USS & UP Joint Senate Meeting

9-11 a.m., July 21, 2020 via Zoom

**In Attendance:**

**UP Senators:** Ellen Abbey, Krissy Archambeau, Amy Belden, Jeswin Joseph Chankaramangalam, Daraleen Estill-Matos, Shareika Fisher, Gabriel Fonseca, Trish Gandu, Tyler Gegen, Denise Gimlin, Lisa Hansen, Kayla Jasso, John Jones, Aswini Kona Ravi, Judy McBroom, Tyler Pennick, Julie Scott, Erin Shields

**USS Senators:** Connie Basquez, Linda Claypool, Travis Dorion, Matt Houston, Angela Linder, Sheryl McKelvey, Trisha Wenrich, Scott Williams, Lisa Wood

**Guests:** Krysti Carlson-Goering, Deanna Carrithers, Emily Christensen, Sonya Emmart, Judy Espinoza, Kelly Gurik, Kimberly Gutierrez, Rexy Que, Stacy Salters, Rebecca Serrano

# Call to Order

* 1. **Introduction of New and Returning Senators**
     1. Returning UP: Ellen Abbey, Gabriel Fonseca, Trish Gandu, Tyler Gegen, Denise Gimlin, Kayla Jasso, Aswini Kona Ravi, Judy McBroom, Julie Scott
     2. Returning USS: Connie Basquez, Linda Claypool, Matt Houston, Angela Linder, Sheryl McKelvey, Lisa Wood
     3. New UP: Krissy Archambeau, Amy Belden, Jeswin Joseph Chankaramangalam, Daraleen Estill-Matos, Shareika Fisher, Lisa Hansen, John Jones, Tyler Pennick, Erin Shields
     4. New USS: Travis Dorion, Trisha Wenrich, Scott Williams
  2. **Announcements or Proposals**
  3. **Minutes Approval Process – Electronic**
  4. **Rules of Order**
     1. Any elected or at-large senator can bring forward a motion.

