USS & UP Joint Senate Meeting

3-5 p.m., May 19, 2020 via Zoom

**In attendance:** Julie Scott, Matt Houston, Trish Gandu, Randy Sessions, Rosemary Hedrick, Connie Basquez, Scott Williams, Denise Gimlin, Sheryl McKelvey, Krysti Carlson-Goering, Kimberly Gutierrez, Judi McBroom, Jeanne Patton, Susan Norton, Angela Linder, Deb Wagner-Kirmer, Camille Childers, Gabriel Fonseca, Lainie Mazzullo, Lisa Wood, Haley Butts, Tyler Gegen, Heather Perkins, Trisha Wenrich, Ellen Abbey, Lisa Hansen, Kelly Gurik, Brian Austin, Katie Givens, Linda Claypool, Kayla Jasso, Erin Sheilds, Lisa Clancy, Brian Austin, Amy Belden, Anne Marie Brown, Shareika Fisher, Shawn Ehrstein, Lee Ann Birdwell, Shareika Fisher, Katie Givens, John Jones, Ali Babb, Sheelu Surender.

# 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 updates at this time.
     2. Free Speech Policy & Crisis Communication Plan Committee – No updates at this time. Gabriel reported that work on the Free Speech Policy will pick back up in June.
     3. President’s Task Forces – Task forces have submitted their reports and/or are finalizing reports. The Finance Committee will be finalized in the next three or so weeks. COVID-19 has impacted the work on this task force and have changed the directions for some recommendations. The Community Engagement and Prosperity task force will be wrapping up on Friday.
     4. Reintegration Working Groups – Groups continue to finalize processes and recommendations for campus reintegration for summer and fall.
     5. Innovation Campus Consultant – UP, USS, Faculty, and SGA leadership will meet with a consultant in June. This is a good opportunity to assess what we are doing with Innovation Campus, how to communicate better, what is going well, and what we can improve on.

# New Business for USS & UP Senates

* 1. **Kansas Big Brothers Big Sisters, Guest – Haley Butts.** Haley gave a presentation on Kansas Big Brothers and Sisters and the new initiatives they are doing. Their mission is to create and support one-to-one mentoring relationship to help kids realize their full potential and goals they might have, and how mentors can help encourage them to achieve their goals and not repeat negative cycles. Most “littles” are from limited-income homes and often one-parent families. Kayla Jasso shared her own experience with her little, Emily, who has grown and changed since being matched with Kayla. Emily is now admitted and enrolled in WSU for the upcoming Fall semester. Haley asked that people consider sharing their need for more mentors. There are different ways to volunteer, including once-a-week sessions in the school. You will have support available to help with ideas, goals and feedback. The enrollment process keeps child safety a top priority and volunteers and littles are matched based on similar interests, hobbies and personality. It takes approximately a month to go through the enrollment process. You can go to KansasBigs.org to submit an inquiry or e-mail Haley at [hbutts@kansasbigs.org](mailto:hbutts@kansasbigs.org) or call 734-1917. This is a rewarding way to volunteer. Kayla also suggested that if you have student groups, to share this opportunity with them, which would be a good way to spread information about the need for more mentors.
  2. **Human Resources Updates, Total Rewards Director – Jamie Olmstead, Leave Administrator – Hannah Bates**
     1. **Status update on market-based compensation, especially related to position description development.** Jamie Olmstead gave an update on the progress of the market-based compensation program. The process was included in leader briefings at the end of 2019. There are 7 steps, and they are currently in steps 1, 2 and 3, with some items going on at the same time. Some leaders have said they have not been engaged yet and there is a reason for this. They are discovering in the mapping process that there was a position description, but sometimes they need one that is a little different. Business Partners are or will be sitting down with leaders to show how the position has been mapped to the new catalog. They have created 38 “colleges” in Banner for the various groupings and now have 27 or 28 completed and are ready for Business Partners to have the discussions with leadership. That will take some time to get that accomplished. They were at the point of speaking to the Deans before campus was shut down. The original timeline was March or April, and that has now been delayed. Within the next month, most of the leaders should hear something from their HR Business Partner. The last of the positions descriptions that they are working on are cases where they are unique, so this is slow going. At this time the catalog has around 500 jobs, but this is changing each day.

A question was posed whether or not the employee will be able to give input as the supervisor doesn’t always know the position and duties. Jamie recommended that the employee reach out to their leader and express that they wish to be included in the review. It’s not possible to interact with every employee, but if there are concerns, reach out to your leader. If your leader is hesitant, the employee can reach out to their HR Business Partner.

Jamie reported that HR has purchased a pay factors system, which will allow them to complete what is in Step 4 for the external market. WSU has committed to purchasing additional salary surveys. A question was asked about how this would change job duties on position description. Nothing that HR is doing should change what anybody does. This will document at a high level, but doesn’t mean all the individual tasks and duties will be captured. These should be done somewhere outside the position description in a standard operating procedures document within the departments. A question was asked, as an example, would a paint shop employee have trash or snow removal in their position. Trash pick-up would not be included; however, all Facility Service positions do have language included about snow removal.

