University Staff Senate

August 16, 2022 | 3:30pm-5:00pm | Zoom

1. **Call to Order & News**
   1. Minutes from last meeting (7/19) were reviewed and approved electronically and are available on the senate website in both English and Vietnamese.
   2. Fall Address is Wednesday, August 17th in Woolsey Hall Auditorium. Doors open at 2pm, address begins at 2:30pm. All Faculty & Staff are invited. In person attendees need to [RSVP online](https://www.wichita.edu/administration/president/fall_address.php) by August 16. The address will also be livestreamed on YouTube.
2. **New business**
   1. Constituent Lists are now available in the Senate shared drive.
   2. Will be transitioning from using the shared drive to using Teams
   3. Supply Drive Update
   4. Shocker Support Locker donation competition with Faculty senate
   5. Docking Survey results received Monday morning
   6. Committee work
3. **Committee Updates - presented in advance**
   1. **Senate Committees**
      1. **Awards and Recognition** 
         1. No updates at this time
      2. **Communication and Website**
         1. The senate website has been updated with meeting times and locations. Notifications will be published in WSU Today for the upcoming meeting in August. The constituent list has been divided among senators by exemption status and alphabet. Senators will receive notification of their lists from the committee, along with instructions for mail merge, as an option for communication with constituents.
         2. The Communications Committee will meet after the August senate meeting to establish a meeting schedule and assign committee tasks, including meeting notes, website updates, bio updates, strategic communications notifications, etc.
      3. **Elections**
         1. No updates at this time
      4. **Policy Review**
         1. Committee reviewed and provided feedback for newly proposed Policy 19.18 – Third Party Data Transfer
         2. Legal Counsel forwarded policies that were being reviewed by PET, for our information:
            1. 3.17 Political Activity (Note – senate already reviewed this policy and provided feedback last year, they are just now taking the policy through to PET to be finalized)
            2. 4.22 Tenure Promotion Professor Incentive Review and Post Tenure Review Calendar (maintenance edits)
            3. 11.22 Political Activities and Campus Facilities (maintenance edits)
            4. 13.12 Disposal of Surplus Property (maintenance edits)
      5. **Professional Development and Service**
         1. Backpack and School Supply Drive was a huge success! Due to the generosity of our amazing staff, we were able to expand our reach and added another location – for a total of three! Thank you to all who donated!! And a big shout out to Naquela and her committee for pulling this together so quickly, picking up and sorting the donations, and delivering them to the organizations! Here’s the breakdown of what we were able to provide:
            1. ICT Launchpad received 40 backpacks to give away at their Back to School event.
            2. 3 Keys received supplies to fill all 40 of their backpacks they are giving away. They received 40 of each: index cards, colored pencils, folders, notebooks, notebook paper, rulers, and scissors.
            3. The remaining supplies were given to our shocker neighbors at Gordon Parks Elementary. They received: 8 packs of erasers, 30 packs of glue plus 38 singles, notebooks, 64 packs of pencils, a couple 3 ring binders, 21 packs of dividers, 47 packs of crayons, 33 pencil boxes, 12 packs of pens, a pack of post-its, 18 packs of highlighters and 4 packs of expo markers along with some window markers.
         2. Professional Development opportunity - There is a free ”[Rising to the Challenge” virtual workshop series](https://news.wichita.edu/2022/08/11/join-rising-to-the-challenge-virtual-workshop-series/) that everyone is invited to register for. Follow the link for more information and to register. Workshop topics include:
            1. August 24 – Process Communication Model introduction
            2. August 31 – Effective Leadership and Coaching
            3. September 7 – Facilitation
            4. September 14 – Planning to Engage the Community
            5. Utilizing Coalitions for Targeted Engagement
            6. Engaging Volunteers
   2. **Campus/University Business Meeting Updates – presented in advance**
      1. **AOC (Academic Operations Council)**
         1. No updates at this time; first meeting should be in September
      2. **Budget Advisory Committee**
         1. No updates at this time
      3. **Human Resources Meeting**
         1. We asked the HR team to look into some potential morale boosters that would not be tied directly to pay. Several involve the need for additional research/information gathering, but the questions we asked (and answers if we have them) were:
            1. Can we grant additional leave time, either from the university level or supervisor level?

Leave administration is governed by KBOR with guidance from the State. HR is still reviewing regulations.