# Old Business for USS & UP Senates

* 1. **Shared Governance Activities**
     1. Fall Homecoming Exploratory Committee
        1. Trish Gandu reported no updates at this time.
     2. Free Speech Policy & Crisis Communication Plan Committee
        1. Gabriel Fonseca reported that the working group is meeting tomorrow to prepare the final draft of the policy and plan to send it to President’s Executive Team for approval prior to the start of the school year.
     3. Golden Inauguration Committee
        1. Kayla Jasso reported that an in-person and virtual event are being planned. Everyone will be invited to attend the virtual event, whereas 240 people will be invited to attend the in-person event at the Metroplex. The committee is working on event invitations, reception logistics, determining what is best for a large group and evaluating what the Metroplex can accommodate. The event will be smaller scale and shorter in duration than previous inauguration events.
     4. Reintegration Working Groups
        1. Brian Austin serves on the student finance working group and reported that all CARES funding has been paid out to students. The committee has established a list of initiatives currently in place and is transitioning into the implementation phase which requires fewer meetings.
        2. Gabriel Fonseca serves on the classroom and activity space physical distancing working group and reported that they continue to review the Ad-Astra and Sedgwick County plans. The larger reintegration group hasn’t met for two weeks due to leadership furloughs. The next meeting is July 22 and discussion will focus on the health and safety working group’s updates, state education guidance/executive orders and other updates from the last few weeks.
     5. Innovation Campus Consultant
        1. Trish Gandu reported that a meeting with a consultant was held in June with UP, USS and Faculty Senate leadership, along with the SGA president and vice president, to discuss Innovation Campus perceptions, what is currently being done well and what improvements could be made. In a meeting with President Golden at the end of June, he shared that he anticipated receiving an initial debrief report at the beginning of July.
     6. Shared Governance Visioning Team
        1. Trish Gandu reported that the first meeting is scheduled for July 31. President Golden has indicated that he doesn’t see this as a policy, but rather the shared governance principles at WSU. He doesn’t expect a final document before the end of the academic year.
     7. HR Service Recognition Task Force
        1. Ellen Abbey reported that November 19 is the date for the presentation of awards at Koch Arena. They are planning for a morning event to honor staff with 5-20 years of service and an evening event with dinner to honor retirees and staff with 25-50 years of service. Honorees will sit on the floor and guests will sit in the arena with social distancing enforced. Timing will be come and go so that guests can watch their honoree be recognized but not have to stay for the entire presentation. Kayla Jasso reported they are evaluating dining options with Chartwells and other vendors.
        2. Trish Gandu reported she, Randy Sessions and Aleks Sternfeld-Dunn met with HR last week about service recognition. HR is interested in purchasing software for employee recognition that would allow employees to socially recognize each other. HR is also looking at allowing employees to select a gift from a set of options for their years of service. The software program would be logged into through myWSU and operate similar to a Facebook group. Judy Espinoza reported a survey was done about a year ago where some employees shared that they do not feel valued or properly recognized for their service to the university. HR is looking for ways to drive recognition into WSU’s culture. Research has been conducted on various platforms and given the number of vendors operating in this space, an RFP would be required and therefore would not be in place for this year’s recognition activities. The university has committed limited funding for this project if it is moved forward. Judy asked for Senate feedback on if this venture is worth the financial commitment and provides a value-add to our community. HR is proposing that this be done internally through HR this year while evaluating options for social and peer-to-peer employee recognition. The following feedback was shared by senators:
           1. Hesitation about having another system for staff to log into, especially if recognition remains an annual activity that occurs once a year and asked for additional insight as to how we could ensure there is long-term engagement.
           2. Asked if there was a way to utilize existing systems like Microsoft Teams to ensure it would continue to be used. Judy shared this system would be used beyond the annual service recognition and would provide a mechanism for a culture of recognition where leaders could recognize staff, peers could recognize staff, etc., throughout the year.
           3. Concern about another platform and the financial burden of acquiring it and asked if a homegrown solution might be more appropriate to mitigate the cost. It was shared that a homegrown solution was possible, but the resources required (both financial and human) to develop a solution often outweigh the cost of the product itself.
           4. Could be value in seeing the product and seeing the options for gifts to have a better idea of how it would be embraced by the campus community.
        3. HR plans to develop a brief on the product that senators can share with others and that gift options would include WSU-branded and non-branded items from the Shocker Store, as well as entertainment options such as guest passes to the zoo.

# New Business for USS & UP Senates

* 1. **Results of UP Senate Election for Vice President/President-Elect and Secretary**
     1. Trish Gandu announced that Tyler Gegen ran unopposed for Secretary. Tyler reported that he has accepted a position with another organization and will be leaving Wichita State University. Trish shared that the vacancy does not need to go back to a formal election and that Erin Shields had expressed interest in serving in the role. Discussion was opened for others to express interest, but no discussion took place. Gabriel Fonseca moved to appoint Erin Shields as Secretary and the motion was seconded by Denise Gimlin. There was no discussion and the motion passed. Tyler is taking today’s minutes and Erin will work with the USS Secretary moving forward.
     2. Trish Gandu announced that Gabriel Fonseca was elected as UP President-Elect.
  2. **Installation of Incoming UP Senate Officers**
     1. Installation of Vice President/President-Elect
        1. Gabriel Fonseca was installed as Vice President/President-Elect.
           1. President: The Vice President shall serve in the absence of the President, and in case of resignation of the President, shall assume the duties of the President. The Vice President will assume office as the President following the last meeting of this Senate year. Will you accept these duties and responsibilities?
           2. Incoming President-Elect: I will.
     2. Installation of Secretary
        1. Erin Shields was installed as Secretary.
           1. President: The Secretary shall maintain the records of the Senate and record and distribute the minutes of Senate meetings and general meetings. The Secretary shall coordinate Senate correspondence, and the Secretary shall preside at meetings in the absence of the President and the Vice President.
           2. Incoming Secretary: I will.
  3. **Constituent Lists: Purpose and How to Use** 
     1. Trish Gandu reported that each constituent will have a designated UP senator assigned to represent them. A constituent list has been put together and will be shared with UP senators. After each meeting, the Communication and Website committee will prepare a post-meeting message that will be shared with senators once the meeting minutes have been approved. Instructions will be shared for how to merge the message and constituent so senators can email the post-meeting message to their constituents. It is recommended that senators include an introductory message in their first email.
  4. **UP Senate Shared Drive**
     1. Trish Gandu reported that instructions were distributed yesterday for accessing the UP Senate Shared Drive. This drive was created last year so that all UP Senate information can be stored in one place and can be accessed by all senators, as well as allow for better continuity from year to year. USS Senators have also been given access. If you have issues mapping the drive, contact the ITS Helpdesk.
  5. **Long-Range Plan and Committee Handbooks**
     1. Trish Gandu reported that the Senate’s long-range plan and committee handbooks are available on the shared drive. These will be helpful guidance that walk-through priorities for the year, committee expectations and timelines, etc.

