Wichita State University

Unclassified Professional and University Support Staff Senate

# Long-Range Plan, 2019-2022

The Long-Range Plan of the Wichita state univeristy Unclassified Professional Senate and University Support Staff Senate is intended to help guide the decision-making of the Senates and to inform the membership of the priorities and activities of both Senates. The goal of the plan is to ensure that both the Unclassified Professional Senate and University Support Staff Senate continues to serve its members and meet its objectives effectively over the three-year period until 2022.

# **Year 1:** Goal is to be complete between June 2019 to June 2020

# **Year 2:** Goal is to be complete between June 2020 to June 2021

# **Year 3:** Goal is to BE complete between June 2021 and June 2022

# **Year 1:** June 2019 to June 2020

**Senate Leadership**

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| --- | --- | --- |
| Position | Unclassified Professional Senate | University Support Staff Senate |
| President | Julie Scott | Matthew Houston |
| Vice President/President-elect | Trish Gandu | Randy Sessions |
| Past-President | Camille Childers | Vacant |
| Secretary | Jeanne Patton | Rosemary Hedrick |
| Awards/Recognition Chairs | Kayla Jasso | Donna Hughes |
| (J) Communications & Website Chair | Trish Gandu | |
| (J) Organizational Governance Chair | Gabriel Fonseca | |
| Archives Chair | Krysti Carlson-Goering |  |
| Elections | Krysti Carlson-Goering |  |
| Professional Development |  | Jama Challans |
| Service Chair | Aswini Kona-Ravi | Angie Linder |

## Major Highlights from June 2019-June 2020

* Developed and implement first Long-Range Plan
* Released the results of the KBOR USS/UP Staff Climate Survey, along with a qualitative analysis of the written comments; published at [www.wichita.edu/KBORstaffsurvey](http://www.wichita.edu/KBORstaffsurvey)
* Held all monthly meetings and committee meetings in collaboration between the UP and USS Senates
* Welcomed and received University update from Interim President, Dr. Andy Tompkins
* Submitted “shared governance/onboarding” recommendations to the newly appointed University President, Dr. Jay Golden
* Appointed two UP and two USS senators/constituents on the seven presidential task forces, which provided their recommendations between May/June 2020
* Developed combined nomination form for USS/UP nominees of the President’s Distinguished Service Awards
* Made recommendations for staff recognition and awards programs to Human Resources
* Collaborated with the Faculty Senate and the Student Government Association on a campus-wide, “Faculty v. Staff Stock the Shocker Support Locker” challenge as an employee service project; collected 3,776 items/1,335 pounds
* Migrated website to OU Campus, created online photo directory, and began initial steps to combine the UP and USS webpages
* Reviewed and offered feedback on the following University policies:
  + Independent Contractor, *effective November 2019*
  + Employee Training & Development, *effective November 2019*
  + Drug-Free Workplace, *effective November 2019*
  + Phased Retirement, *in process*
  + Recruiting, Hiring, and Onboarding, *in process*
* Added a shared drive for Senate documents
* Continued the discussions about merging the USS and UP Senates into a combined Staff Senate
* Began conversations with University leaders regarding defining shared governance
* Discussed with University leadership the possibility of offering a form of compensation to the future Staff Senate president so that it aligns with the other constituency groups at the University.
* Began initial development of committee handbooks

# **Year 2:** June 2020 to June 2021

**Senate Leadership**

|  |  |  |
| --- | --- | --- |
| Position | Unclassified Professional Senate | University Support Staff Senate |
| President | Trish Gandu | Randy Sessions |
| Vice President/President-elect |  |  |
| Past-President | Julie Scott | Matt Houston |
| Secretary |  |  |
| Awards/Recognition Chairs |  |  |
| (J) Communications & Website Chair |  | |
| (J) Organizational Governance Chair |  | |
| Archives Chair |  |  |
| Elections |  |  |
| Professional Development |  |  |
| Service Chair |  |  |

