University Staff Senate

March 21, 2023 | 3:30pm-5:00pm | RSC 265

**Senators in Attendance:** Denise Gimlin, NaQuela Pack, Ali Levine, Anne Marie Brown, Lisa Clancy, Alysa Janner, Vickie Forbes, Will Fulls, Sara Rue, Kennedy Rogers, Pamela O'Neal, Erin Shields, Jason Bosch, Kendra Nguyen, Rachel Tuck, JaNeshia Wilson, Teresa Moore, Stacy Salters, Randy Sessions, Katie Austin, Johny Buchanan-Spachek, Matt Houston, Amy Belden

**Senators not in Attendance:** Jennifer Nicholson, Amy McClintock, Carrie Henderson, Marissa Kouns, Cheryl Miller, Jessica Pierpoint, Jeswin Chankaramangalam, Carrie Wyatt, Gabriel Fonseca

**Guests:** Lana Anthis, Gage Dowling, Wendy Brooking, Angela Linder

1. **Call to Order**
   1. Minutes approval process – Electronic
   2. Committee Reports/Updates – Submitted in Advance
2. **New business**
   1. [Barton Speaker](https://www.wichita.edu/administration/president/events/barton_speaker_series/index.php) – Cody Keenan, speechwriter for Barack Obama
      1. This upcoming event is currently sold out, but we are looking forward to seeing those that were able to get a ticket there!
   2. Senate Elections
      1. Senate elections are coming up. Nominations will open up on March 27th and be open for a week.
      2. There are currently 6 open slots for exempt staff and 9 open slots for non-exempt staff.
      3. Email communication will be going out – we will have draft emails for staff senate to send out to their constituents with information about the nomination process and encouraging voting.
      4. We will not be posting in WSU Today due to some confusion for those that are not eligible to participate.
      5. The election will take place from April 24-May 1st.
   3. Professional Development and Service updates
      1. The Professional Development & Service committee has been working hard on finding opportunities for staff.
      2. In the works, there is a landing page on the website that will have all opportunities available to staff listed.
      3. Center for Management Development – the committee met with Paula Seiwert, Director of CMD, and the Center for Management Development will be bringing back the 20% discount offer for public classes to WSU staff.
      4. Kansas Leadership Center – the committee met with KLC and discussed their programs. There is currently a cohort of Student Affairs faculty and staff that went through the Transformational Grant. KLC would like to open up and invite anyone who has ever attended any of the KLC programming/classes/trainings to join their next meeting on March 23rd from 2-3 p.m.
      5. Tour of NetApp – April 11th from 11 – 12:30pm
         1. A tour is planned in April. A registration survey will be provided and logistics are currently being sorted out.
      6. Service Opportunities:
         1. April 1 – Touch Up Shocker Neighborhood – [volunteer online](https://wichita.galaxydigital.com/need/detail/?need_id=785575) by Friday, March 31st.
         2. April 16 – Open Streets ICT @ WSU and Shocker Neighborhood. [Register online](https://docs.google.com/forms/d/e/1FAIpQLSdpB1Uf4kegZMRt0CA_5PkMjlW7YR9shM_hn_kCPWlZE2br_g/viewform) by Sunday, March 26th
   4. WSU Masterplan – Campus Engagement
      1. WSU has been working on the masterplan with Gensler.
      2. A survey was sent out through WSU Today and several focus group meetings have been held. Gensler will be putting together the information received from both the survey and meetings and share.
   5. Parking Committee meeting
      1. The parking committee held its first meeting to discuss issues and areas of improvement.
      2. Some topics of discussion were the parking garage. Questions on the cost of having the parking garage and how much income we are receiving from the garage, why are staff having to park on the 4th floor when we pay for parking on campus, and signage confusion.
      3. WSU has over 10,000 parking spaces, not all are the same width.
      4. Discussion on whether parking could be provided as a “reward” or for faculty & staff.
      5. Staff senate also discussed the feasibility of parking being free and whether organizations that are leasing WSU space, whether their staff have to pay for parking as well.
      6. Validation Code System – there is a validation code system possibility for those that are holding events on campus to provide that code to their attendees that park in the garage and then after the event, parking would invoice the event organizer for the amount of codes used.
   6. Becoming an anti-racist university
      1. The President’s executive team went through the “Becoming an Anti-Racist University” training. Denise is checking to see if information and resources from that training can be shared to all staff.
   7. Mandatory Faculty and Staff Title IX Training Due on April 7th
      1. [As shared through WSU Today](https://news.wichita.edu/2023/03/21/title-ix-training-due/):
         1. *“Faculty and staff at Wichita State University are required to complete mandatory training on preventing harassment and discrimination. The deadline has been extended to Friday, April 7th. This prevention training, which is led through WSU’s Office of Institutional Compliance, is not only important in making our campus a welcoming and equitable environment, but it’s also important for Title IX compliance. If you have completed your training, thank you for helping us make real progress in making our campus safe, inclusive and equitable.* ***If you have not completed the training, it is very important that you do so no later than April 7.*** *The “Preventing Harassment and Discrimination” training is accessible on the Faculty/Staff tab on the myWSU page under “Employee Required Training.” Student employees can access the training on the myFinances tab under “Student Required Training.” University supervisors should follow up with their employees to ensure that they are completing the training by the deadline. Supervisors are expected to work with employees needing accommodations or extensions as necessary.”*