# Committee Reports/Updates

* 1. **Committees**
     1. **Awards/Recognition (Joint) & Staff Recognition Task Force**
        1. Amy Belden reported the following committee information:
           1. Purpose: Coordinate the nominations and recommendations for the annual President's Awards for Distinguished Service and the Wayne Carlisle Distinguished Service Award.
           2. Charge for 2020-2021: Continue working with HR on ways to recognize employees (tokens of appreciation, recognition in WSU Today, notes to supervisors) for service and going above and beyond. Determine goal for number of nominations and recommendations to be submitted for annual awards. Promote and increase enthusiasm for Shocker Pride Celebration activities.
           3. Committee:

USS: Angie Linder, Sheryl McKelvey

UP: Amy Belden (Chair), Kayla Jasso, Krissy Archambeau, Lisa Hansen, Tyler Pennick

Staff Recognition Task Force: Kayla Jasso, Ellen Abbey, Kimberly Gutierrez, Angie Linder

* + 1. **Communication and Website (Joint)**
       1. Kayla Jasso reported the following committee information:
          1. Purpose: The Communication and Website Committee is responsible for the distribution of the news and activities of the Senates and updating the Senate website with relevant and timely information. The committee will prepare meeting summaries for Senator distribution, coordinate Senate announcements for WSU Today and other channels, and update the Senate website as needed.
          2. Charge for 2020-2021: Fully merge the UP and USS websites and work with Organizational Governance Committee to create a past President’s webpage. Collaborate with Strategic Communications to highlight a UP or USS employee quarterly. Prepare monthly meeting summaries for distribution, and support and provide editorial and distribution guidance to other committees as needed – Election announcements, Service events, etc.
          3. Committee:

USS: N/A

UP: Kayla Jasso (Chair), Tyler Pennick

* + 1. **Election (USS) and (UP)**
       1. Connie Basquez and Trish Gandu reported the following committee information:
          1. Purpose: This committee is responsible for conducting the nomination and election of Senators and Senate leadership positions.
          2. Hold elections for both Senates and increase voter participation across campus. Determine goal for voter participation increase and ways in which this will be achieved.
          3. Committee:

USS: Connie Basquez (Chair)

UP: Judy McBroom (Chair), Krissy Archambeau (Chair-Elect)

* + 1. **Organizational Governance (Joint) – *Archives function is moving to this committee***
       1. Gabriel Fonseca reported the following committee information:
          1. Purpose: This committee is responsible for reviewing and updating the Senate Constitution annually and ensuring each committee maintains and updates a committee handbook. This committee also leads the development of the Senate’s strategic long-range planning process to build consistency in leadership and continuity in Senate strategies and goals, as well as manages the collection and storage of historical documents, agendas/minutes and authors an annual summary of Senate activities/accomplishments.
          2. Charge for 2020-2021: Reignite discussion about merging UP and USS Senates and hold town halls to elicit feedback from staff. Bring any necessary Constitutional updates before the Senate/constituents for a vote. Begin creating historical documents from the time the Senate was founded and determine how information will be retained in the future.
          3. Committee:

