



June 8, 2016

Present: Denecia Angleton, Connie Basquez, Kristin Brewer, Johny Buchanan-Spachek, Bryan Carter, Jama Challans, Linda Claypool, Crystal Dilbeck, Shaleah Fields, Danielle Gabor, Rosemary Hedrick, Matt Houston, Ali Levine, Angela Linder, Walter Mayne, Sheryl McKelvey, Lisa Nettleton, Robbie Norton, Stacy Salters, Randy Sessions, Micah Thompson, Connie Wells, Lisa Wood, William Wray & Carrie Wyatt

Excused: Dustin Carter, Christy Clarkson, Michael Hinkle

Unexcused: NA

Guests: Angela Beatie, Daniel Collins, Lisa Dedrick, Renea Goforth, Milissa Hawkins, Deb Herndon, Carla Mann, Robby Murray, Joan Neal, Doris Wells, Karen Wilson

I. Call to order/Welcome

II. Guest Panel – *President, John Bardo; Provost, Tony Vizzini; Vice President, John Tomblin; University Budget Director, David Miller; Director of Undergraduate Admissions, Bobby Gandu; Human Resources, Sarah Hunter; Associate Vice President of Administration & Finance, Troy Bruun.*

A) Bardo

- **Budget issues** - Governor Brownback announced a 4% cut for 2017 AY. WSU's goal was to make payroll, and we did that.
 - Reserves are not where we want them to be but we didn't have to borrow from other accounts (where we would have to pay those funds back) to make payroll.
 - Our Higher Learning Commission (HLC) viability ratio is still ok, meaning we are still financially stable enough to not trigger an audit - that's great news.
 - Tomblin and others commended Dr. Bardo for his work on his goal of making payroll and keeping staff employed in lieu of various budget challenges.
 - At the next Regents meeting, we'll be formalizing the cuts for 2017 AY. WSU will be adjusting our budget by the expected 4% state budget decrease and also by raising tuition 5%.
 - There are four fundamental sources of funds for WSU:
 - General use (GU)- from state. 4% cut for 2017 AY.
 - Tuition- depends on enrollment dollars.
 - Foundation- interest on gifts are currently running at about 4/10ths of 1%. So not earning much there. Bardo did donate the raise the Regents gave him to setup a scholarship fund for staff's children and grandchildren to attend WSU. First payout may be this fall, if it hasn't earned enough by then, will be next fall.
 - Gifts/grants- except for NIAR, grants at WSU are going down. Need to get more people applying for any that are available and make sense.
- **Fall Parking** - the lot at 21st and Oliver wasn't fully used and wasn't cost effective. The foundation of the lot was not suitable for bus traffic, so it would have cost about \$200k a year to make it so. 29th and Oliver lots aren't full, so they will still take some overflow. RSC parking garage will start construction in mid-year.

- **Innovation Campus**
 - Will have its own parking lots. Thought of stationing WSU police at certain lot entrances temporarily to let people know if they are full.
 - A 123-room hotel is being built- will announce those plans soon. The coffee house plans will be announced before July 11; it should open by Nov. 1.
 - Partnership buildings- the private company will own their building but we maintain land, utility poles, etc. WSU/state owns the parking lots, pedestrian areas, etc. The buildings will be privately owned for 30-40 yrs. then turned over to WSU/state- and would then probably be used as academic buildings. Must be built to our standards and company must have a connection to our purpose.