Jamie stated that the job descriptions mapping process is expected to be completed in the next six weeks with the market review completed and pay ranges assigned in late fall.

A question was asked about additional degrees acquired and would they be included in the job description. Jamie answered this would not be the case, this is to take the employee data based on experience and what is required and where do we expect that to be in the pay range. At this time, there is not a budget for pay increases, but they are still going through the process so that when money is available, there is a plan in place to implement pay increases. A question was asked if job titles could potentially change as a result of the mapping. Jamie stated that some titles may change, especially to provide more uniformity and consistency where there are jobs with similar functions but PET has not weighed in yet on whether there will be an ability to use vanity titles. A final question was asked if any pay would be decreased as a result of the mapping. Jamie answered there are no plans for this to occur.

* + 1. **Overview of employee rights and leave benefits related to COVID-19 (FFRCA).**

Hannah Bates provided a presentation explaining the Families First Coronavirus Response Act *(*FFCRA) that went into effect on April 1, 2020. This includes an expansion of FMLA for unpaid job protected leave while an employee is caring for themselves or others with serious health qualifications. The expansion has added for interruption in child care for a qualified reason and partial pay during the leave. The exact details are complicated and were not discussed at length in this presentation. Employees should contact their HR Business Partner if they have questions. FFRCA allows for employees to supplement their pay with other accrued leave balances to maintain 100% rate of pay.

The other piece is for emergency needs and is a new type of leave that provides two weeks of paid leave for any employee in an active position, including non-benefit and student workers if they have one or more of the five qualifying COVID-19 reasons. This emergency leave does not count against your already accumulated leave. Emergency leave codes have been created for the employee to report the leave. The employee must: be subject to a quarantine or isolation order or who was with a family member who tested positive; be displaying symptoms and actively seeking diagnosis; be a caregiver for someone in the self-quarantine or isolation order; or, according to the Department of Labor, be someone who can reasonably expect somebody to care for another; be someone who lives with grandparent or platonic roommate; employees who have interruption in child care, almost any type of child care due to Covid including school and daycare closures. This could also include grandparent who watches the children, but is in self-isolation because of being in a high risk population. The U.S. Department of Health is leaving room for other situations to be added when necessary. This information is provided on the FAQs on the Shockers United on the HR website located [here](https://www.wichita.edu/about/COVID-19/faculty_staff.php#leave).

* 1. **Year-End Wrap-Up Reminders**
     1. Finalize your committee handbook updates – send to Julie by June 1.
     2. The Transitional Meeting in June will be dependent upon a lot of factors due to Covid-19, including what phase we are in with the State and University. It could possibly be in person, or also via Zoom, so stay tuned for a decision on location and method. If you have any ideas for topics you want addressed, email Julie and Matt.
     3. Senate Awards. Julie and Trish are planning an electronic newsletter in lieu of the end-of-year open meeting with constituents. WSU has been doing a good job filing any information gaps with Town Halls, but it is important that we highlight things that the Senate has accomplished this past year. A lot of good work has been done including the review process of University policies, the competition to support the Shocker Support Locker, a redesigned website, and a more informed elections process, to name a few. Julie and Matt would like to implement a new recognition method to acknowledge Senate committees and individuals for their outstanding achievements this spring. This will be done for both UP and USS Senates. Please send your nominations to Julie and Matt for the following awards:
        1. Committee of the Year Award
        2. Rising Star Award
        3. Outstanding Achievement Award

# Committee Reports/Updates

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

No updates at this time.

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

We will be dropping off a card and engraved business card holder to each of the UP Shocker Pride award winners next week.

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

Committee will prepare meeting follow-up email for constituents once the minutes are approved.

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

Election for UP has been completed. The winners are:

Elected Senators (2-year term), selected by the UP constituency via electronic vote:

Amy Belden, Academic Affairs

Shareika Fisher, Academic Affairs

Kristina Archambeau, Academic Affairs

Kayla Jasso, Academic Affairs

Erin Shields, Academic Affairs

Tyler Gegen, Academic Affairs

Ellen Abbey, Administration & Finance

Aswini Kona Ravi, Research & Technology Transfer

Brian Austin, Research & Technology Transfer

Tyler Pennick, President’s Office, General Counsel, & Strategic Communications

At-Large (1-year term), selected by the UP Senators via electronic vote:

Lisa Hansen

John Jones

Jeswin Chankaramangalam

Daraleen Estill-Matos

Krysti gave a report on the elections, in that there were a few glitches in the voting app, but thanks to Kevin Crabtree, it was fixed and everything worked smoothly. Several senators from Academic Affairs are leaving senate due to term limits. Trish reported that UP nominations will be taken in June or July for a new Secretary and VP/President-Elect. Elections will be held in late July or August.

