USS & UP Joint Senate Meeting

9-11 a.m. November 17, 2020 via Zoom

# In Attendance

**UP Senators:** Krissy Archambeau, Brian Austin, Amy Belden, Anetra Burton, Jeswin Joseph Chankaramangalam, Shawn Ehrstein, Daraleen Estill-Matos, Shareika Fisher, Gabriel Fonseca, Trish Gandu, Denise Gimlin, Lisa Hansen, Kayla Jasso, John Jones, Judi McBroom, Lucy Petroucheva, Ashwini Kona Ravi, Julie Scott, Erin Shields

**USS Senators:** Linda Claypool, Travis Dorian, Matt Houston, Sheryl McKelvey, Randy Sessions, Trisha Wenrich, Lisa Wood

**Guests:** Larry Burks Sr., Zach Gearhart, Kelly Herzik, Janice Daugherty, Beth Uhler

# 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. **Reintegration Working Groups**
        1. Reminder that offices will remain open from November 20 – December 18, and the university is encouraging offices to continue staggering staff hours on campus during that time and into the Spring 2021 semester.
     2. **Shared Governance Visioning Team** 
        1. No updates at this time.
     3. **HR Service Recognition Task Force**
        1. No updates at this time.

# New Business for USS & UP Senates

* 1. **VP of Workforce Diversity, HR and Professional Development interviews**
     1. Senate Presidents were invited to meet with the candidates.
  2. **Speaker: Zach Gearhart, Director of Government Relations** 
     1. Focuses on federal, local and state relations, ideally with equal priority.
     2. **Relationships** – Zach and Andy Schlapp spend the bulk of their work (60% of their time) building and maintaining relationships with legislators, candidates, and other lobbyists. COVID-19 has changed the way their work looks, but fundamentally it is all about relationship building and educating.
     3. **Budget** – Approximately 22% of our operating budget comes from the State of Kansas. Previous generations saw up to 70% funding from the State. Wichita State will not know what our FY22 state funding looks like until April/May 2021. In FY21, Governor had to cut about $375M from the State budget in order to balance the budget. This was an effect of COVID shutdowns. Updated revenue forecasts show that the FY22 may only be down $153M, which would put the state in a better position than early forecasts suggested. This represents <1% of the overall state budget. Even with these numbers showing a less than 10% shortfall, our institution still needs to plan for FY22 cuts as a proactive measure. Federal stimulus packages to the states could impact higher ed funding from the state level.
     4. **Potential legislative issues this session** – Block Grant funding (operating funds), Special Projects (NIAR, Engineering Expansion Grant, deferred maintenance, NDIT, etc.), and Non-budgetary Items.
  3. **Vote: Resolution Concerning Free Speech, Expression and Academic Inquiry**

**UP Senate Motion:** Motion made by UP Senator Fonseca to endorse the Resolution Concerning Free Speech, Expression and Academic Inquiry at Wichita State University as presented for approval. Motion Seconded by UP Senator Belden.

Vote Count: 14-0-3

Action: Motion Passes

**USS Senate Motion:** Motion made by USS Senator Claypool to endorse the Resolution Concerning Free Speech, Expression and Academic Inquiry at Wichita State University as presented for approval. Motion Seconded by USS Senator Wood.

Vote Count: 7-0-0

Action: Motion Passes

**Discussion:** No calls for discussion prior to vote.

* 1. **Vote: UP and USS Senate Merger**

**UP Senate Motion:** Motion made by UP Sen. Fonseca to approve the merger of the UP Senate and USS Senate to become the University Staff Senate and adopt the Constitution of the Wichita State University Staff Senate as presented for approval. Motion Seconded by UP Senator Belden.

Vote Count: 15-0-2

Action: Motion Passes

**USS Senate Motion:** Motion made by USS Sen. Claypool to approve the merger of the UP Senate and USS Senate to become the University Staff Senate and adopt the Constitution of the Wichita State University Staff Senate as presented for approval. Motion Seconded by USS Senator Wood.

Vote Count: 6-0-1

Action: Motion Passes

**Discussion:** A senator asked how it would be decided if current terms would be carried over under this new Constitution, or if we would elect an entirely new Senate.If the merger is approved, this will be on the agenda to discuss at the December meeting.Gabriel Fonseca pointed out that the new Constitution is shorter than the previous ones because procedures will be outlined in a separate document moving forward.

* 1. **Speaker: Shelly Coleman-Martins, Vice President of Strategic Communications & Chief Marketing Officer**
     1. Will reschedule in Spring 2021