- **Wichita Area Technical College (WATC) merger-** met this morning on formal process of merging with WSU. It will take until Jan. 2018 to complete.
 - Final approval is expected by winter break of 2017-2018 AY by the Higher Learning Commission (HLC). They will revisit us that spring to check progress.
 - WSU already using some of their space at Webb Rd. location. Tech training has changed- we could modernize training and possibly offer from high school up to master's degree, depending on what people want.
 - Facilities Management - Major corporations are needing staff with a bachelor's degree in Facilities Management. No one is able to offer that in this area currently. This merge would give us both the opportunity to do something along these lines.
 - Hospitality Management - Wichita is a hub for many nationwide company's regional offices/ headquarters for several hospitality venues (hotels, restaurants, etc., but no one offers training of this type here. We could possibly offer a 2+2 program (WATC does the first two years of education, then as they merge with WSU, they can offer the second two years in specific training. The degree would then come from WSU).
 - The core classes will be moved so students actually take those from the appropriate WSU dept. (e.g., English core course taken at WSU but at a lower cost; student must be enrolled in that particular college). WATC won't physically move to campus, but their staff will attend dept. meetings here, etc.
 - Merge allows both entities opportunities we could not offer individually. We can see, for example, engineers taking a welding course to help make prototypes for research projects, etc. Also, affects new design projects like composite aircraft (made of various materials, not just aluminum, as traditionally made). WSU could offer hybrid courses that allow for different levels of training – depending on what the technician does on the tarmac (level 1-2 may be online courses, level 3-4 they will come to Wichita). WSU is heading up this project nationally.
 - Most WATC staff have a bachelor's degree or lower as their terminal degree. At WSU, most of them will come in as Unclassified Professionals (UP). Those who need a higher degree will go on a tenure and promotion track appropriate to their field.

- **Fine Arts- Henrion Hall/ Ideas Lab-** is still underway. Working on it, but still raising funds.
- **Food Trucks** - here June 20th. Intrust Bank offering free snow cones that day.
 - At least two trucks will be here each day; up to four. Can check online for availability and dates for which trucks will be there.
 - Detention pond and fountain will be installed in that area. Picnic tables and quick pick-up areas will be available. No umbrellas for shade at this time; due to the possibility that high winds may damage or blow them away.
 - Apps will be available soon; you will be able to order food ahead and pick up.



- **GPS maps** (directions to WSU) - many visitors are showing up at Wilner Auditorium (as that location shows up as WSU's main location in various online maps). Will look to see if we can have that point re-routed to the Marcus Welcome Center.
- **WSU Football** – conferences still deciding on their configurations. Our proposal for the possibility of a WSU team will be submitted to them in the next two weeks to see what conference it might be in, if created. Any results will be posted on the web.
- **Human Resources**
 - Sick/vacation leave question: there is no plan currently to move to a “paid-time-off” (PTO) type of leave.
 - WSU is offering the UP conversion option because it's a cost savings to the university. University of Kansas (KU) found that running two different staffing systems was quite costly and didn't seem to benefit the employees much.
 - Incentives still cost money, so it's been difficult to offer those in lieu of raises due to the current budget issues. If we had any funds, Bardo would rather add that directly to staff salaries vs. other incentives, so people could use the funds how they want. Right now, WSU is just looking for ways to keep staff employed. If you have ideas for any staff incentives that would be very low to no cost, please share that information with the Senate President.
 - Have not heard any mention of furloughs/layoffs if enrollment is down in the fall. If more budget cuts come down the road, we can't control that.
 - WSU had a pool of reserve funds, saved for staff raises, etc. but due to the budget cuts, those funds had to be given back to the state.
 - Office of Research and Technology (RTT) had initially paid all their staff through restricted use (RU) funds generated from grants and contracts.
 - That RU money isn't there now, so to keep this office functional, those staff are now paid out of GU funds (\$800k). This isn't new money, it's just allowed us to retain staff and moves the RU funds into depts. in order to generate new grants and contracts.
 - Tomblin mentioned RTT was \$4 million in debt before he took over; he's been trying to pay that down. Grants are down about 15% currently; there was an \$800k deficit last year - thought we'd have to lay-off all the research staff. Problem then becomes cyclical, if we don't have RTT staff, we cannot generate more research dollars.
 - Faculty workload is being looked at due to grant stipulations.
 - Historically, faculty have said their grants won't be awarded to them by the grantor if it has to pay for their salary, so they want to be released from a larger teaching load, etc.
 - Most grants will pay those types of costs, unless they specifically state that certain costs are excluded, the grantors actually expect to have to cover those costs to get the research done.

