USS & UP Joint Senate Meeting Minutes

Tuesday 3-5 p.m., November 19, 2019, Hubbard Hall 208

**In Attendance (UP Senators):** Ellen Abbey, Deb Wagner-Kirmer, Susan Norton, Aswini Kona Ravi, Katie Givens, Lisa Clancy, Alison Babb, Julie Scott, Jeanne Patton, Krysti Carlson-Goering, Judi McBroom, Tyler Gegen, Camille Childers, Kayla Jasso, Trish Gandu, Lainie Mazzullo, Gabriel Fonseca, Shawn Ehrstein

**In Attendance (USS Senators):** Lisa Wood, Randy Sessions, Connie Basquez, Jama Challans, Matt Houston, Donna Hughes, Linda Claypool

**Guests:** Johnny Buchanan-Spachek, Rebecca Reiling, Dale Catlin, Corey Herl, Rodney Clark

# Call to Order

* 1. Announcements or Proposals: None
  2. Minutes Approval Process – Minutes from meeting on Oct. 15 were approved electronically.

# Old Business for USS & UP Senates

* 1. **Stock the Shocker Support Locker “Competition” Update** – The challenge is off to a good start; exact numbers are not yet available. Some Senators reported that a few constituents did not like it being a challenge, noting that it may take away from the overall meaning, while others liked the challenge component to garner support and engagement with campus. Staff and faculty may call Central Services until 4 p.m. this Friday, Nov. 22, and they will come by and pick up any items you may have. The New and Interim Presidents made a donation along with the Provost office, and Strategic Communications posted it on the University’s Twitter account to kick off the challenge.
  2. **Senate Strategic Long Range Plan (Reminder)**
     1. 3-year goals from each committee – due by Dec. 1 as a draft. The Organizational Governance committee will review and compile the draft goals to present at an upcoming meeting for overall Senate discussion.
     2. Committee handbooks and timeline – template provided via email – due May 1. All committees should develop new (or update current) handbooks. Organizational Governance will provide final edits and pass them to new senators during the summer.
  3. **KBOR Survey for USS & UP Staff from the Docking Institute** – Have not heard any feedback on the survey.
     1. Prioritize Topics – Julie asked Senators if there were any themes from the survey that stood out to the Senators as ones to prioritize when discussing policy updates with the University leaders.
     2. One suggestion was the ability for a flexible work schedule, as long it fits into the department’s overall working schedule. Supervisors need to have the flexibility to be able to offer that when needed and should work with HR on how to create that within their departments.
     3. Concerns that you thought would pop-up in the survey? – Pay and market-based pay, along with the timeline for this. Judy Espinoza from HR will be at the General meeting in December to discuss this topic.
     4. What other incentives would employees be interested in to keep them at WSU and get future employees interested in WSU as a destination employer? Senators advised that professional growth and benefits packages are important to staff, as demonstrated by the survey.
     5. Concerns on parking. A senator asked if faculty/staff could have more than the top floor of the parking garage. The Senate also discussed the lots for athletic closures; even though lots close at 4 p.m., thankfully, most enforcement does not begin until around 5 p.m. Staff should still plan ahead to avoid a ticket.
     6. Benefits – A senator advised that the state employee insurance decision is due Oct. 31 and sometime the spouse/partner due date isn’t until Nov. 1, so it is hard to compare plans. A HR specialist advised that staff should contact their HR business partner if there is a conflict/problem.
  4. **Fall USS/UP Staff General Meeting (Reminder)** – Thursday, Dec. 5 in the CAC Theater from 3 – 4:30 p.m.
     1. Interim President Andy Tompkins will provide an overview of the past 6 months and look ahead to what the transition to the new president will look like for the University.
     2. Human Resources Director Judy Espinoza will provide a high-level overview of the transition to a market-based compensation program and timeline. She will also highlight plans for researching a new talent acquisition/management software/system. At the Senate’s request, she is bringing the entire HR office and will introduce them so that staff can put together names and faces.
     3. Matt and Julie will provide a brief summary of what the Senate has accomplished thus far this year and what is slated to be worked on this spring.
     4. Senators should greet everyone in the lobby or along the aisles as they come into the CAC Theatre. At the President’s Council meeting, Matt and Julie will ask the Vice Presidents to encourage their staff to attend the meeting.