USS: Sheryl McKelvey, Amy McClintock

UP: Gabriel Fonseca (Chair), John Jones, Julie Scott, Trish Gandu

* + 1. **Policy Review (Joint)**
       1. Denise Gimlin reported the following committee information:
          1. Purpose: In their role as a liaison for the Senates and proposed policies (new or current), the Policy Review Committee exists to review and communicate to the greater Senate and staff any policy proposals affecting staff.
          2. Charge for 2020-2021: Evaluate pending and current policies to predict the effect for staff. Solicit feedback from the Senate – and staff when requested – on policy issues of concern and communicate that feedback to Senate leaders for distribution to Human Resources and/or the President’s Executive Team. Work with HR on possible creation of a policy review board that includes representation from senates.
          3. Committee:

USS: Linda Claypool (Co-Chair), Connie Basquez, Amy McClintock

UP: Denise Gimlin (Co-Chair), Erin Shields, Shawn Ehrstein, Ellen Abbey, Jeswin Chankaramangalam, Daraleen Estill-Matos

* + - 1. Judy Espinoza asked if the Senates had looked at developing engagement with other policy creators at the university beyond HR. It was shared that last year’s leadership team had discussed this and it was part of the committee’s charge this year to determine a course of action.
    1. **Professional Development and Service (Joint)**
       1. Shareika Fisher reported the following committee information:
          1. Purpose: Connect staff with professional development and service opportunities across the University and coordinate at least one Senate-based professional development and service activity to benefit the campus or surrounding community and bring staff together in shared experiences.
          2. Charge for 2020-2021: Coordinate second annual Stock the Shocker Support Locker challenge with Faculty Senate. Collaborate with new VP for Workforce Diversity, HR and Professional Development and other offices as appropriate to coordinate staff professional development opportunity.
          3. Committee:

USS: Travis Dorion

UP: Shareika Fisher (Co-Chair), Lisa Hansen (Co-Chair), Shawn Ehrstein, Aswini Kona Ravi, Brian Austin

