UP Senate Meeting Minutes  
**Tuesday, December 13, 2016, 9:00 – 11:00 a.m. RSC Santa Fe Room 233**

**Senators in Attendance:** Amy Barfield, Krysti Carlson-Goering, Camille Childers, Ryan Corcoran, Kevin Crabtree, Lisa Hansen, Jana Henderson, Becky Hundley, Alicia Newell, Lyston Skerritt, Natasha Stephens, Becky North, Mark Porcaro, Judy Espinoza

**Absent:** Darryl Carrington, Tracee Friess, Caleb Loss, Laura Manning, Cheryl Miller, Sheryl Propst, Randy Ware, Lisa Fitzsimmons, AJ McCausland, Erin Stieben

**Guests:** Doris Wells, Milissa Hawkins, Ali Levine, Ryan Thorup, Matt Johnston

I. **Call to Order** – 9:05 am

II. **Approval of Minutes**  
Approved electronically and posted on website.

III. **Legislative Update Report**  
- Capital Day/Higher Education Day  
- January 19th in Topeka  
  - 1st Floor – 4 year institutions  
  - 2nd Floor – 2 year institutions  
  - 3rd Floor – Social Area  
- Each school will have 5-7 tables – there is no power there, so looking at options to use iPads and other technology options  
- Runs from 9:00am-3:00pm, presentations running all day long  
- Looking for videos that are already done to show:  
  - How state funding is utilized on campus and adjustments with budget cuts (in a positive way)  
  - News stories from campus over the year  
  - Engineering Grant  
  - Innovation Campus  
  - Professional Development  
  - Community Service and Projects we are participating in as a campus  
  - Internships for our students and opportunities they bring

IV. **President’s Council Meeting Report**  
- Formation of University Budget Advisory Committee  
  o Not decision or policy making committee/strictly advisory  
  o Question from senate as to recommendations to make views and concerns of UPs are represented.  
    ▪ Suggestion to create opportunities for current UPs to voice concerns regarding budget on the UP website  
    ▪ Give examples of other departments on campus that are making budget and what information they used in the decision making process  
    ▪ Communications committee will form language to get to Kevin for website  
- Focus on “Relationship Marketing” – due to the connection with Royall, there is an increase in applications, but we as a university need to focus on turning those applicants in to students here at WSU.  
- Parking – push to have handicap parking stay so there is no charge to park on campus. There is not currently, but will be in the future year.  
- Salary Increase – 1% for those under $90,000 (information was giving during UP General Meeting)

V. **HR/Senate Meeting Report**  
- Introduction of Susan Martin – first responsibility will be to look at current technology being used in HR and if it is being utilized properly and if what we have is what we need. If it is not, what HR needs to be the best it can for WSU.
• Overview of presentation given at UP General Meeting
• New Orientation starting for New Hires after January 1st. Will be offered every other Monday (beginning of payroll cycle) and the new hire will spend the entire day getting questions answered and will report to department on 2nd day. Will cover all paperwork, required trainings, optional trainings, etc.

VI. New/Old Business
a. Fall General Meeting
   • Thank you all for making it a success!

b. UP Senate Mission Statement/Constitution Review Task Force
   • Vote will take place for all UPs in January.
   • Open to only those who are currently eligible to vote/serve
   • Link in portal

VII. Reports from Committee Chairs
a. Awards/Recognition – Becky Hundley (Chair), Camille Childers, Jana Henderson
   • Met to look at possibility of refreshing system – changes suggested:
     • Minimum 3 years of service
     • Eliminate point association with years of service
     • Tie nomination with 1 of the 6 values that make up the Strategic Plan of WSU
     • Significant examples of service and how what has been accomplished is helping to move the university forward
     • Additional letter of support would not be required
     • Number of awards would be 4 (currently 3)
     • All nominees would be moved forward to President and he would choose the top award recipient
   • Motion to approve changes:
     • Lyston 1st
     • Tasha – 2nd

b. Communication Committee - Tracee Friess (Chair), Cheryl Miller, Ryan Corcoran, Alicia Newell
   • No concrete data as to if more people were driven to look at the meeting minutes but with anecdotal feedback it seemed like more people were looking at the minutes. Will continue with getting more information out.

c. UPS Website – Kevin Crabtree
   • Getting pictures to update website from General Meeting

d. Election – Sheryl Propst (Chair), Krysti Carlson-Goering, Jana Henderson
   • No Update

e. Grievance – Judy Espinoza
   • No Update

f. Library Appeals – Camille Childers (Chair)
   • Have had meeting and getting to know process. Will meet again in spring.

g. RSC Board of Directors – Lyston Skerritt (Chair) Ryan Corcoran will serve as backup
   • RSC finished audit – continued to see down trend in text books
   • Will take over functions of bookstore at WATC Summer 2017
   • Purchased a mobile merchandise vehicle
   • Opening small C Store at Innovation Campus
   • Garage is currently out for bid (will not open after shutdown)
     • 250 spots for faculty/staff in RSC Lot - 100 will be given back after garage build.
     • It has been discussed that the entire garage will be “for pay” – concern with that because so many spots will be displaced.
   • Student Fees subcommittee has been formed and Lyston is serving

h. Professional Development
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- **Professional Development** - Sheryl Propst (Chair), UP Members: Amy Barfield, Randy Ware, Krysti Carlson-Goering, Caleb Loss, Becky North; USS Members: Johny Buchanan-Spachek  
  - Met yesterday (12/12) and working to get website together for Shocker START

- **Technology Fair** - March 28th / Becky North (Chair), UP Members: Amy Belden, Jarrod Hipps, Dan Larrea, Sam Willis, Muhammad Usmani; USS Members: TBA  
  - Email will be sent out after break to prompt people to sign up to present  
  - USS Member will be Johny Buchanan-Spachek

i. **Service** – Lyston Skerritt (Chair), Tracee Friess, Darryl Carrington  
  - Working on map  
  - Working with SGA for Food Pantry  
    - Current needs are canned meat, fruit  
    - Holiday Boxes for International Students  
    - They do have a deep freeze now for items as well

j. **Traffic Appeals** – Laura Manning (Chair), Becky Hundley, Lisa Hansen  
  - No Update

k. **Unclassified Professional Staff Council** - Mark Porcaro (Position is held by Immediate Past President)  
  - KU has put resolution objecting to allow concealed weapons on KU Campus from University Senate  
  - 82% of those participating faculty, staff and students were in opposition to concealed weapons on campus

VIII. **As May Arise**  
  - **Forum** – Friday, Feb. 24th – RSC 233 – 1:00pm  
  - Coffee Shop going in possibly at the Lutheran Center along 17th St. Looking for option more like Mead’s Corner

IX. **Announcements**

a. Next Meeting:  
  - Senate Meeting: Tuesday January 17, 2017, 9:00-11:00 a.m. RSC 262 Herrman Room  
  - Dr. Elizabeth King, Foundation Report

b. **UP Senate Tours of EEB**  
  - Monday, January 9, 10-11 am  
  - Wednesday, January 25, 1-2 pm

X. **Adjourn** – 10:53 am

1st - Krysti  
2nd - Lyston

*Notes taken by Lisa Hansen*