USS & UP Joint Senate Meeting Minutes

9-11 a.m., December 17, 2019, RSC 142 Harvest Room

**In Attendance (UP Senators):** Julie Scott, Trish Gandu, Ellen Abbey, Krysti Carlson-Goering, Denise Gimlin, Judy McBroom, Heather Perkins, Jeanne Patton, Lisa Clancy, Shawn Ehrstein, Kayla Jasso, Susan Norton, Tyler Gegen, Sally Fiscus.

**In Attendance (USS Senators):** Sheryl McKelvey, Rosemary Hedrick, Angie Linder, Donna Hughes, Sandra Goldsmith, Connie Basquez, Linda Claypool, Linda Hayes.

**In Attendance (Guests):** Courtney Carlin, Rebecca Reiling, Judy Espinoza, Lana Anthis, Bob Smith, Guy Schroeder.

# Call to Order

* 1. **Announcements or Proposals.** None.
	2. **Minutes Approval Process – Electronic.** November meeting minutes were approved electronically and are on the website. There were no official minutes taken for the general meeting on December 5; however, Jeanne took notes, and they have been added to the website. All three PowerPoint presentations from that meeting were also added to website. The Communications Committee will include a link to the notes and presentations in the next Senator messages to constituents.

# Old Business for USS & UP Senates

* 1. **Stock the Shocker Support Locker “Competition” Announcement** –Julie announced that the WSU Staff won the donation challenge against the Faculty. This was a fun and successful effort that we will continue annually to raise awareness about food insecurity. Continue to encourage your departments and buildings to host donation drives throughout the year. It was good to see the Holiday Reception table with all the donated supplies and baby items. Keep up the good work!
	2. **Senate Strategic Long Range Plan (Reminder)**
		1. 3-year goals from each committee – draft due December 1. Julie reminded everyone that committee goals were due recently. E-mail these to Julie so that the Organizational Governance Committee can compile them for Senate review. During the Spring semester, the Senate will focus on finalizing the 3-year strategic long-range plan/goals.
		2. Committee handbooks and timeline – due May 1. The committee handbooks, especially the timelines, are needed in May so that next year’s committees won’t struggle with processes and learning curves and can begin work on their tasks at the start of the new academic year. The Organizational Governance Committee will take all the information and compile the handbooks for consistency.
	3. **KBOR Survey for USS & UP Staff from the Docking Institute** – The statewide survey results will be presented to KBOR on Wednesday, December 18, and the results will be shared with the University Presidents as well. They are expecting parking, compensation, and incentives/rewards will be big topics, as well as accountability and transparency. While some universities are doing further listening tours, the Senate agreed that staff have already been surveyed and the next step of accountability at WSU should be taking the themes of the comments and visibly displaying the progress on related initiatives on the Senate website. It should help with transparency and accountability, and it should demonstrate that the survey will have impact and action items beyond the initial delivery of the results. The Senate will move forward with developing a survey accountability/transparency metric on its website to highlight what has been achieved and what the Senate is still working on with administration.
	4. **Shared Governance &** [**On Boarding Materials**](https://www.wichita.edu/about/public_information/Golden/memo_to_constituency_heads.php) **from Dr. Golden** – Julie and Trish are moving forward with the homework document. One of the major themes will highlight that ***when*** the Senates are brought to the table for input matters to ensure that shared governance is more than checking a box. It is important that Senate opinions are considered early in the process when drafting the policies and goals. We need to be present, willing and engaged in the process and the input sessions. If you can’t attend a session reach out to a constituent and ask them to go for you. Dr. Golden doesn’t officially have a timeline established, but our deadline to turn in our document to him is January 10. Dr. Golden has said that our responses matter to him and he’ll be asking follow-up questions. A core requirement of transparency is to bring people to the table early to have their thoughts and opinions known.