* 1. **Campus/University Business Meeting Updates**
     1. **AOC (UP Representative)**
        1. Brian Austin has been appointed to represent UP Senate, but John Jones and Erin Shields also attend as part of their professional roles.
        2. Erin reported that no meetings have occurred since April, where discussion was focused on remote learning, orientation and commencement updates.
     2. **Budget Advisory Committee (Joint)**
        1. Trish Gandu reported that the committee started meeting in December/January and the last meeting was prior to the June Senate meeting. The committee does not anticipate meeting again until 2021.
     3. **Human Resources Meeting (Joint)**
        1. Trish Gandu reported she and Randy met with HR representatives at the end of June. HR has completed some of the changes in Banner to reflect the new reporting structure but were still in the process of determining who is under each division. This information is used to determine which employees are eligible to fill UP Senate positions.
        2. HR has been hosting virtual demo session for the new talent management system. They will provide their recommendation to the steering committee made up of President Golden, Provost Muma and Vice President Golling. The final decision and contract negotiation will occur in July or August with an anticipated implementation in the fall. HR will determine with the company with module to begin with. The HR recruiting piece is the most needed to allow people to plan their career at WSU and create an employment branding strategy. The full implementation time is to be determined. The reporting/analytics function is also important in the new system. HR will be able to sunset some of their existing contracts, which will cover half of the cost for the new system. New funding will need secured for the remaining half.
           1. Judy Espinoza reported that the annual subscription cost of the new system is less than their existing systems. They do have to secure funding for the one-time implementation fees.
        3. There have been many discussions about students returning to campus as well as more employees. Signage has been installed across campus about social distancing, handwashing, etc.
        4. The job architecture process is still underway with less than ten employees still needing to be mapped. HR is working with the leaders of these positions to understand the organization structure. Information has been prepared for the HR business partners and they are scheduling meetings with leaders. There are a couple of smaller areas that are complete. HR will begin loading information into the pay factor system and the mapping of jobs to the survey data. Once this is complete, they will be able to see who is in or out of alignment with market value. There are no plans to reduce salaries if the market shows a person is overpaid. HR is developing compensation guidelines for leaders and plan to provide ranges and guidelines. Ongoing reevaluation of the pay factor system will ideally occur annually.
        5. New employee orientation has been transitioned to an online format due to COVID. They are working to transition some of the additional meetings to a hybrid model, where modules can be completed at any time by an employee, but they will also have a 2-hour Zoom meeting with HR to talk through important information. The modules will be available on the HR website so that any employee can go through and refresh themselves.
        6. HR is not sure what open enrollment will look like this fall with on-site meetings and labs. Discussions are underway about how to best facilitate these options with COVID.
        7. The Health Care Commission has reduced the number of HealthQuest points required to 20; all points for HSA/HRA have doubled.
     4. **Legislative Update (Joint)**
        1. Trish Gandu reported the legislative update meetings are typically held throughout the spring when the state legislature is in session. No legislative update meetings are anticipated until 2021.
     5. **Library Appeals (Joint, Representative from Each Senate)**
        1. Trisha Wenrich has been appointed to represent USS and Denise Gimlin has been appointed to represent UP.
        2. Denise reported that a meeting is scheduled on July 29 to review two appeals, but that requests have been minimal due to COVID-19.
     6. **Parking Appeals (Joint, Representative from Each Senate)**
        1. Kimberly Gutierrez and Lisa Wood have been appointed to represent USS and Denise Gimlin has been appointed to represent UP.
        2. Lisa reported that appeals are relatively slow right now and that the committee is working to schedule trainings and resolve technology issues.
     7. **President’s Council/PET Meeting (Joint)**
        1. Trish Gandu reported no meetings have been held since the last Senate meeting.
     8. **President Meeting (Joint with UP & USS Senate Presidents)**
        1. Trish Gandu reported that KBOR passed a 2% tuition increase for WSU. We are hopeful additional budget cuts won’t be necessary, but this is dependent upon enrollment this fall.
        2. President Golden will be sharing his strategic priorities with the campus this fall. He will attend the August Senate meeting to discuss these as well.
        3. President Golden, Provost Muma and Vice President Golling will begin meeting with Senate leadership after each KBOR meeting to discuss updates from the meeting and debrief.
     9. **RSC Board of Directors (Joint, Representative from Each Senate)**
        1. Matt Houston has been appointed to represent USS and Ellen Abbey has been appointed to represent UP.
        2. Ellen reported that the Board met last month. The RSC had 9,000 room cancellations between March-May due to COVID-19. RSC staff have set all meeting rooms to have chairs six feet apart. Room capacities have been limited; for example, the Ballroom typically seats 600, but with COVID restrictions currently seats 150. RSC staff disinfect each room after every meeting.
     10. **Traffic Appeals (Joint, Representative from Each Senate)**
         1. Connie Basquez has been appointed to represent USS and Jeswin Chankaramangalam has been appointed to represent UP.
     11. **UPS President’s Council (UP) and USS President’s Council (USS)**
         1. Trish Gandu reported that she will chair the UPS Council and Randy Sessions will chair the USS Council this year. The first meeting of the year will be in August for the UPS Council. These councils are made up of Senate leadership from each KBOR school.

