



November 9th 2016

*Present:* Denicia Angleton, Angela Beatie, Connie Basquez, Johny Buchanan-Spachek, Linda Claypool, Crystal Dilbeck, Renea Goforth, Debra Herndon, Matt Houston, Carla Mann, Walter Mayne, Sheryl McKelvey, Robbie Norton, Randy Sessions, Lisa Wood and William Wray.

*Excused:* Angela Linder, Karen Wilson, and Kimberly Gutierrez.

*Unexcused:* Jama Challans, Rosemary Hedrick, and Hercilia Thompson.

*Guests:* Becky North, UP Senate President and Judy Espinoza, Director of Human Resources.

I. Welcome and Call to Order

II. Guest Speaker: Zach Gearhart, "University Day on the Hill"

- Zach works for government relations for the university, including going to Topeka and all the government meetings. We are trying something new- it's an election year with new legislators, budget cycle. Government relations officers for the universities were brainstorming ways to have impactful day/event talk about the things that go on in higher education institutions. We want to communicate our value as they go through the budget process. In the past there have been individual university- higher education days, where higher education individuals from one university meet with legislators. We decided to try and have a single day with all institutions- so that legislators are flooded with higher education, can see the research, the capacity that our staff has. Initially the idea was to use all 5 levels of Capitol building- this would include people from all 6 state universities, 19 community colleges, 7 technical colleges and private schools. We were hoping constituencies would help with brainstorming- give us ideas about the good things that are happening in each constituency. Unfortunately, we were told we will only get 2 levels- 2 or 3 tables. We are still working on this project, and would welcome any ideas- now or through email, suggestions for what would we could communicate to legislators, what is important. The event will be on January 19th- all day affair.
- Question- Who is going?
  - i. Answer- Representatives from all schools, but there are no decisions about specifics. We are still working with Pres Bardo, Andy Schlaap.
- Question- Will we be going into each legislator's office?
  - i. Answer- We can, but we will have events throughout the legislative session in offices. We have specific line items to justify in certain meetings. We could send people in to talk to people from the South Central delegation. The problem could be that some legislators do not want to talk to you.
- Question- It would be nice if one person from each senate could be there for that one day.
  - i. Answer- Sure, we are happy to work with the senates. Maybe the Presidents could all go.
- Question- Is this a promotion of the university? Highlighting the things that are going well?
  - i. Yes, including what are we doing from research, teaching standpoint, what we are accomplishing with budget cuts. We are trying to position ourselves to be in the best place we can be when the next budget year issues coming up.



- Judy- We are justifying our appropriations.
  - Johny- We can come up with a list of suggestions.
- III. October Minutes
- Approved and put on the website.
- IV. Report from COPs meeting- Johnny
- Marcia from Fort Hays presented, from our USSC meeting we submitting the following suggestions:
    - i. free/reduced parking
    - ii. Discuss flexible work schedules
    - iii. Paid day off for community service
    - iv. Tuition assistance for employees and dependents- can go to other State universities with tuition assistance.
  - We will follow up on those things.
  - KBOR was the same thing. They seemed to be interested in all of the things we brought. Once a year we can take the tuition assistance program to KBOR with proposed changes, presented by HR in partnership with Senates.
- V. October Conference call – Discussed COPs and KBOR meetings.
- VI. Johny will have one-on-one meeting with President Bardo in November
- VII. New Presidents Council- the President’s Executive Team and the President of each Senate.
- Johnny- The administration is trying to be more open and communicate. It does take time, and there are still trust issues. They are trying to include us and give us information we need. We are being included in policy development. Somethings have been tabled for now- shared governance. We definitely need something in writing regarding involvement in Senates. We shouldn't have to use our leave to be on a senate.
- VIII. Professional development committee
- Johnny- we met this week for the first time, will have our own web page.
  - Shock Stop- where you can go for list of area businesses if you have a shocker ID card. We are going to connect that to our website for- Shocker Start (acronym):
    - i. services, tips, activities, resources and tools.
  - Kansas Star Discounts- Staff can get on the email list for changes to discounts. Link to Shock Stop site, will build with resources for professional development. Tips and software- we can download Office 365 for free, MyWSU trainings.
- IX. Becky North- Micha and Kim are having open lab time to come in and do Healthquest Surveys- this Friday and next Tuesday.
- X. Budget Meeting on Friday the 18th- good place to ask questions.
- XI. Finance Report- funds are the same. The only thing we spent was a car for last KBOR/COPs meetings.
- XII. C-Biz and Job Descriptions-
- The website is a work in progress, but they are adding to the website, only a few have a link to a job description.
  - Question- when we do our time sheets, it has our old title. Will it be changing?



