USS & UP Joint Senate Meeting

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

**In attendance:** Julie Scott, Matt Houston, Trish Gandu, Tyler Gegen, Ellen Abbey, Russell Wilkins (Ex Officio, ICAA), Katie Givens, Lisa Wood, Krysti Carlson-Goering, Gabriel Fonseca, Susan Norton, Aswini Kona Ravi, Lainie Mazzullo, Denise Gimlin, Alison Babb, Deb Wagner-Kirmer, Angie Linder, Randy Sessions, Kayla Jasso, Donna Hughes, Camille Childers (Ex Officio, Past President), Sheryl McKelvey, Lisa Clancy, Shawn Ehrstein, Rosemary Hedrick, Kim Gutierrez, Stacia Boden (Ex Officio, General Counsel).

# Call to Order

* 1. **Announcements or Proposals**
	2. **Minutes Approval Process – Electronic**
	3. **Committee Reports/Updates – Submitted in Advance**

# Old Business for USS & UP Senates

* 1. **Shared Governance Activities**
		1. Fall Homecoming Exploratory Committee – No further information
		2. Free Speech Policy & Crisis Communication Plan Committee – No updates currently.
		3. President’s Task Forces –Deadline for reports to be submitted was extended to June 12.
			1. Finance Task Force – Created 4 subcommittees including P3, literacy programs and transparency.
			2. Athletics – Most of the conversation has focused on Cessna Stadium. There is no timeline for tearing it down but have received the initial approval. There is support for Women’s soccer but the landscape is not ready to add any new sports. Track would have to be redone to include the width of a soccer field. Some discussion on E-sports but holding off on that right now.
			3. Diversity/Professional Development – We have one more meeting and then recommendations will be finalized.
			4. Military and First Responders – Discussing what First Responders can do and what that means.
			5. New Academic Programs – Meeting last month discussed Health Science programs between K-State and WSU along with Mexico. Working on a draft now to give to the President.
			6. Community Engagement and Prosperity – Working on a draft right now to present to the President.
			7. Access to Higher Ed – President Golden was at the last meeting. Focus has changed a bit with COVID-19 and we’re discussing how we can pull more enrollment in for the fall.
			8. Campus Committee and Inclusion – Have a meeting this afternoon to go back through some of the recommendations that have been presented. From there we will compile a report to go to the president.

# New Business for USS & UP Senates

* 1. **Update on Senate President’s Meeting with Dr. Golden**
		1. WSU is in a better position than some of the other KBOR institutions, but we are planning for a $6.8 million enrollment deficit. Returning student enrollment is currently down 6.7% while freshmen enrollment is up. The university will receive $8.8 million in federal funding, in which $4.4 million must go directly to the students. The state is also getting money from the CARES Act. President Golden is lobbying for the university to get some of that funding. University also has some funds from last year that could possibly help to fill in some of the shortfall.
		2. The President also shared the reasoning he moved forward with requesting approval on Cessna Stadium and Convergent Science Building. KU requested $5 million for development and the feeling from some of the legislature felt WSU should also request funding. It’s important for WSU to be ready to move forward with projects should money come available.
		3. President Golden also shared that we must learn how to co-exist with the virus and determine what that looks like on our campus. Multiple task forces have been created to focus on various areas including classroom/common area spaces, health and safety, communication. What we plan today could look very different for the Fall semester.
		4. He is interested in better communicating with the Senates on items going forward to KBOR whether it’s him presenting to the Senates at their monthly meetings, sending the agenda items to the Senate President’s to share, etc. so he can receive feedback from the Senators.
	2. **COVID-19 and Shift in Campus Activities/Work/Etc.**
		1. **Communication –** How is it working? Things are starting to settle into the new reality, but most are wondering how long and what will the fall look like. Same concerns coming from the students, staff and how to plan for the new scenarios such as planning student events for the fall and how to plan for that with the new “social distancing.” Trying to prepare for several different scenarios and determine how you tamper down events from 2-3 thousand to a couple hundred and what that look likes with a maximum number allowed at events.
			1. Discussing these issues now, but no one has supplied official recommendations. Looking at what other states are doing and how that looks. How do you police that to keep the numbers down and what happens if that does not happen?
			2. Having to let go of student workers due to not being able to do their work from home.
			3. Everyone should check out the new HR Wellness page has good ideas on how to work with this time of situation.
			4. Waiting to hear from the Governor as to when employees can start coming back to the campus.
		2. **Budget Impact**
		3. **Workload/Changes to Work Processes**
		4. **Employee Wellness**
	3. **Follow-Up from HR and Annual Employee Recognition Events for Fall (Feedback Needed) –** Judy called Matt and Julie separately yesterday to talk about the recognition awards for campus. HR took the feedback they received previously and had their first meeting yesterday. They are looking at how to have a more inclusive celebration with employees, but must look through the current lens and circumstances of COVID-19. They are thinking about pulling together specific groups by the colleges instead of all of campus, and divide up the budget between the different areas and do an event in a box to allow the colleges to recognize their employees. Julie sent the following feedback to HR as a result of Senate feedback:
		1. We had a lively discussion yesterday during the Senate meeting, and as you might have expected, staff continue to be passionate about broad campus participation in service recognition events.  Not only are these recommendations based on past experiences, but they are also informed by President Golden’s announced vision for and emphasis on community and the bringing together of our campus in meaningful ways.
		2. Here are some of the discussion points (thanks to Trish Gandu for capturing these):
			1. We understand holding a years of service recognition event this fall will likely cause the event to look different in terms of the number of individuals who can attend given the anticipated need to continue social distancing.
			2. We appreciate HR looking at options to recognize individuals in light of everything, but do want to share some of the thoughts and concerns of the Senates.
				1. There is concern if these events are expected to be held by colleges or divisions, significant disparity may occur among the events/types of celebration. One senator shared that his division leader likes “flashy” events and would do a great job planning a recognition event and making staff feel special but in other areas, that may not be the case.
				2. Hopefully your “event in a box” concept can be replicated well, but there might still be inconsistency.
				3. There was a pretty strong consensus that there be one recognition event that is open to the entire campus community instead of moving this recognition to colleges/divisions. We are concerned this may make areas feel siloed when we have a concerted effort on campus to bring areas together.
				4. Consider moving this year’s recognition event to the spring when it seems we will be able to come back together as a campus for a larger scale event.
				5. **We have Senators who will serve on your planning committee if you’d like us to help.  (If we’re going to complain, the least we can do is offer our services to help advise, plan, and implement).** Additionally, if possible, we’d still recommend partnering with Strategic Communications on the event planning portion.