# New Business for USS & UP Senates

* 1. **Facilities Presentation – Bob Smith, Executive Director of Facilities Services** opened with a presentation about toilet paper usage and how many cases are available in the warehouse at any time, which is 25 with 1,000 cases used annually. A question was asked about a conversation overheard between a custodian and supervisor that the budget for toilet paper was exceeded. There is no limited budget for toilet paper, and it will be ordered regardless. The warehouse doesn’t get down to less than 25 cases in stock. One of the first things Bob did when he came to WSU is upgrade from single to 2-ply toilet paper, which costs only a little more, but ends up saving the amount of toilet paper used. s
		1. Custodial Staffing: Bob discussed the industry standards for custodial staff which is 1 position per 16,700 square feet. According to that we need 75 custodians, but we have 85 with 77 of those working on second shift from 3:00-11:30 pm.
		2. Work Order: Bob also discussed the challenges with work orders, and staff’s hesitancy to submit. All employees are encouraged to submit work orders online when you see a need in a building so Bob and his staff can monitor needs and areas where there are consistent issues. A question was asked about calling Facility Services to report issues and being told that we need to submit a work order, that they won’t do it for us. Bob said this is not correct and that he will look into it. If this happens to someone Bob wants you to send him an e-mail. They are getting a new work order system first quarter next year.
		3. Temperature Issues: Temperature issues were discussed at length. The set points for thermostats are 68 degrees in the winter and 76 degrees in the summer and this range satisfies approximately 80% of the employees. About $6 million is spent annually on utilities, 60% for electricity. Space heaters should not be used. If your area has issues a work order should be submitted so they can determine if a space heater can be approved.
		4. Maintenance: Staff and faculty needs to be a partner to identify things, not to monitor things. If you are submitting a maintenance request for a building in general, put “maintenance” in the organization number box if it is not specific to your department. The general cleanliness of restrooms was discussed where it seems some restrooms cleanliness is deteriorating and that some male custodians seem to think they cannot go into a women’s restroom. Bob indicated that he recently met with people in Morrison Hall regarding the restrooms and stressed that we want to present a positive image especially in areas of public spaces. If cleanliness continues to deteriorate, submit a work order. Discussion continued on issues of restroom issues, custodial issues, temperature issues, work orders and communication.
	2. **Human Resources Services – Feedback/Discussion.** Matt and Julie need to be notified if you have an HR concern you want brought to their attention. One of the hot issues is FMLA paperwork and e-mails and phone calls not being returned in a timely manner. Some people have planned procedures, however, others have emergency situations and paperwork isn’t being taken care of or e-mails answered by HR. Another concern is the market-based compensation plan and the communication of this information being confusing and feeling like HR doesn’t always have the answers. Judy had left the room before this topic was discussed and Rebecca Reiling said HR doesn’t always have the information to pass along. Julie stated that people should e-mail her with any questions or concerns about how the meeting with managers and/or directors are going so this can be passed along to Judy. It was stated that the term “leaders” is not sitting well with some employees. Miscommunication has been that some of the supervisors were not invited to attend a meeting, only a director was. Only higher level employees were invited to the meetings, including the Deans. Rebecca also stated that this had to be placed on hold because of the FLSA changes that were coming. It is hard to identify who should be included because some directors don’t have direct reports. More information will come out in the new year. USS had a separate meeting and discussed a possible Human Resources Satisfaction Survey and Julie asked for feedback if UP wanted to be involved. Some UP Senators expressed concerns and are unsure as surveys tend to come out as negative. Julie asked that any additional input be sent to her and this will be given more thought at a later time.