- i. Answer- Judy- I will ask. Maybe we can ask Sarah to come give an update next month. One of the challenges is that we have disparate systems that we have to update.
  - Question- In the new rewritten job descriptions there is a statement about being able to “stand” and “walk in an office and campus”- how did they get that past ADA?
    - i. Answer- Johnny- There are some jobs where they can make it a requirement, but it depends on the position. People will have to work with management and HR.
  - Question- Are employees getting notified of their new position number? Those who went from USS to UP got new numbers.
    - i. Answer- Was it on the letter we got? Do we have new numbers? Timekeepers should be able to print off a report with all their employee’s position numbers.
- XIII. Committee chairs- Have committee chairs been selected?
  - Scholarship Committee- We elected Angie as scholarship committee chair- we got 5 applications.
  - On our committee list- there are lots of University Committees that no longer exist. We need to update. UP have similar senate committees, but the some University Committees don’t seem to exist anymore. The only ones that actually meet are: Weapons & crisis Management, Library Appeals, Traffic Appeals & RSC.
  - Traffic Appeals will be for moving violations now and Parking Appeals will be separate.
- XIV. General Council David Moses- Concealed Carry & Weapon’s Policy
  - Forums last spring- gathering information, listening to concerns and suggestions, once KBOR developed policy, we were tasked with creating our institutional policy. We had 12 public forums; we also collected comments through the web survey; there have been meetings of the 6 general councils, police chiefs- share common ideas, discuss issues and questions.
  - Crisis Management Committee- Johnny is on the committee, which was expanded to deal with weapons policies, all groups- students, USS, etc. were represented. The Committee reviewed all of the information, looked at issue across the country, and the feedback. The Committee then crafted a policy for WSU- lots of work put in. Emporia State took the lead, made the first draft, others followed their model with some changes. One of the requirements from KBOR is that once the policy is drafted, we have to appear before governance committee of KBOR. We submitted a draft and made some changes. At the October governance meeting, held in Hays, Emporia, K-State and Fort Hays presented. The other schools got to listen in by phone and hearing their comments and concerns. All of that information was used to make few minor tweaks. The draft policy was submitted to KBOR governance committee last Friday. David is appearing before them Wednesday the 16<sup>th</sup> of November next week. They will give suggestions.
  - Governance committee has to approve our policy. In the October meeting they said that they will submit to KBOR regents for 1 or 2 readings. The target now is that by January or Feb meeting, they will have approved our policy.
  - Once the policy is approved, we will start open forums again. University Police will carry most of the load, but David will be there as well. During these forums, they will take questions and answer as best we can. Sara/UPD will be there to explain the policy- how you can carry, where, etc. That will start in February we hope.
  - At this point the law requires we allow concealed carry by July 1, 2017. With the recent election- there could have been changes because of change in legislators, but that doesn’t look to be the case. Conceal Carry shouldn't be threatening to anyone.



- Just today we put up link with information- Wichita.edu/weaponspolicy
- Question- was there anything that surprised you from other university's policy?
  - i. Answer- the Attorney General's opinion on the law allows us to control how and when we allow concealed carry. Our policy includes language that gives president discretion to identify areas that concealed carry can be restricted- not buildings, but areas. If it's going to be an entire building, we would have to have adequate security measures. The area that this concerns are the labs, which private areas. We were the only school that had that language, two other schools adopted our language and it looks like it might fly. Our policy does have provision regarding faculty/staff offices but it might not be accepted. Fort Hayes has a proposal that will allow concealed carry in the offices but they can have lock box in office in which to leave weapon. Most of their employees walk to campus, so the governance committee seemed to accept their logic.
  - ii. The plan now is that at men's basketball game will have adequate security measures, but probably not other events. The Heskett Center is a work in progress; we may have to provide secure boxes.
- Question- where there any stipulations about housing?
  - i. Answer- Scott Jensen is working on a policy. To carry, you must be 21 or older. Most of our students are younger. What will probably happen is that they can carry in the housing, but have to have a secure holding area. The good news is that we still have several months. Another concern is the Child Development Center.

XV. New business-

- Angie Linder said we could set a date in the spring for our Open House/Townhall/Spring Fling- invite all the USS, 398 employees now. Email Johnny dates that would work. After this month, Angie will be here and be involved.
- KBOR is meeting December 14<sup>th</sup>. Our USS Senate meeting will be December 15<sup>th</sup>.
- Our constitution and bylaws need to be updated- Our name is not correct and the expectation of 32 senators is not realistic.
- Question- How many USS staff did we have before?
  - i. Answer- A little over 600. We could still lose more USS. There are currently 398 USS. Anyone with questions or thinking about switching to UP, worried about culture/climate- Talk to HR.
- Anyone want to join Johnny on the Constitution Committee? Yes, Renea and Denicia.
- Elizabeth King- she would like to speak in Feb talking about general campaign.
- Community Service Committee- Deb is chair, got email from Lystin SKerrit, chair for UP community service group, wanted to discuss and combine for community service, campus food pantry drive, People are concerned about money and time constraints of donating for community service. It would be easier to do it for our own- Campus. Area of Focus map, list of organizations that are looking for help.
  - i. Johnny suggested that we talk to Darryl Carrington- Fairmount Neighborhood Association, or the Food Pantry.
  - ii. The Boys and Girls Club moved, and there is a committee bringing Bigs and Littles to Campus. We should think outside the box.
  - iii. The Dean's Ambassadors are taking donations from students to the Campus Food Pantry that is located in RSC- 219, Carla Mann runs it, and it is open 1-5pm on T/Th, but



we will take care of anyone we can. Maybe we can make list of items that are needed and put in the Newsletter. RSC donated freezer, so now we can donate bread and meat.

**V. Motion to adjourn**

Motion:

Second:

Approved unanimously