Please note that we explained to the Senators how President Bardo had specifically transitioned the service recognition events to the purview of HR (away from Strategic Communications), partially due to the data elements for identifying who is supposed to be recognized each year.  Staff were largely unaware that the directive had come from President Bardo.

* 1. **Spring General Meeting Planning**

With the Town Halls that will be happening how significant is it to have the Spring meeting? With the Town Halls every two weeks that should keep everyone up on information that they need.

* 1. **UP-Only: Election Results & At-Large Nominations/Vote**

Currently waiting for two of the individuals elected to accept and we cannot announce who was elected until confirmation is received. Once everyone has accepted, we will send out a Qualtrics to vote on the At-Large Senators.

# Committee Reports/Updates

* 1. **Committees**
		1. **Archives (Joint)**

No updates at this time.

* + 1. **Awards/Recognition (Joint) & Staff Recognition Task Force**

Shocker Pride Celebration will include an online format this spring. No additional word on the Shocker Pride Celebration scheduled for May 5. We recommended to Strategic Communications to consider recognizing award winners in person at a later date.

* + 1. **Communication and Website (Joint)**

After minutes are approved, committee will prepare monthly meeting follow-up announcement for constituents. Thanks to Trish and Kayla for their work in developing the webpage for the UP Senate election candidates.

* + 1. **Election (USS) and Election (UP)**

Report will be forthcoming.

* + 1. **Organizational Governance (Joint)**

We are hoping to have our 3-Year Plan completed by May. In this plan, since we are currently active in Year one, we will probably be reaching out to committees to offer “major highlights” that occurred in year one. We will also be reaching out for any update changes to the Committee Guides as well to have those all on the shared drive. The hope is to also have draft one of the new Constitution to the Senate in May for a review and first presentation. The Committee will meet in early May to finalize the first draft before the Senate reviews it. Lofty goal might be to have all staff vote on it in early Fall if the Senate agrees to it.

* + 1. **Policy Review (Joint)**

The Policy Committee put forward suggested changes to policy 3.20 with stronger wording and more protections for staff considering moving to different positions on campus, and asked that we would be able to review the final policy before it goes to PET. We had a lot of really great feedback from both our committee and the senate in general. We are hopeful our suggestions will be incorporated into the policy.

* + 1. **Professional Development (Joint)**

No updates at this time.

* + 1. **Service (Joint)**

No updates at this time.

* 1. **Campus/University Business Meeting Updates**
		1. **AOC (UP Representative)**

No updates at this time.

* + 1. **Budget Advisory Committee (Joint)**

Trish served as a subcommittee member to look at the different proposals. Had meeting this morning to continue to look at these and will gather the final information and present to the Budget Advisory Committee this week. One recommendation for the future is to have areas submitting present their proposals and answer questions so the committee can make better informed decision. Another group has been formed to focus on making enrollment projections.

* + 1. **Human Resources Meeting (Joint)**

Judy shared they are rolling out their Facebook page and wellness page. Recommended diversity policy adjust the wording of “wanting to make Kansas their home”.

* + 1. **Legislative Update (Joint)**

Scheduled meeting for Friday. If you would like to attend, let Julie know and she will send you the link.

* + 1. **Library Appeals (Joint, Representative from Each Senate)**

No updates at this time.

* + 1. **Parking Appeals (Joint, Representative from Each Senate)**

Parking appeals have slowed considerably, but have not stopped completely. We are still seeing a few appeals every week even though there aren’t many people left on campus.

* + 1. **President’s Council/PET Meeting (Joint)**

No updates at this time. The President’s Council has not met since before the stay-at-home order.

* + 1. **President Meeting (USS) and President Meeting (UP)**

Talked about COVID 19 mostly, but we did also talk about the credit/no credit for student classes.

* + 1. **RSC Board of Directors (Joint, Representative from Each Senate)**

The April RSC Board meeting was cancelled, nothing to report.

* + 1. **Traffic Appeals (Joint, Representative from Each Senate)**

We have not had any new traffic appeals this month.

* + 1. **UPS President’s Council (UP) and USS President’s Council (USS)**

# As May Arise

* 1. **Upcoming Meetings/Events:**
		1. **4-5 p.m. Friday, May 8 – Virtual Town Hall for Faculty and Staff**
		2. **3-5 p.m. Tuesday, May 19, 2020 Virtual Zoom Meeting**
		3. **9-11 a.m. Tuesday, June 16, 2020 RSC 142 Harvest Room**

# Adjourn