Matt Houston provided a report on USS elections. Randy Sessions was previously elected as President-Elect and will begin his term of President in June. Two new senators were elected: Scott Williams and Trisha Wenrich. Amy McClintock has been elected as Vice President/President-Elect. Trisha Wenrich has been elected as Secretary.

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

Draft of the Three Year Long Range Plan is done and being reviewed by the UP/USS Presidents and VPs for feedback. Will be asking committee leaders to provide updates to progress on goals so that we can wrap up Year 1 of the plan. Gabriel reported that they will be getting the goals put together soon for the draft constitution.

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

No updates at this time.

* + 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).** Will be meeting on Thursday and votingon the sub-committee recommendations on GU spending. There were some important proposals that will soon be moving onto PET for their consideration, although, with the understanding that spending during a period of other budget cuts requires significant documentation to justify either regulatory compliance or strategic outcomes.
    2. **Human Resources Meeting (Joint).** A meeting was held a few week ago with Judy. There are no major changes or updates.
    3. **Legislative Update (Joint).** Zack will be hosting a Zoom meeting. Julie will send a Zoom invitation to anyone who is interested in attending. Julie also suggested that we follow Zack’s blog to receive updates. Information is available [here](https://wsugovrel.wordpress.com/).
    4. **Library Appeals (Joint, Representative from Each Senate)**

No appeals at this time. Connie reported that the Library changed their policy pre-Covid, including removing fines for overdue books. This will result in a decrease in appeals.

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

We have not had any appeals to decide on this past month. However, that will likely change as Parking Services will soon resume ticketing. Ticketing will resume after Memorial Day, so be sure to park in the correct lots. Summer rules are in effect.

* + 1. **President’s Council/PET Meeting (Joint)**
    2. **President Meeting (USS) and President Meeting (UP).** Julie stated that there have been bi-weekly meetings with Dr. Golden since the start of the pandemic. She and Matt have worked with Anna to make sure we are getting the agenda for KBOR meetings in advance so that we know what is being presented. The president’s office will also provide information on WSU Today on the week of KBOR meetings in which WSU will present any major topics so employees can know in advance. The budget has been addressed several times in the previous Faculty/Staff Town Halls. The budget hinges on several major factors, including enrollment and any budget cuts from the state. A portion of the CARES funding will be used to help fill the gap in WSU’s budget, if possible. Trish reported that Dr. Golden has stated the new task forces are nearly complete and he has received several final reports. At the end of the month he will share some announcements on the findings and plans moving forward. He plans to share with Senate leadership before it gets sent out so we can ask questions or provide feedback. Julie indicated that around this same time, Dr. Golden will roll out his strategic vision for Wichita State. We can watch for that sometime in June.
    3. **RSC Board of Directors (Joint, Representative from Each Senate)**

No updates at this time. They have not had a meeting since we have been under the stay at home orders.

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

No appeals; no updates at this time.

* + 1. **UPS President’s Council (UP) and USS President’s Council (USS).** Matt reported on the discussions of the USS President’s Council. K-State has furloughed 350 employees until August. Overall, it is felt that WSU is in better shape than the other Universities. Camille reported that the same subjects are being discussed in UP President’s Council meetings. Matt Casey, KBOR Legislative liaison, has shared with ESU that he didn’t feel higher education would see major budget cuts in the next several years, however, that is always dependent on many things. Discussions are being held about the handling of graduation ceremonies and other large events, but not certain due to what the Governor’s requirements will be. Trish reported about the Health Commission looking at Health Quest and will be meeting in June to determine if adjustments need to be made in Health Quest required points.

# As May Arise

* 1. **Upcoming Meetings/Events:** 
     1. **11 a.m.-12 p.m. Friday, May 22, 2020 – Virtual Town Hall for Faculty and Staff.** Julie asked for input on themes and pre-planned questions senators want to be addressed at the town hall meeting. Questions were: 1) Plans for student returning to campus in fall including how full the dorms will be. 2) What would happen or change if someone tested positive for Covid. Camille addressed and explained the action that would take place if someone tested positive. Sedgwick County would notify that individual and could also contact WSU and Camille to assist. If a student, WSU would assist with the contact tracing. If employee, supervisor would be contacted to assist. Messaging has been drafted if a case occurs and depending on the level of contact, measures would follow for quarantining and testing. 3) How will shuttle bus be handled. 4) Julie reminded staff to take the employee and/or supervisor training sessions that have been created for returning to campus.
     2. **3-4 p.m., Monday, June 8, 2020 – Virtual Town Hall for Faculty and Staff**
     3. **9-11 a.m. Tuesday, June 16, 2020 RSC 142 Harvest Room** *(Location Depends on State/University Guidelines)*

# Adjourn