# Committee Updates & Discussions

* 1. **Committees**
     1. **Awards/Recognition (Joint) & Staff Recognition Task Force**
        1. In October, the Awards and Recognition Committee reviewed last year's submission form and web page. Since the form had been completely revamped last year, only minor changes were suggested. In addition to updating dates to reflect the current year, we included verbiage to clarify and emphasize required qualifications and number of recommendation letters (2). For November, we will be finalizing dates and information needed to start requesting nominations.
     2. **Communication and Website (Joint)**
        1. Currently working a webpage that will explain the timeline, benefits, and FAQ related to the UP/USS Senate merger. Website will be included in the communication to UP and USS staff.
     3. **Election (USS) and (UP)**
        1. UP: No updates at this time.
        2. USS: No updates at this time.
     4. **Organizational Governance (Joint)**
        1. No updates at this time.
     5. **Policy Review (Joint)**
        1. No updates at this time.
     6. **Professional Development and Service (Joint)** 
        1. The Stock the Support Locker Competition closed on November 13. We are awaiting the final results of the total amount collected and winner this year. SGA will announce winners at December 2 meeting.
  2. **Campus/University Business Meeting Updates**
     1. **AOC (UP Representative)**
        1. No updates at this time.
     2. **Budget Advisory Committee (Joint)**
        1. Continuing to monitor budget situation and still planning for potential cuts for FY 22.
     3. **Human Resources Meeting (Joint)**
        1. HR doesn’t plan to move forward with any changes to the procedures for inclement weather at this time.
        2. Discussed ways to communicate/update campus on the market-based pay transition. They need to update the working titles and make changes in PeopleAdmin. Anticipate being fully transitioned in April and expect all employees will have met with their supervisor to discuss their job description, title and pay range. Plan to hold employee briefings with the colleges/divisions to share the process to this point and the timeline moving forward. Senate leadership encouraged HR to be actively involved in and lead the employee briefings to ensure consistent messaging.
        3. Continuing to look for ways to provide mental health breaks for employees during the spring semester. If you have thoughts, please send to Trish and Randy to share with HR.
        4. Exploring ideas to recognize employees leading up to the holidays given large holiday gatherings likely won’t be possible. Please share any ideas with Trish and Randy.
        5. Voluntary Separation Incentive Program: 67 people applied for the early retirement option; two withdrew their application. The remaining 65 were approved and will retire/separate on Dec 26. They will have from that point until the first week in January to confirm their retirement to obtain the payout funds. 16 of the 65 are faculty.
        6. Couple staffing changes in HR. NIAR will be doing stand-alone HR moving forward and have hired Marci Holsteen to be their HR Manager. Sheryl Propst has been moved into the Director of Talent Management position. Talent Acquisition will now fall under her rather than being a director position. One other person will be going to NIAR with Marci and they also have one staff member who has been approved for the VSIP.
     4. **Legislative Update (Joint)**
        1. As the 2020 census comes to an end, the State is required to redistrict or reapportion state legislative seats as well as federal congressional seats based off population changes in Kansas. The Governor has proposed letting a non-partisan commission determine how to redistrict seats which could determine control of the Kansas legislature as well as which parties are favored to win Kansas’ congressional seats. The legislature is now potentially empowered to rebuff that strategy with veto-proof majorities.
     5. **Library Appeals (Joint, Representative from Each Senate)**
        1. No updates at this time.
     6. **Parking Appeals (Joint, Representative from Each Senate)**
        1. The Parking Appeals Committee has seen around 5-6 appeals a day. Most of them are for students parking in yellow lots, facing their vehicles against traffic, overtime parking, or not paying in the garage. We are still offering 1st time offenders the option to take the quiz, so they know the rules and regulations. We also offer food for fines once a month through the student advocate and we are now also going to be offering school supplies for fines as well starting in February. We want to try to help all students, faculty & staff any way we can.
     7. **President’s Council/PET Meeting (Joint)**
        1. No updates at this time.
     8. **President Meeting (Joint with UP & USS Senate Presidents)**
        1. Had our first meeting with Interim President Muma. He shared that COVID cases have gone up a little on campus but not to the level of concern. University is offering a one-time test for asymptomatic employees.
        2. He shared the University plans to provide a boxed Thanksgiving meal to employees on campus the Tuesday prior to Thanksgiving. It’s safe to serve food if served in a to-go or being served by someone from catering and attendees are able to spread out and distance if eating together.
        3. Still planning for potential budget cuts for FY 22. It’s likely we’ll have a cut but hopeful it won’t be as bad as the initial projections.
        4. The positions that will be vacant due to employees accepting the voluntary separation incentive may be filled depending on how essential the position is. A significant number of positions in academic affairs likely won’t be filled. Many of the positions are senior level and we may be able to hire someone at a lower pay rate.
     9. **RSC Board of Directors (Joint, Representative from Each Senate)**
        1. No updates at this time.
     10. **Traffic Appeals (Joint, Representative from Each Senate)**
         1. The appeal we had challenged our finding because the ticket said her car was a 4 door and it is a 2 door. Checked with the police department to see if that made a ticket invalid and they said they would leave it to the committee to decide. We upheld the ticket. We haven’t had any additional appeals.
     11. **UPS President’s Council (UP) and USS President’s Council (USS)**
         1. Held a joint council meeting beginning of November. Discussed possibly administering the satisfaction survey again in fall 2022. Satisfaction survey planning sub-committee will discuss timeline and questions with Docking Institute and report back to full councils.
         2. Discussed what campuses are doing to show gratitude and recognize the challenges faculty and staff have faced over the last few months. Some campuses have designated additional days to close their campus around the holidays while others are giving employees paid time off instead of using accrued leave for days the university was already scheduled to be closed.

# Ex-Officio Reports

* 1. **Athletics**
     1. No updates at this time.
  2. **Alumni Association**
     1. No updates at this time.
  3. **Foundation**
     1. No updates at this time.
  4. **President’s Diversity Council**
     1. No updates at this time.
  5. **Student Government Association**
     1. SGA has begun conversations with university administration about building in mental health wellness days next semester since Spring Break was removed from the 2021 calendar.
     2. They are also advocating for election day to be a university holiday where classes would not be held on future academic calendars.

# As May Arise

* 1. **Upcoming Meetings:** 
     1. **10-11:30 a.m. Wednesday, December 9, 2020 – Fall General Meeting**
     2. **9-11 a.m. Tuesday, December 15, 2020 – UP/USS Senate Meeting**

# Adjourn

# Adjourned at 10:01 am