Supervisors have opportunities to implement flexible work arrangements to ensure staff are afforded work life balance. Flexible work arrangements are based on organization and departmental needs.

* + - * 1. Can we expand the tuition benefits for current employees (pay fees and not just tuition), as well as spouse/dependent?

HR will research this item. Currently WSU has not had to deny anyone who has applied for tuition assistance, but since we have a limited budget for this, if we open it to more hours, include fees, or more people, there could be a possibility of having to deny applicants

FL-2021 through Summer 2022, paid over $760,000 in tuition assistance.

* + - * 1. Can positions in administration be opened up to those who are not faculty, but otherwise meet the requirements?

Those requirements are set by the leader opening the search. Generally administration jobs with the title starting with “assistant” are operational and may not require a faculty status. Those with a title starting with “associate” are more likely curriculum based and would need a faculty status. As an aside, this was also mentioned to the President, who was not opposed to positions being listed as preferring a faculty status rather than requiring it, when appropriate, but indicated that it was up to the leader opening the search to decide how the position was listed.

* + - * 1. Could employees who work in a regional position (not just a remote employee – but someone hired to work in a specific location), have their pay be based on their region?

Market for these positions were determined during the assignment of job codes. Employees who are required to work in a location that has a higher cost of living are coded based on their location, and are assigned to a higher pay range than someone in the same classification who is not working in that region.

If questions about classification, employees should reach out to their leader or HR Business Partner for clarification

* + - * 1. Denise and Naquela will meet later this week with Sheryl Propst to discuss Professional Development opportunities for staff
        2. New [Non-Benefit Eligible employee orientation videos](https://www.wichita.edu/services/humanresources/Organizational_Development/New_Employee_Resources/NEO_Online/Non_Benefit_Eligible/) and [Benefit Eligible employee orientation videos](https://www.wichita.edu/services/humanresources/Organizational_Development/New_Employee_Resources/NEO_Online/Benefit_Eligible/) are live, and available for all staff to watch – could be a good refresher for all of us to check out.
        3. New [Non-Benefit hiring page](https://www.wichita.edu/services/humanresources/Talent_Acquisition/Hiring/Non-Benefit_Eligible_Hiring.php) with an updated form has gone live. Process has not changed, but there are clearer instructions and examples for completing the process.
        4. Working on planning the Years of Service recognition event and Benders of Twigs/Retirees events. Both will take place in late October.

Years of Service will be open to the university community, each person recognized, and a photo taken of each group. No slideshow as was done in recent past.

Benders will be an invitation only dinner event, individually recognizing honorees and photos will be taken. No slideshow as was done in recent past.

* + - * 1. Docking Institute Survey results – HR would like to work with the Senate to identify common themes and use those findings to guide future improvements
    1. **Legislative Update**
       1. No updates at this time
    2. **Traffic and Parking Appeals**
       1. The Parking and Traffic Appeals committee is ready for the fall 2022 semester! We have said farewell to Denise Gimlin and welcomed Johny Buchanan-Spachek. We look forward to an exciting semester!
    3. **President One-on-One Meeting**
       1. Discussed ideas for rewarding staff outside of pay (tied to those items we asked HR about); Dr. Muma asked us to look at priorities and come up with proposals to bring forward.
       2. I brought forward concerns with MBC; the university will continue to assess ways to provide increases in the future.
    4. **RSC Board of Directors**
       1. RSC Staff shared the results from a SkyFactor Survey that was done and 547 students took the survey. The top three reasons that students visit the RSC is for Eating, Studying and Meeting Friends
       2. They presented that their annual audit is being completed (as we speak) which will wrap up their yearend financials process
       3. They provided an update to the Breakfast Co opening on Monday, August 15th
    5. **UPS/USS President’s Council (KBOR)**
       1. Discussed the upcoming release of the Docking Survey results. All schools will release the data at the same time, and will present the results to COPS and KBOR in December. Our Survey Review sub-committee plans to work through the data and post the results to the Senate website in October.

1. **As May Arise**
2. **Upcoming Meetings/Events**
   1. Fall Address; August 17, 2022, 2:30pm – Woolsey Hall Auditorium
   2. First day of classes – August 22, 2022
   3. Academic Convocation – September 8, 2022, 9:30am – Wilner Auditorium
   4. Next Senate meeting – September 20, 2022, 3:30pm – Zoom
   5. Check the [Events Calendar](https://www.wichita.edu/calendar/index.php?com=searchresult) for upcoming events on campus