**Major Highlights**

# **Year 3:** June 2021 and June 2022

**Senate Leadership**

|  |  |  |
| --- | --- | --- |
| Position | Unclassified Professional Senate | University Support Staff Senate |
| President |  |  |
| Vice President/President-elect |  |  |
| Past-President | Trish Gandu | Randy Sessions |
| Secretary |  |  |
| Awards/Recognition Chairs |  |  |
| (J) Communications & Website Chair |  | |
| (J) Organizational Governance Chair |  | |
| Archives Chair |  |  |
| Elections |  |  |
| Professional Development |  |  |
| Service Chair |  |  |

**Major Highlights**

# Priority Area 1: Policy Review

Receive edited policies from HR having them use track changes to easily see the edits they have made

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| Steps/Strategies | Responsibility | Measure of Success | Year | Progress |
| Review all policy revisions in a timely manner as they are presented to us from HR | Policy Review Committee |  | All Years |  |
| Work with HR earlier in the revision process – become part of the review board on policy (a UP and USS senate representatives) | Policy Review Committee |  | Year 2 |  |
| To re-review the changes before they forward to PET | Policy Review Committee |  | Year 2 |  |

# Priority Area 2: Kansas Board of Regents UPS

Unclassified Staff Council is to advise the Board of Regents regarding matters relating to unclassified staff issues and concerns.

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| Steps/Strategies | Responsibility | Measure of Success | Year | Progress |
| Serve as secretary for UPS council meetings | UPS representatives | Completion of notes after each meeting | Year 1 |  |
| Attend at least one KBOR meeting when UPS council presents | Available UPS representatives | Attendance of at least one WSU representative at the KBOR meeting when UPS council presents. | Year 1 |  |
| WSU rotation to lead KBOR UPS Council | UPS representatives | WSU will lead UPS council for a period of one year. Coordinate calls, present at KBOR meetings etc. | Year 2 |  |

# Priority Area 3: Awards and Recognition

Coordinate the nomination and recommendations for the annual President’s Award for Distinguished Service and the Wayne Carlisle Distinguished Service Award.

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| Steps/Strategies | Responsibility | Measure of Success | Year | Progress |
| Streamline award nomination process for UP/USS. | Awards/Recognition | A single nomination form with consistent deadlines.   Advertising efforts to include USS/UP awards. | Year 1 |  |
| Increase number of applicants from previous award year. | Awards/Recognition | UP nominations (2019): 9  USS nominations (2019): ? | Year 1 |  |
| Identify a way to recognize individual staff for going above and beyond. | Awards/Recognition  Communications | New process for staff recognition. | Year 1 |  |
| Collect and provide input on Service Recognition Event to HR. | Awards/Recognition | Scheduled meeting with HR to discuss ideas. | Year 2 |  |
| Create more enthusiasm around Shocker Pride Celebration | Awards/Recognition | Increased participation at the event, including President’s attendance. | Year 2 |  |
| Collect ideas on incentives for staff who go above and beyond. | Awards/Recognition | Presenting ideas to Senates to later be moved forward by Senate Presidents. | Year 3 |  |

# Priority Area 4: Communication and Website

Coordinate a model of effective communication to members of the UP and USS community

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| Steps/Strategies | Responsibility | Measure of Success | Year | Progress |
| Create an online photo directory for Senators | Communications | New webpage with Senators names & photos for the current Senate year | Year 1 | Complete |
| Recommend exploring possible accessibility limitations of ImageNow and the creation of a university shared drive to store historical documents | Communications |  | Year 1 | Complete |
| Discuss possibility of merging USS and UP websites | Communications & Website | Decision to merge or not | Year 2 |  |
| Summarize joint Senate meeting highlights and submit to WSU Today | Communications & Website | 12 summaries included in WSU Today. | Year 2 |  |
| Create a past President’s webpage | Communications & Website | Webpage created | Year 2 |  |
| Once a quarter, identify a UP employee to highlight his/her work/service in WSU Today | Communications & Website | Process created to identify employees. Highlight 4 employees each year. | Year 2 |  |
| Explore options of recording joint Senate meetings to post online | Communications & Website | Decision to/not to record & post. Number of views. | Year 3 |  |

# Priority Area 5: Organizational Governance

Coordinate an effective inter-organizational governance structure with a Long-Range Plan and effective methods of transition from each session to session.