# New Business for USS & UP Senates

* 1. **Volunteers for WSU Reputation Focus Group for Public Policy & Management Center** – The University needs focus groups with 10-15 volunteers on WSU branding and what WSU’s reputation looks like. If interested, email Julie or Matt. If you have someone that could go, reach out to Julie and Matt and they will send them information.
  2. **Shared Governance & On Boarding Materials from Dr. Golden** – Matt and Julie spoke with Dr. Golden several weeks ago and received topics to talk about with each senate group and will be providing written responses back to him. Julie and Matt will send out the link again to the senators. Some of the questions he is asking are as follows:
     1. **What is right about WSU? What keeps us here** – the people, the students, the faculty. The face of the university changes every semester. Something new, different every semester. Student services are really good. Overall student life is more robust than it used to be, helps to brings other students in to WSU. The length that different areas will go to help a student and this is not common in a normal work environment. Shocker Pride (Family).
     2. **What about research what keeps you here?** Freedom and opportunities.
     3. **Questions on engagement and how leaders have engaged with staff?**
     4. **What does transparency look like? What would an ideal shared governance look like?** Shared governance should be defined within the context of higher education/campus. It requires communication and trust and only works if there are leaders who have the skills to get things done. It also requires bringing the parties affected by a decision to the table for input before a decision is made (timing of gathering their input is key). Shared governance also requires the Senates to participate and do their part. Communicating the rationale in making a decision is also important; don’t blindside campus. An example of successful transparency: the NetApp announcement.
     5. **The culture of the university what does that look like?** Concern that sometimes hierarchical structures prevent comments/issues/concerns from reaching the administration in Morrison. Morale, especially in Facilities seems low, and the appearance of custodial worker understaffing is affecting campus maintenance; Senators reported that some buildings have lacked appropriate supplies in restrooms.
     6. **How do we reduce the barriers here at WSU?** Transparency in leadership and how they address problems. Ensure problems that need to go up the ladder are not dismissed too early.

# Committee Updates & Discussions

* 1. **Committees**
     1. **Archives (Joint)** - None
     2. **Awards/Recognition (Joint) & Staff Recognition Task Force** – Sandra agreed to be the Co-Chair on behalf of USS. Kayla reported that the committee finished updating the nomination form; it will be one form for USS/UP nominations to simplify the process campus wide.
     3. **Communication and Website (Joint, Individual Websites)** – Trish will send email to Matt to distribute to USS constituents, and UP Senators will send their updates to their specific constituent lists. UP’s directory page is now live with each UP Senator’s photo.
     4. **Election (USS)** – No updates at this time.
     5. **Election (UP)** – No updates, but would like to increase participation in the election process. Send suggestions to Krysti or Julie.
     6. **Organizational Governance (Joint)** – Susan advised that the team developed their committee’s three-year goals and are targeting next year to determine if we should combine Senates and ratify a new constitution with some representation in place to represent USS and UP at various administrative levels, even if the senates are combined. The senates and constituents will need to make that decision as to how we go forward.
     7. **Policy Review (Joint)** – Policies are with General Council at this point and then will move to the President’s Executive Team.
     8. **Professional Development (Joint)** – Jama reported that the Grow @ WSU website will go live with the new professional database in February. The Senates will ask if Sheryl Propst from HR, who is leading the project, can present at the February Senate meeting.
     9. **Service (Joint)** – Challenge for food locker is going great. Staff has donated 147 items and Faculty 120 items as of Monday, Nov. 18. Most offices are still collecting and have not yet called for their pick-ups. The winning Senate will be announced at the SGA Meeting on Dec. 4.
  2. **Campus/University Business Meeting Updates**
     1. **AOC (UP Representative)** – November meeting cancelled.
     2. **Budget Advisory Committee (Joint)** – Meeting slated for Dec. 4.
     3. **Human Resources Meeting (Joint)** – Met with Judy and talked about the market-based compensation program and the timeline for implementation. HR will also engage a cross-sectional campus team to review talent systems (much like they reviewed attendance and timekeeping systems a few years ago).
     4. **Legislative Update (Joint)** – Zach Gearhart started his FY21 update and will be advocating to legislators based on KBOR’s focus areas, especially need-based scholarships, keeping tuition flat, career and technical education, and deferred maintenance. The next update will be in January 2020.
     5. **Library Appeals (Joint, Representative from Each Senate)** – No updates at this time; no appeals to review prior to Senate meeting.
     6. **Parking Appeals (Joint, Representative from Each Senate)** – Busy with appeals; the electronic system works well.
     7. **President’s Council/PET Meeting (Joint)** – Asked VP’s to encourage their areas to allow staff to come to General UP/USS Meeting. SGA will be doing a survey with students to see if they will support a $3 infrastructure fee to convert Clinton to a student facility building once the new business building is completed. The Student Veterans Organization is bringing Toys for Tots boxes to campus for donations. The Alumni Association is incorporating WSU’s 125th anniversary celebration into their events for next year.
     8. **President Meeting (USS & UP)** – Matt and Julie have had several meetings since the last Senate meeting and have sought Dr. Tompkins’ advice in how to respond to the shared governance request from Dr. Golden. Matt and Julie both shared that they appreciated the University administration’s advance transparency with the NetApp announcement.
     9. **RSC Board of Directors (Joint, Representative from Each Senate)** – No updates at this time; the next meeting is in December.
     10. **Traffic Appeals (Joint, Representative from Each Senate)** – One appeal reviewed since last meeting.
     11. **UPS President’s Council (UP)** – Phone meeting about survey and how it was rolled out; no big surprises at any of the campuses. Emporia is doing a listening tour how to find out where to go with this information to improve and what can be done without a lot of expenditures. KU is doing something unique they have a unique structure for their senates with an overall senate with representation from each senate along with individual senates. They are hoping to develop a new Staff Fellows program to grow their own campus leaders.
     12. **USS President’s Council (USS)** – They will meet in December after the KBOR meeting.

# As May Arise

* 1. **Upcoming Meetings:** 
     1. 3-4:30 p.m. Thursday, December 5, 2019, CAC Theatre
     2. 9-11 a.m. Tuesday, December 17, 2019, 142 Harvest Room

# Adjourn