B) Tomblin

- **Innovation campus**- private buildings, such as Airbus, will contract out their own maintenance, etc. WSU Physical Plant could submit a bid for that if they want.
 - Oct. timeframe for parking lot at 17th Street. Will not be able to drive through to Perimeter Dr., designed that way in order to avoid student/staff traffic.
 - Parking changes- Woodman Alumni lots will close in Aug., reopen in Nov. About 240 spaces will be added. New road at 21st St. (called Braeburn St.) will be a “right in / right out” configuration - won’t be able to turn left. There will be a 22-car waiting area for the new coffee house; more than enough room for predicted traffic patterns.
 - Mall area- pedestrian walkways, picnic tables, etc. will be available.
 - 21st and Oliver Street changes- avoid that intersection for now if possible. City is currently widening it by 15 ft. on every side and will eventually create enough room for 10k more cars. Not sure of completion date yet. Will be 6 lanes across. May be 2 more stop lights- one at 18th and 19th St. (new roads on Innovation Campus). City applying for grant; waiting to hear back on that. Plan is to create islands down Oliver (like we currently have on Hillside) between 17th and 21st.
- **Police Training building**- break ground in Aug. - Sept. timeline. Will be about 60k sq. ft.
 - First two floors are the county/sheriff offices and backup city 911 center; third floor will house our WSU Criminal Justice (CJ) program. WSU will pay utilities four years or so in lieu of paying for construction- it was more cost effective for WSU. That means we are getting the building at almost no cost.
 - 75% of our WSU police force have a degree. This arrangement makes it easier for the city police officers to enroll in WSU courses as well. University police will stay a WSU unit; they have specialized training directed toward our specific population. May be able to use the facility for training though.
 - WSU Police will be the ones policing the Innovation Campus, as it’s our (state) property.

C) Miller

- Experienced about as many budget changes that could possibly occur already in his 5 months at WSU.
- Worked 15 yrs. for Sedgwick County but never heard anyone say in hard budget times that, “We will not lose people.” as Dr. Bardo has set as a goal. He is determined to make payroll as much as that is possible.
- Please feel free to email/contact him with any budget related questions.

D) Gandu

- **#1 driver to increase enrollment** - is personal referrals. Someone told a student about WSU and interacted positively with them.
- **New software, “Recruiter”** - being instituted. Will be able to track conversations, mailings, make notes like we do in Banner, but it’s used for recruiting purposes specifically. Right now just being tested in Admissions, but eventually hope it’s a tool all depts. can use. Will keep real time information at hand for everyone.
- **Communication issues** – will try to send out announcements earlier and more frequently to the campus community on events, orientations, etc. so staff can be prepared and interact with visitors in a positive, recruitment focus.



Ways to engage in recruitment:

- Staff can wear WSU attire, keep physical environment welcoming to others, esp. on orientation/Senior Days, etc. to assist in communicating a positive environment for visitors.
- If you see students walking around with the white/black plastic WSU bags and campus visit folders, take a minute to greet them, maybe offer directions, etc.
- Also discussing better preparation for weekend events - keep RSC open during those times, offer food/drink options for visitors, etc.
- *We are all WSU ambassadors*- remember to engage folks in the community as well- at the grocery store, public events, etc. Every positive interaction helps our cause!
- Bardo comments on enrollment/recruitment:
 - “Friendly faces” are an integral part in recruitment and are one of the most important ways of affecting a family’s decision to attend Wichita State. We’ve got a lot to offer and all staff need to know about our services. We all need a different mindset of being more recruitment focused, all the time.
 - Lower level courses are doing fine on credit hour production. Upper level courses in particular aren’t doing as well, esp. in Liberal Arts and Sciences. They are ok but down a bit in Health Professions as well.
 - Freshman class is up in numbers, but community colleges aren’t graduating as many students now, so they aren’t transitioning to WSU.
 - Kansas also has a shrinking youth population; the # of high school graduates is starting to decline; although it is up a bit in Wichita. Primarily these are first generation college students who don’t have mentors to navigate this new type of environment to them. WSU recently had around 1,400 African American students in this constituency show interest in attending; about half of them never finish their application. Looking at engaging community more to combat this issue via social service groups, helping find financial assistance, etc.
- If you have any recruitment ideas, great student stories, want to refer a student to WSU or even request to subscribe to the Office of Admissions email newsletter, etc. please contact: bobby.gandu@wichita.edu

E) Bruun

- Send him any questions on HR, financial statements, and the parking project.