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| Steps/Strategies | Responsibility | Measure of Success | Year | Progress |
| Create a long-range plan for three years to expire 2022 | Organizational Governance | The Plan is developed and approved by the Senate | Year 1 |  |
| Recommend exploring possible of merging the UP and USS Senates together | Organizational Governance | Conversations are held by the Committee and the full Senate to review options | Year 1 |  |
| Compile All Committee Handbook | Organizational Governance | Each committee has a handbook ready upon transition of the year | Year 1 |  |
| Discuss possibility of seeking compensation and/or additional staffing support for the office/department in which the President is a member of | Organizational Governance | Engage in research and develop a recommendation to be given to PET and Senate Leaderships | Year 2 |  |
| Develop new Constitution for the approval of the Senates and electorate | Organizational Governance | A new constitution is drafted, approved by the Senate and then the general body | Year 2 |  |
| Merge the UP and USS Senates together | Organizational Governance | The joint Senate is developed and ready for 2021-2022 | Year 2 |  |
| Produce Final Long-Range Plan Report from 2019-2022 | Organizational Governance | A final report is made, presented and stored for historical facts | Year 3 |  |
| Develop New Senator Training/Retreat | Organizational Governance and Senate President | The Retreat/Training is developed and offered to new Senators annually | Year 2 |  |

# Priority Area 6: Archive and Historical Understanding

Coordinate an effective inter-organizational governance structure with a Long-Range Plan and effective methods of transition from each session to session.

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| Steps/Strategies | Responsibility | Measure of Success | Year | Progress |
| Develop shared drive for UP Senate | Archive | A shared drive is created and used by the Senate | Year 1 |  |
| Collaborate with past Senate presidents to author a summary of each year’s hot topics | Archive | A historical document is developed from the founding of the Senate | Year 2 |  |
| Develop plan for document/minute retention | Archive | A plan is developed and approved by the Senate | Year 2 |  |
| Author history of the UP Senate | Archive | A historical document is developed from the founding of the Senate | Year 2 |  |

# Priority Area 7: Election

Continue to revamp election process and develop a plan to increase voter participation in the annual Elections

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| Steps/Strategies | Responsibility | Measure of Success | Year | Progress |
| Add nominee profiles to the website | Election | The website includes information about the Candidates | Year 1 |  |
| Increase voter participation by X% | Election | The voter turnout has increased to match the goal | Year 2 |  |
| Increase voter participation by X% | Election | The voter turnout has increased to match the goal | Year 3 |  |

# Priority Area 8: Professional Development and Service

Coordinate service-related activity and professional development opportunities for UP and USS.

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| Steps/Strategies | Responsibility | Measure of Success | Year | Progress |
| Coordinate inaugural “Faculty v. Staff Stock the Shocker Support Locker” event. | Professional Development and Service Committee | Increase donated items each year | Year 1 | Complete |
| Discuss potential renaming of committee to reflect roles and responsibilities | Professional Development and Service Committee | Decision to rename or not | Year 2 |  |
| Help promote Grow @ WSU database | Professional Development and Service Committee |  | Year 2 |  |
| Plan and implement professional development opportunity for all staff (faculty can attend as well) | Professional Development and Service Committee | Minimum 1 professional development activity; 100 participants | Year 2 |  |
| Continue “Faculty v. Staff Stock the Shocker Support Locker” event | Professional Development and Service Committee | Increase donated items from previous year | Year 2 |  |
| Continue “Faculty v. Staff Stock the Shocker Support Locker” event | Professional Development and Service Committee | Increase donated items from previous year | Year 3 |  |
| Collaborate with VP of HR, Prof Dev & Diversity & Faculty Senate to offer Professional Development Week/Series | Professional Development and Service Committee | Activity offered each day of week/one day a week for a month; 200 participants over the course of a week/series | Year 3 |  |