# As May Arise

* 1. **Division of the President Senate Representation**
     1. Trish Gandu reported the recent organizational changes by President Golden necessitated a need to ensure staff from areas affected by the reorganization has proper representation on the Senate. The previous division made up of the President’s Office, General Counsel and Strategic Communications will now also include Special Programs (e.g., TRIO and GEAR-UP) and Community Centers (e.g., Center for Combatting Human Trafficking and the Community Engagement Institute). Tyler Pennick was elected to represent this division and two additional senators are needed. The Senate seats vacated by Tyler Gegen (academic affairs) and Katie Givens (diversity and community engagement) will be transitioned to this new division. An email was sent to staff from this division last week and a few people have expressed interest. If you know of staff who would be a good fit, please contact Trish by 5 p.m. on Friday, July 24.
  2. **Ex-Officio Reports**
     1. Trish Gandu reported that invitations have been extended to Athletics, Alumni Association, Foundation and the President’s Diversity Council (PDC) to serve as ex-officio members of the UP Senate to establish a more intentional partnership that allows for information sharing across the university.
        1. Athletics
           1. Not present.
        2. Alumni Association
           1. Not present.
        3. Foundation
           1. Not present.
        4. President’s Diversity Council
           1. Deanna Carrithers shared that “diversity belongs to all of us” and the charge of the PDC is to ensure that diversity, equity and inclusion is fairly represented across campus. In 2016, President Bardo established the Chief Diversity Officer position and created the President’s Diversity Council. The goal is to work across sectors and advance the strategic plan goal of inclusive excellence – to be a campus that reflects and promotes – in all community members – the evolving diversity of society. The PDC is led by President Golden, chaired by Marche Fleming-Randle and co-chaired by Deanna Carrithers, and has representation across all divisions of the university. There are working groups focused on campus culture, enrollment/admission/recruiting, bias incident reporting and marketing and communications. A lot of work is being done related to the climate survey conducted last year and discussions have pivoted to evaluating what climate means in a COVID-19 environment. Work is also underway on a university-wide diversity plan. This summer, work has been done related to crisis response and protests, as the university sees its role as educating and providing tools to keep people safe. Masks and sanitation supplies were provided at area protests. Additional outreach is being done with students, the Veteran’s Administration and first responders in the community.
  3. **Student Government Association**
     1. Gabriel Fonseca reported that the new session of SGA has been in place for 88 days. SGA has been doing a lot of work related to COVID-19, including providing regular updates and participating in task forces and working groups. Two new task forces have been developed this summer. One focuses on student fees, as SGA looks to redevelop the process to allocate $10 million in student fees. The other focuses on the Black student experience. Others areas of focus will be rebranding student government, developing the Association’s agenda for the year, developing a hardship fund for domestic students to complement the existing hardship fund for international students and working with Athletics to reclaim responsibility of management the athletic student fee that SGA used to be responsible for, but no longer is.
     2. Deanna Carrithers and Gabriel Fonseca discussed how the Black Student Experience committee interacts with other organizations on campus and how to engage other underrepresented groups of students.
  4. **Workplace Harassment and Discrimination Policies**
     1. Trish Gandu reported that Faculty Senate has not started meeting yet, but plans are underway to create an ad-hoc committee to look at workplace harassment and discrimination policies. UP and USS staff will have representation on the committee.
  5. **Town Hall**
     1. Trish Gandu reported that the next Town Hall with President Golden and Provost Muma will be Thursday, July 30. Trish asked for suggestions on topics to be covered; recommendations included how the university’s plans have been affected by recent spikes in COVID-19 cases, the October commencement ceremony, event safety protocols and staff training, and an enrollment update and how it impacts the university’s budget. A link will be shared once available.
  6. **Upcoming Meetings:** 
     1. 9-10 a.m. Thursday, July 30, 2020 – Faculty/Staff Town Hall
     2. 9-11 a.m. Tuesday, August 18, 2020 – UP/USS Senate Meeting
        1. Trish Gandu reported that she will be in touch about whether the meeting with be via Zoom or in-person. Thoughts can be emailed to Trish. Question was asked if meetings were going to consistently be held from 9-11 a.m. this year rather than alternating times like last year. Plan to keep the meetings from 9-11 a.m. for the near future but could reevaluate if there are a large number of senators with conflicts. If the meeting time poses a consistent conflict, email Trish and Randy.

# Adjourn

The meeting was adjourned at 11:02 a.m.