University Staff Senate

October 17, 2023 | 3:30pm-5:00pm | RSC 142 Harvest Room

**Senators in Attendance:** Courtney Lockhart, Emily Martin, Jennifer Nicholson, Kennedy Rogers, Amy Belden, Angela Linder, Anne Marie Brown, Carrie Wyatt, Denise Gimlin, Erin Shields, JaNeshia Wilson, Jessica Pierpoint, Johny Buchanan-Spachek, Kendra Nguyen, Krissy Archambeau, Lyndsay Pletcher, Matt Houston, Nathan Johnson, Rhenee Shenk, Sara Rue,

**Senators Not in Attendance:** Akeila Wilson, Marissa Kouns, Amy McClintock, Jacob Mendez, Jason Bosch, Naquela Pack, Pamela O’Neal, Stacy Salters, Wendy Brooking, and Vicki Forbes.

**Guests:** Susan McCoy, Sara Herrman, Lee Ann Birdwell, Francine Angell, Md Gofur, Stacia Boden, Vicki Whisenhant, Julisa Khan, Lana Anthis, Gage Dowling.

1. **Call to Order (3:33pm)**
   1. Approval of Minutes – approved unanimously by all present in-person. Unsure if there is quorum.
   2. Committee Reports/Updates – Submitted in advance.
2. **New Business**
   1. Vicki Whisenhant, Chief HR Officer
      1. Plans to come to Senate every Fall and Spring to provide goals and progress updates and to hear our questions and concerns.
      2. Employee Headcount & Turnover Rates
         1. Main campus headcount has stayed consistent while IDP has grown by 25% over last 5 years.
         2. Seen 42% increase in employee turnover, which is still below the national average of 16%. (WSU Turnover: 10.6% in FY19; 15.1% in FY23)
      3. Market-based compensation outcomes
         1. Long-term goal is to pay employees at-market values.
         2. FY24 goals: Move all employees to at least minimum of their respective pay range, Re-run FY23 analysis for faculty who earned one or more PIR and provide increases as needed, Apply an across-the-board increase at the beginning of FY24.
         3. Results: Moved 211 staff to min. of their pay range. This happened before the 2.5% pay increases we saw at the beginning of the FY. 42 faculty also received pay adjustments. 1,706 faculty and staff received 2.5% across the board increase.
         4. Still seeing a 15% gap in the movement to Middle of Market, despite ~10 million dollars being allocated to this initiative.
         5. Making plans to make sure they can keep up with the market as they continue down this path to paying at Middle of Market. Establish goals for each fiscal year to make sure they are staying on top of it.
         6. Reviewed Annual Pay Analysis Cycle. Pointed out that a big data gap in this process is prior professional experience. They have been brainstorming how to include this very important data, and will be working this year to allow staff to self-report related work experience and supporting data. Via online survey. They will analyze the data from that survey and include the data in the annual analysis process.
      4. FY24 HR Strategic Priorities – Vision: *Create an excellent employee experience, every time.* 
         1. **Generate culture of high-trust:** strategy-focused professional development, close compliance gaps (leave, ADA, DOL regs, remote work), advance DEI and belonging. Looking for systems to track all these variables in a more efficient way. Constantly monitoring policies, materials, etc. for inclusivity and access. Also launching listening forums.
         2. **Attract & Retain Talent:** Transform hiring and onboarding process, refine market-based compensation including leader education, stabilize ICAA support by adding new HRBP, easier employee access to HR info on web and intranet. Transitioning to new hiring and onboarding is off track due to technical challenges with Banner integration; will require custom integration, which was unexpected.
         3. **Evolve HR Team:** Continue team coaching, invest in professional development for teams and individuals, establish HR metrics and a data tracking dashboard.
      5. Questions from the group:
         1. Why was the $10M not enough to close the Middle of the Market gap? The market moved more than we could catch up.
         2. Did the university or the state fund the 2.5% raise? Both!
         3. How will highest degree earned factor into the pay analysis process? Survey will ask about both work experience AND education.
         4. Is there a regular cadence to retiring and/or updating HR forms and employee files? Nope.
