
		1. Working on making changes so that student with ePermits for the Flats covered parking can park in Green lots across campus.
	4. Shared Governance Visioning Team
		1. No updates at this time
	5. President’s Inauguration Planning Committee
		1. Trish Gandu is serving on this committee. Save-the-Dates sent via email already. Paper invitations will be coming soon.
	6. University Space Utilization Committee
		1. Registrar’s Office is working on list of space utilization priorities that will be used to guide process work.
3. **New Business**
	1. Senate Vacancies
		1. **Action:** Gabriel moved to appoint Carrie Henderson to the Senate as an Non-Exempt Senator for a term to expire June 2023. Motion seconded by Matt Houston. Motion passed via verbal vote by Senators. *Vote passed by verbal vote.*
		2. **Action:** Gabriel moved to appoint Quang Nguyen to the Senate as an At-Large Senator for a term to expire June 2022. Motion seconded by Lisa Wood. *Vote passed by verbal vote.*
	2. Update on Constituent Lists
		1. Updated lists are available in the Staff Senate shared drive.
		2. Lists will be updated once per month moving forward in the drive and on the Staff Senate website.
	3. Pay Analysis Process
		1. Market-based Compensation process is now entering the Pay Analysis Process to create an action plan for bringing base pay for underpaid employees up above the lower quartile.
		2. Gabriel Fonseca and Angie Linder are Staff Senate representation on that committee.
		3. Committee discussed three main elements that should be considered when making base pay decisions:
			1. Education – Pay additional compensation for attainment of education levels beyond what is required for the position.
			2. Campus Involvement/Service – Provide additional compensation, recognition, or other incentives for employees who
			3. Employment Longevity – Consider how to enhance annual employee recognition to reward longevity.
		4. The Senate discussed other elements that the committee should consider at their next meeting on 08/25/2021:
			1. Job responsibility changes due to staffing re-organization and/or changes in strategic plans.
			2. Step-raise schedules for years served.
			3. Include academic certificates, industry certifications or other credentials that allow for the employee to be more effective in their position.
	4. Flexible Work Arrangements
		1. Senators are hearing from constituents that some supervisors in their areas are not considering Flexible Work Arrangements on a case-by-case basis, rather they are making blanket decisions that affect the entire office/department/division.
		2. These decisions by leadership have made it so that Flexible Work Arrangements are available and considered in earnest for some employees and still out of reach for others.
		3. Another concern that has been shared is related to what position has the final approval of Flexible Work Arrangements. Employees state that their immediate supervisors say they would be supportive of Flexible Work Arrangements but discourage employees from requesting because it will inevitably be denied at the highest level.
		4. It was discussed that the workplace continues to evolve and the “customer” expectations have also changed over the years. These Flexible Work Arrangements are critical for recruiting and retaining quality talent as well as meeting the needs of our “customer”.
		5. Gabriel will share senator feedback and comments with administration.
	5. **Emily Patterson:** University Construction and Summer Projects
		1. Wayne & Kay Woolsey Hall is under construction, with move-in dates starting May 2022.
			1. First floor will be predominantly classrooms and lounge areas, with a Chartwells café and the Business Student Success Center that will house Barton School academic advisors.
			2. Second floor will be mostly office space for faculty and staff.
		2. The Promise Bridge, Innovation Campus pedestrian bridge is being built over the pond East of the Food Truck Plaza. Wi-Fi will be available from the center of the bridge. The bridge will also have ample lighting for safe walking at night.
		3. Design has recently started for the Shocker Success Center, which will be in a renovated Clinton Hall. This plan will bring 10 student support offices located throughout campus to one central location. Current plan is for a Spring 2024 move-in.
		4. Marcus Welcome Center addition and renovation plans are in early stages.
		5. Deferred maintenance projects have been identified across main campus and are a regular topic of conversation. KBOR will be providing WSU with a plan for addressing deferred maintenance projects.
4. **Senate Committees**
	1. Communications and Website
		1. Completed constituents list work. Currently working on updating senator lists on the webpage. Asked senators to create their staff profile in the Content Management System.
	2. Awards and Recognition
		1. Invited past committee members to join the planning.
	3. Professional Development and Service
		1. Identified September 28 – October 4 as our annual Stuff the Shocker Support Locker competition with Faculty Senate.
		2. The Committee is also discussing a Spring drive. One senator suggested a winter clothing drive for students who find themselves unprepared for Kansas winters.
	4. Elections
		1. No updates at this time.
	5. Policy Review
		1. No updates at this time.
	6. Executive
		1. Gabriel continues to get requests for Senate representation from various university committees. He wants to keep a running lists of senators who are willing to join committees so that he is not over extending the executive committee.
5. **Campus/University Business Updates & Discussions**
	1. Academic Operations Council
		1. No updates at this time.
	2. Budget Advisory Committee
	3. Human Resources
		1. No updates at this time.
	4. Legislative Update
		1. No updates at this time.
	5. Parking Appeals
		1. Seeing approximately 100 appeals per week, mostly due to students parking in Yellow lots that are not yet labeled.
	6. Traffic Appeals
		1. No updates at this time.
	7. President’s Council + President’s Executive Team
		1. Hired consultant to look at possible merge of Alumni Association and the Foundation.
		2. Zachary Gearhart taking over as Chief of Staff to President
		3. Presented enrollment numbers
		4. Shared that minority student enrollment is at an all time high
	8. President’s Meeting
		1. Shared that the UPD Chief is leaving
		2. Talked about the consultant for merger of Alumni Association and Foundation
	9. RSC Board of Directors
		1. Annual audit begins in August.
		2. $7.9 Million, which is a moderate decrease from last year considering the circumstances. Property insurance is increasing for the next year.
		3. New opt-out electronic textbook program rolling out.
	10. UPS/USS President’s Council (KBOR)
		1. Gabriel will send the full report out with the minutes.
	11. KBOR Briefing
		1. No updates at this time.
6. **Ex-Officio Reports**
	1. Student Government Association, Ella Ihrig, Chief of Operations
		1. Diversity Week coming up in September
		2. Student Organization funding hearings have wrapped up.
	2. Faculty Senate
		1. No updates at this time. Whitney plans to be at the next Staff Senate meeting.
7. **Adjourn/Upcoming Meetings and Events**
	1. Next meeting on 09/07/2021.