   8. Staff Senate / Faculty Senate / SGA meeting
      1. Senate presidents from Staff, Faculty, and SGA are meeting to discuss how all three can work together more and discussions on continuity of work since senates change regularly.
3. **Old Business/Reminders**
   1. Executive Committee will be reviewing Bylaws and Constitution; once updates are made we will present to the senate for review/vote.
      1. Edits will be shared with the Senate in the April meeting to review.
   2. Update on Docking Survey Committee recommendations
      1. Staff are working on putting together recommendations to provide to leadership based off of survey results.
   3. Questions/concerns relating to HR presentation at the last meeting?
      1. Senators brought up questions they had from the presentation at the last meeting. The following questions were shared:
         1. Whenever the topic of an employee’s longevity is brought up, the answer seems to be constantly glossed over or the response is, “everyone is going to get raises”.
         2. Why are performance evaluations done, if they don’t matter.
            1. There is a new system that will be put in place that will hopefully address the disconnect of performance evaluations
         3. A question was brought up about resumes during the presentation and was told that HR doesn’t have access to them. Why is that the case?
            1. Those that have been hired on since the current system, resumes can be accessed easily, those hired on prior to the system are more difficult to access. HR has been discussing with leadership on how to address this topic, currently there are no easy answers.
         4. Question from constituent that was shared: Is the senate aware of the disparity of salary offered for those at are newly hired compared to those that are in the jobs currently
            1. Yes, HR and senate is aware
         5. Does location affect base pay? For positions where staff are in different states, is the difference in cost of living taken into consideration?
            1. Yes, that is taken into consideration for those specific positions. HR does look at the market every year and reprice positions accordingly.
   4. Staff Distinguished Service Awards
      1. The recipients of the Distinguished Service Awards are as follows:
         1. Wayne Carlisle Distinguished Service Award:
            1. Jana Henderson, Associate Director of Pre-Awards - Office of Research
         2. Staff Senate’s President Distinguished Service Award:
            1. Jennifer Anozie, Instructional Design Specialist - Health Professions Dean's Office
            2. Carley Enyart, Associate Director of Residence Life and Educational Engagement - Housing and Residence Life
            3. Sheri-Lyn King, Medical Receptionist - Communication Sciences and Disorders
            4. Kevin Wedan, Executive Assistant - Fine Arts Dean’s Office
      2. All awardees have been notified.
      3. The President’s Distinguished Service Awards Celebration has been scheduled for Friday, May 5th at 9:00a.m. in Woolsey Hall Auditorium.
4. **Committee Updates - provided in advance**
   1. **Senate Committees**
      1. **Awards and Recognition** 
         1. The committee presented President Muma with the top 5 nominations for President’s Distinguished Service Award, and from those nominations, he selected the Wayne Carlisle Award recipient. The other top 4 will be Distinguished Service Award recipients.
            1. We had many great nominations overall this year!
            2. Nominees, nominators and Staff Senate Executive team have been notified of who the award recipients will be.
            3. Awards Ceremony will be **May 5, 2023 in Woolsey Hall.**
         2. Jessica Pierpoint, co-chair of the Awards Committee, is now on maternity leave pending the arrival of our 2023 Senate Baby! Teresa Moore is now taking over as primary chair until Jessica’s return in June.
      2. **Communication and Website**
         1. Committee met on March 1 to discuss the Communications Committee Guide, with a goal of completing the guide by May.
      3. **Elections**
         1. The Elections Committee met in March to finalize dates and election set up.
            1. Election Nominations will open on March 27th and run through April 5th.
            2. There are 6 Exempt positions available and 9 non-exempt positions.
            3. Once the Nomination process closes, the Elections Committee will reach out to those nominated to request a photo and bio for the website.
            4. Staff Senate elections are set for April 24th through May 1st.
            5. **Please encourage all staff to participate!**
      4. **Policy Review**
         1. No updates at this time
      5. **Professional Development and Service**
         1. Two meetings were held to learn and discuss professional development opportunities.
            1. Center for Management Development

Due to the committee contacting (thanks Teresa Moore) and scheduling a meeting with the Center for Management Development, Paula Seiwart was able to speak with the CMD director and CMD is now back to offering 20% off their public classes to WSU staff! This occurred a few years ago but had not continued since before 2019 I believe she said. Tuition assistance is still not allowed to use but this is a conversation we brought up to Jason Bosch in the meeting and he would share with Senate President to bring up to HR.