F) Hunter

- **CBiz update**
 - Created 456 job titles; 13 job families covering 1,391 employees.
 - General titles to be released to supervisors/staff around July 1. Changes should be reflected in Banner around Aug. 1. These are generic titles, but you may choose to have a different vanity title as appropriate (e.g., general title could be “Senior Specialist”; vanity title could be “Director of Human Resources” for that position).

- Writing the position descriptions now: *general job descriptions*- covers general areas/types of positions; *individualized job descriptions*- were based on the information staff submitted. Those will be available around Sept. 1. Classification/compensation policy changes should be around Sept. 15, with completion by Sept. 30.
 - Only pay grades that were increased were positions that were below the minimum determined by the CBiz market analysis. Most WSU positions were in the mid-range, so were not affected. Most RU funded positions are not expected to increase, however, due to their funding source.
 - Each position pay grade was determined by either local, regional or national depending on where each job was originally posted/recruited.
- **Fair Labor Standards Act (FLSA) change**- effective Dec. 1- if position is exempt (non-teaching) and below \$47,476, they will be changed to non-exempt.
 - **Stacy gave quick update from Matt Johnson**- (See addendum for further information.) Those staff in physical plant/service and maintenance and commissioned police officers who fall under the collective bargaining agreement will not be able to move to UP (they will be notified). This is due to federal regulations.

III. Discussion and approval of May meeting minutes.

Approved as revised- add guest, Karen Wilson.

Motion: Lisa Wood

Second: Johny Buchanan-Spachek

Approved unanimously

IV. Continuing business

- a) General updates – USS to UP conversation data so far: 127, no / 123, yes.
CBIZ- see Sarah Hunter’s comments.
COPs/KBOR/USSC- teleconference and Ft. Hays meetings- KU isn’t participating as their constituency is small. Rotational reporting methods- ESU in Sept., WSU in Oct., etc.
Every school will present 2x a year.
One-on-one with Pres. Bardo
- b) Finance Report – \$1,592 balance; about \$270 catering bill still to be paid.

V. New business

- a) New executive team – election results for 2017 AY:
 - President:** Johny Buchanan-Spachek
 - Vice President:** Renea Goforth
 - Secretary:** Angela Beatie
- b) Certificates – thank you to all the outgoing Senators for your hard work and service!

VI. Senate Committee Reports

- a) Alternative Service Committee – (performance evals, grievance policy)- leave policy passed to match the UP staff benefit of 6.77 hrs. Accrued per pay period.



- b) Communications - NA
- c) Community Service - NA
- d) Constitution - NA
- e) Elections – done.
- f) Shocker Pride - NA
- g) Shocker Scholarship – NA
- h) Tuition- NA
- i) Welcoming - NA
- j) Professional Development- still working on this, will present data in the next couple of months.

VII. University Committee Representative Reports

- a) Campus Recreation Board – NA
- b) Library Appeals - NA
- c) RSC Board – Mike Hinkle leaving Senate, may need new rep- he can pass packet of info along to new rep. Contact officers if interested.
- d) Traffic Appeals - NA
- e) Wellness - NA
- f) Tobacco-Free Campus - NA
- g) Sustainable Efforts - NA
- h) Budget Advisory Committee – meeting next week.
- i) Crisis Management/Weapons Possession Policy Committee – reviewing the policy, present to KBOR in Oct.

VIII. Other business/As May Arise

- a) John Tomblin to present at July meeting- latest updates on Innovation Campus, etc.

IX. Motion to adjourn

Motion: Lisa Wood

Second: Ali Levine

Approved unanimously

Addendum:

Since the USS Senate meeting, further discussions have taken place which have led to a change in regard to the information shared at the USS Senate meeting concerning those employees who fall under the collective bargaining agreements on campus. Any current employee may volunteer to transfer to UP at any time (regardless of collective bargaining). Any vacant position covered by collective bargaining will be hired as USS but may choose to switch to UP at any time. All vacant positions not covered by collective bargaining will be hired as UP.