# Committee Updates & Discussions

* 1. **Committees**
		1. **Archive (Joint).** No updates. Meetings have had to be rescheduled.
		2. **Awards/Recognition (Joint) & Staff Recognition Task Force.** A new nomination form has been created and is on the website. HR has been emailed and a flyer created with the deadline and how to find the form. Kayla will send this out electronically before the break and encourage people to look at the new form. The deadline for nominations is January 31 with the award ceremony being the first week of May 2020. Great job to this committee for their work!
		3. **Communication and Website (Joint, Individual Websites).** Discussion was held regarding a joint Senate website which was well received. USS and UP committees will meet to discuss merging the two websites. There is currently overlap so combining them would be helpful in future. There will still be separate areas within that website, but for most part it could be combined to increase efficiency.
		4. **Election (USS).** Randy Sessions has volunteered to be President Elect for USS.
		5. **Election (UP).** There will be more information about voting and applications after the shutdown. There will be a link added for the voting section and a place to include why someone wants to become a senator.
		6. **Organizational Governance (Joint).** This committee will be busy in the spring pulling together goals.
		7. **Policy Review (Joint).** There were no updates, however, this committee will be busy in January with upcoming policy changes to review. A question was asked whether or not the old policies or a link to them could be on the website so they could be compared with what is being changed. It is often hard to find old policies. Julie will check to see if this is permissible. An anonymous feedback form so the Senate can be sure to have a voice was discussed and if we have enough time to seek that feedback. Julie stated there was not a lot of feedback e-mails received in the fall. Regarding the phased retirement policy changes, KPERS employee retirement is not eligible for phased retirement, but only for employees on the KBPR retirement plan. Denise discussed how it is difficult to know what happens once the Senate committee sends their feedback to HR. Discussion continued on the process of the committee and how best this could be accomplished this spring. Discussion continued about how we need to be concerned, but at the same time not create fear. Julie recommended that Judy Espinoza be invited to the committee’s first meeting when a policy is up for review so the committee can ask questions about the policy before the review begins.
		8. **Professional Development (Joint).** No updates. The question was posed to see if Sheryl Probst could be invited to provide her input to this committee.
		9. **Service (Joint).** There has been no activity or updates since the Shocker Locker competition.
	2. **Campus/University Business Meeting Updates**
		1. **AOC (UP Representative).** No meetings have been held. No updates.
		2. **Budget Advisory Committee (Joint).** Everything is still in draft form. Matt and Julie sat in on a meeting recently. Dr. Golden’s view is unknown at this point. A few offices have put in their request and tuition dollars have been sketched out. Discussion held on the I35 corridor which provides net revenue. Denver tuition is discounted now. Tyler Gegen stated that there are not designated recruiters yet for Denver or St. Louis, but they are discounted.
		3. **Human Resources Meeting (Joint).** No additional updates. Judy introduced all HR staff at the general meeting on December 5 so that faces could be placed to their names.
		4. **Legislative Update (Joint).** No updates, but will start back up in January. Julie stated that they don’t know how involved Dr. Golden will be in advocating for funding. WSU e-mail can’t be used to advocate for things.
		5. **Library Appeals (Joint, Representative from Each Senate).** Met in November to hear two appeals. Both were denied.
		6. **Parking Appeals (Joint, Representative from Each Senate).** Still have appeals to be considered. Basketball games generally causes more appeals to be received.
		7. **President’s Council/PET Meeting (Joint).** No meeting and no updates. A meeting is scheduled in January where Dr. Golden invited the Deans.
		8. **President Meeting (USS).** Matt is absent today and has no updates.
		9. **President Meeting (UP).** Dr. Golden is continuing on with what Dr. Bardo did. His first meeting with Julie is scheduled for the end of January. Shared governance will be discussed.
		10. **RSC Board of Directors (Joint, Representative from Each Senate).** Met last week. RSC is behind on earnings. They are working on the budget for SGA and have put in their request with SGA.
		11. **Traffic Appeals (Joint, Representative from Each Senate).** No recent appeals.
		12. **UPS President’s Council (UP).** Trish reported that the focus is on the KBOR meeting being held Wednesday, December 18 and the information that is to be shared from the survey. There was some conversation about what we wanted and for KBOR council to advocate for on behalf of all of universities. One item was the leave over holiday shutdown and if vacation would continue to have to be used. Each institution handles that differently and caution should be taken so that we do not risk having shutdown taken away. Deferred maintenance may be pulled from president’s budget requests. KBOR was on campus in September where Dr. Tompkins walked them through buildings to show them the issues.
		13. **USS President’s Council (USS)**. No update at this time.

# As May Arise

* 1. **Upcoming Meetings:**
		1. 3-5 p.m. Tuesday, January 21, 2020, John Bardo Center 264
		2. 9-11 a.m. Tuesday, February 18, 2020, RSC 142 Harvest Room

# Adjourn