

*USS Minutes*  
*August 12, 2015*

*Present:* Sherry Alexander, Denecia Angleton, Connie Basquez, Bryan Carter, Dustin Carter, Christy Clarkson, Linda Claypool, Lora Eckman, Shaleah Fields, Danielle Gabor, Ruth Harries, Ali Levine, Shirley Lewis, Angela Linder, Dale Mauser, Sheryl McKelvey, Stacy Salters, Micah Thompson, & Carrie Wyatt

*Excused:* Matt Albers, Jama Challans, Adriana Emmot, Christina Gregory, Michael Hinkle, Matt Houston, Addie James, Walter Mayne, Amy McClintock, Connie Wells, Michelle White, William Wray

*Unexcused:* Matthew Rose

*Guests:* Randy Sessions

- I. Call to order/Welcome
- II. Discussion and approval of July meeting minutes. No quorum, so tabled for next meeting.
- III. Continuing business
  - a) Council of Presidents (COP's) – KBOR Aug. retreat – COPs usually meets same time but not during a retreat, so the next one is in Sept. Our USSC rep Marcia Tacha (Ft. Hays State) attends; she has no updates at this time, but vote for leave bill is set for that meeting.
  - b) Meeting with President Bardo – next one is next week. Encourage constituents to attend the all-university meeting Friday. Email Stacy with any further topics to take to him- parking topic has been a continuous issue.
    1. Budget for COPs meetings – in favor of supporting our travel, increase in budget. Referred us to Mary Herrin's WSU budget office.
    2. Leave bill process – don't anticipate any issues getting passed. President's take back to implement at their own universities.
    3. Raises – top priority is job protection. Raises may be possible, if state revenues increase, and university gets more funds. This year, more of a possibility for year-end (CY) bonus.
    4. October meeting – he was asked to attend our October open house but is unable to be there. Instead he will be our guest speaker at our December meeting.
    5. Wireless access for physical plant – working on this, he was unaware of the connection issues, has asked David Wright to look at this.
  - c) USS Council (USSC) – discuss Regent/Senate issues. Leave bill is on the agenda for the Sept. KBOR meeting.
  - d) CBiz – Sarah Hunter in HR said a presentation is forthcoming in mid-Sept. Ed Rataj will make a presentation to the President's Executive Team at the end of August & there will be a university presentation in mid-September for those interested.

- e) Stacy will ask about the group they had formed of some USS reps and others- they have not met yet.
- f) Performance Evaluations – on hold until all consultants have finished. Matt Johnson, mentioned they also have another consultant, Aon-Hewitt, that evaluates performance/ efficiency, employee relations; where CBiz does the position descriptions and HR structure/processes, etc.

Aon Hewitt set forth a 5 year plan. Bardo has 4 priorities that he wants implemented this fiscal year:

1. *Automated Timekeeping*- will most likely need different solutions for various areas. Could be web, biometric, or mobile based possibly, we don't have details yet. It needs to work with Banner, so that will determine the software, etc. used.
  2. *Empowerment of HR dept.*- they will "own" policies/procedures in relation to employment only (currently resides at VP level).
  3. Restructuring HR dept.- not detailed at this point. But internally and globally restructured, but not sure what that entails.
  4. Modifying hiring process- streamlined, less signatures required, etc. Effects all levels from student assistants, to faculty/staff, etc. Maybe electronic signatures will be used.
- o Matt also wanted us to share info on an upcoming HR survey - please remind / encourage constituents to take survey. Names, etc. are not recorded, nor information shared with supervisor's etc. Survey just gathers statistics for federal funding. Next one should be released in about a month or so.
  - o Federal law requires HR to send surveys every 5 yrs.; they must do this for disclosure of veteran's status and disability status. They submit for federal funding; university must prove they are accommodating these constituents.
- g) Finance Report – Micah Thompson, VP- \$938 in fund. Using some funds for the welcome event. Requesting funds from WSU budget office for COPs travel, etc.
  - h) [Zip Car](#) – Ellen Abbey, Director of Auxiliary Services in VP for Administration & Finance office, said we are working on an agreement, signing a contract for this fairly soon. Start with two Ford Focus' – one on each North and South sides of campus. Cars updated every two years or so. Not sure of disabled options as of yet.

#### IV. New business

- a) Met with Eric Sexton- VP for Student Affairs & Exec Dir of Athletics – wants to know how he can help USS. Stacy mentioned that communication could've been better with the furlough information, lowered staff morale; want better/more clear communication. Stacy suggested that he or his team could present at our October meeting.

- b) November 11 meeting is on Veterans Day – Carrie will work with Candace in LAS to find us a different date to use this room for that month.
- c) Combining committees
  - 1. Newsletter & Social Media Committees => Communications – approved July meeting
  - 2. Community Service & Wellness committees => Health & Service? – to be reviewed
- d) Constituent list – Stacy receives updated staff info from HR on new staff or those who leave WSU. She will send that information to the affected Senators to keep us informed and adjust our individual lists.
- e) Committee sign-up – refer to Senate committee list document. Will update on web once finalized.

#### V. Senate Committee Reports

- a) Alternative Service Committee- HR said that the CEEDS performance evaluation system for staff will stay in place for now.
- b) Communications – (combined newsletter & social media topics)- NA, since last time.
- c) Community Service – Darryl Carrington no longer USS staff. Accepted a Community Liaison position with WSU.
- d) Constitution – not met yet. Need to do some revisions and edits this year.
- e) Elections - NA
- f) Shocker Pride – request nomination form online from Events office be updated.
- g) Shocker Scholarship – won't be again until Nov. when spring apps are due. Need to focus on more fundraising. Consider event possibly.
- h) Tuition- May not have committee, but have USS Senate as a whole take this on. Suggestion: that USS check into the new “discount” policy in HR to see how it applies to various employees. Push for full tuition of staff and include fees (which aren't currently covered), as those have increased dramatically over the past year. Becomes a barrier for some staff to take classes, complete degree, etc. Not sure university realized this when passing the most recent fee hike.
- i) Welcoming – Set for Oct. 14<sup>th</sup>, 258 RSC (Smoky Hills room) from 3:30 -5p. Check on if we need a “donated food form”- Connie Basquez will share that document with Angela Linder.

#### VI. University Committee Representative Reports

- a) Campus Recreation Board – check with Eric Maki, Director of Campus Recreation to see if this group is still going.
- b) Library Appeals – no current updates, but committee only meets once a semester.
- c) RSC Board – NA

- d) Traffic Appeals – no updates. Traffic Policy committee under Police Chief Morris meets every 5 yrs. for policies, etc. Need to check on reps- we still have some who say they are our USS reps, but are no longer Senate members, they've just stayed on the committee for years.
- e) Wellness- tabled until we hear from university that this area will continue.

VII. Other business/As may arise

- a) September guests – Ann Collins & Pat Hanrahan from United Way of the Plains
- b) October – Town Hall/Open House. Watch for emails with more information. Please attend and encourage your constituents to attend as well.
- c) November guests – Mike Goulding from vRides (vanpooling program)
- d) December guests – President Bardo

VIII. Motion to adjourn

*Motion: Ali Levine. Seconded: Shirley Lewis. Motion approved.*