Not a lot of WSU staff currently enrolled and maybe the 20% off will help increase that.

Leaning on the culture of learning: investing in staff to take a class is an economical way to spend training dollars. Paula will also send an email to the supervisor of the registered staff with a few coaching skills and then a debrief after to help translate the learning into the job.

Coffee, soda, water and a light breakfast are included, as is lunch!

* + - * 1. KLC Conversation with Staff Senate & Professional Development Committee – **March 23rd 2 -3 pm** in the Shocker Hall Multi Room (inside Building A)

A cohort of Student Affairs faculty and staff that went through the Transformational Grant with KLC started meeting and we would like to open that up and invite anyone who has ever attended any of the KLC programing/classes/trainings to join the next meeting. This is an opportunity to come together as a peer mentoring group and discuss how we can utilize the skills learned together.

* + - 1. Tour of NetApp – April 11th from 11 – 12:30pm
         1. All attending will need to register within NetApps system and sign an NDA – this is being worked out now
         2. May need to come early to register with NetApp or they will send something out prior
      2. Service Opportunities:
         1. April 1 – Touch Up Shocker Neighborhood – [volunteer online](https://wichita.galaxydigital.com/need/detail/?need_id=785575) by Friday, March 31st.
         2. April 16 – Open Streets ICT @ WSU and Shocker Neighborhood. [Register online](https://docs.google.com/forms/d/e/1FAIpQLSdpB1Uf4kegZMRt0CA_5PkMjlW7YR9shM_hn_kCPWlZE2br_g/viewform) by Sunday, March 26th
  1. **Campus/University Business Meeting Updates – provided in advance**
     1. **AOC (Academic Operations Council)**
        1. No updates at this time
     2. **Budget Advisory Committee**
        1. No new updates at this time – next meeting (open to all) is Friday, March 24th at 3pm in RSC 233
     3. **Human Resources Meeting (Joint with Faculty Senate Reps)** 
        1. Follow up on employee ADA support through Disability Services
           1. Disability Services can be used by staff IF it is an approved accommodation through the standard HR accommodation review process.

There is some concern of a liability issue for people with mobility issues in terms of their ability to get on and off the golf carts being used currently. Teri Hall’s team, in conjunction with facilities, is looking at other options for this type of transport that might be better.

Other issue – not staffed currently to provide door-to-door transportation support that they had in the past.

* + - 1. Update and next steps on wellness rooms and policy review
         1. This is related to being recognized as an employer supporting breastfeeding – working on applying for a small grant to improve amenities, etc. Jolynn Dowling, Faculty Senate president-elect, is working with HR on this.

Currently have about 14 wellness rooms on campus (including satellite campuses)

OIEC website info needs to be updated to separate wellness room info from accessible bathrooms as lactation rooms need to be more than just a restroom.

Jolynn will fill out the paperwork and send it to HR for review; HR is working on updating wording on policy.

* + - 1. Talent Acquisition transformation project
         1. Have contract signed with the vendor – ready to move forward
         2. Krista Thacker is the project manager and will be meeting with the company reps to get things started
         3. Communication will go out soon, possibly additional asks for more committee members

Will provide a calendar along with an idea of time commitments for committee members

Ask for suggestions for a name of the project, possibly with a reward for the chosen name.

* + - 1. ICAA HR person (Jania Kistler) is retiring, so her duties are being transferred to HR.
         1. ICAA has different benefits and plans
         2. Update will be going out after spring break to ICAA about who their contacts will be after everything transitions to HR.
    1. **KBOR Briefing** 
       1. No updates; March KBOR meeting is this week
    2. [**Legislative Update**](https://www.wichita.edu/administration/government_relations/updates.php)
       1. No updates at this time – next meeting is on Friday, March 24th
    3. **President One-on-One**
       1. No update – have not met in March
    4. **RSC Board of Directors**
       1. No update – board meets quarterly
    5. **Traffic and Parking Appeals**
       1. Nothing new to report
    6. **UPS/USS President’s Council (KBOR)** 
       1. No update – next meeting is March 28th
    7. **VP of Finance & Administration One-on-One** 
       1. No Update, did not meet in March

1. **As May Arise**
2. **Upcoming Meetings/Events**
   1. Cody Keenan, Barton Series Speaker – 6pm, March 30, Weidemann Hall
   2. Next Senate meeting – April 18, 2023 – 3:30pm, Room 142 RSC
   3. Check the [Events Calendar](https://www.wichita.edu/calendar/index.php?com=searchresult) for upcoming events on campus