         5. How are grant-funded positions (mostly externally funded) considered in the market-based compensation model? Today, those groups are not required to be part of the process because it will likely not be possible for them to keep up with other departments, but areas that feel they do have the resources to move toward Middle of Market can participate.
3. **Old Business/Reminders**
   1. Recommendations from Ad Hoc Committee on Scholarships
      1. Overall recommendation is to continue with the scholarship program with some minor structural/wording changes.
      2. See separate document outlining specifics and recommendations.
      3. Angela Linder asked for a motion to create a new standing Scholarship Committee under the Staff Senate. Belden motions; seconded by Wilson. Approved by vote of in-person senators.
      4. Hoping to have application draft and guidelines ready for full senate review by next meeting.
   2. Stock the Shocker Support Locker Challenge
      1. Jason and faculty senate president Jo Dowling met on September 26 to develop the faculty-staff challenge plan. The competition will run October 23 through November 10. Announcements will begin running in WSU Today near the October 23 start date and running through the end of the competition.
      2. Jo is currently working on confirming drop-off locations on campus—we are tentatively planning on drop locations in 13 campus buildings. Boxes will be distributed on October 20. Each location will have two boxes: one labeled for staff donations, and one labeled for faculty donations.
      3. UPD will pick up the boxes on November 13 and deliver them to Grace Wilkie Hall. All senators are invited to assist with counting items on November 13 from 2:30-3:30pm in Grace Wilkie Hall.
4. **Committee Updates - Provided in Advance**
   1. **Senate Committees**
      1. **Awards and Recognition** 
         1. No updates.
      2. **Communication and Website**
         1. No updates.
      3. **Elections**
         1. No updates.
      4. **Policy Review**
         1. No updates.
      5. **Professional Development and Service**
         1. Staff Senate Social scheduled for Wednesday, November 8th from 3:00pm to 5:00pm in the RSC Ballroom.
            1. The main purpose of the event is for staff members to be able to meet their assigned senators while also spending time meeting and interacting with other staff members around campus. During the event, we will be having a charcuterie board and beverages for everyone to enjoy. We will also have various icebreakers and activities for everyone attending to participate within.
      6. **Ad Hoc Committee on Scholarships**
         1. See above in old business.
   2. **Campus/University Business Meeting Updates**
      1. **Academic Forum**
         1. No updates.
      2. **Budget Advisory Committee**
         1. No updates.
      3. **Human Resources Meeting (Joint with Faculty Senate Reps)** 
         1. No updates.
      4. **KBOR Briefing**
         1. No updates.
      5. [**Legislative Update**](https://www.wichita.edu/administration/government_relations/updates.php)
         1. No updates.
      6. **President One-on-One**
         1. No updates.
      7. **Provost One-on-One**
         1. No updates.
      8. **RSC Board of Directors**
         1. Johny Buchanen-Spachek has been appointed as the senate representative on the RSC Board of Directors.
      9. **Traffic and Parking Appeals**
         1. No updates.
      10. **UPS/USS President’s Council (KBOR)** 
          1. No updates.
      11. **VP of Finance & Administration One-on-One** 
          1. No updates.
      12. **PET & Constituent Heads** 
          1. Jason will share updates from the October 3 meeting at the November staff senate meeting.
5. **As May Arise**
6. **Upcoming Meetings/Events**
   1. November Senate Meeting: Tuesday, November 17, 3:30pm-5:00pm, RSC 142 Harvest Room.
   2. Staff Senate Social: Wednesday, November 8, 3:00pm to 5:00pm, RSC Beggs Ballroom.
   3. Service Recognition Events
      1. October 30, 2:00-4:00pm, location TBA, recognition of employees with 5-20 years of service. Invitations will be sent out soon to honorees. Ceremony is open to campus community.
      2. November 9, 6:00-8:00pm, location TBA, recognition of employees with 25+ years, Bender of Twigs, and retirees. Ceremony is only for honorees and their guests.
   4. Check the [Events Calendar](https://www.wichita.edu/calendar/index.php?com=searchresult) for upcoming events on campus.