

October 17, 2002

Unclassified Professional Senate

Meeting Minutes – October 17, 2002

425 Ahlberg Hall

- I. Call to order: President Mike Erickson called the meeting to order at approximately 8:35 am in 425 Ahlberg Hall.
 - a. Senators present: Tom Brock, Connie Dietz, Rob Gibson, Linda Matson, Ellie Skokan, Bill Wynne, Rich Renollet, David Butler, Joe Kleinsasser, Kevin Crabtree, John Lee,
 - b. Senators absent: Sue Burdette, Marsha Gladhart, Dotty Harpool, Klent Harkness, Kaye Monk-Morgan.
 - c. Committee members present: Linda Black (Advisory/UP Staff Reduction).
- II. Review of Agenda: President Erickson reviewed agenda, nothing added.
- III. Review and Approval of October 3, 2002 minutes: Senator Skokan requested one change, then Senator Matson moved and Senator Wynne seconded a motion to approve the minutes with requested change made. Motion passed 10-0.
- IV. President's Report
 - A. Constituent Heads Meeting report. President Erickson reported that the group met on Monday and there were very few items that concerned the UP Senate. The Board of Regents is discussing the possibility of a mid-year tuition increase. Senator Wynne said that he has heard nothing about the increase and has not been asked to make changes to the Spring Schedule of Courses. President Hammond from Fort Hays State University wants to see a tuition waiver option for faculty & staff dependents approved. President Beggs doesn't think that will actually happen. There was no discussion about the budget or possible cuts.
- V. Committee reports
 - A. Service – Senator Matson reported that the list of volunteer opportunities has been forwarded to the Unclassified Professionals listserv manager, President Erickson. That list will be sent out to the approved list of Unclassified Professionals very soon. President Erickson said the list is lengthy, which is great for Unclassified Professionals. The UP listserv will be a moderated listserv so that a control is in place to monitor what can be posted to the listserv. Senator Matson reported a couple upcoming events that include Senior Day on October 23rd and Distinguished Scholarship Invitational on November 9th. Senator Matson will follow up to see how many Unclassified Professionals participate in each event. President Erickson thinks the DSI event is a good opportunity to help the campus. Senator Matson also said that the Scholarships office can use more Unclassified Professionals to read scholarship applications.
 - B. Professional Development – nothing to report.
 - C. Recognition – nothing to report.
 - D. Legislative– Senator Dietz said the committee met yesterday and mostly talked about the upcoming General Meeting. The committee is planning to extend invitations to legislators that are members of the Senate Ways and Means, Education and newly created House Higher Education committees as well as members on the House Appropriations and Education committees. The committee plans to invite Senator Schodorf and Senator Downey who both serve on the Senate Ways and Means and

October 17, 2002

Education committees. They will also invite Representative Pottorf who is on the House Appropriations and Higher Education committees. Pottorf is up for re-election

October 17, 2002

so if she is not re-elected the invitation will be withdrawn. Senator Dietz also said the committee would like the Legislative Liaisons discussed in the previous Unclassified Senate meeting to be limited to members of the UP Senate or Legislative committee. Senator Dietz sent an email to the UP Senate listserv that included a link to a website that identifies legislative candidates. Senator Dietz would like to send this link to all Unclassified Professionals with a letter from President Erickson telling people that they can use the page to get to know the candidates and encourage everyone to get out and vote. The WIBA site has links to candidate's own homepage. Senator Wynne stated that he thinks it is a good idea. President Erickson agreed and gave approval to the idea. Senator Dietz will forward a message to President Erickson who will then send it on to the UP Listserv.

- E. Grievance—nothing to report.
- F. Advisory / UP Staff Reduction – Linda Black reported that the committee met on October 3rd and most all the members were present. They reviewed policies that are currently in place and have no recommendations for changes at this time. Linda Black gave a brief history of how the policies were originally developed because Unclassified Professionals did not have anything in place for dealing with staff reductions. It took about 3 years through negotiations with administration to finally get the current policies in place. Policies are available on the WSU website by going to the “Staff” page and clicking on the “Policies and Procedures Manual” link. Senator Gibson asked if the policies are only for our institution or if they are part of the Board of Regents. Linda Black said that the BOR's policy is very general, that is why our policies were created. Linda Black suggested that everyone should look at our policies. Before the policies were in place, removing an Unclassified Professional was easy to do and was unfair and that is why the committee was formed. The committee is looking for any feedback on the current policies. The staff reduction policy has not been tested yet, but the grievance policy has been tested and Mike Turner has said that it works very well. President Erickson thanked Linda Black for all of the committee's work.

VI. New/Continuing Business.

- A. Fall General Meeting – President Erickson announced that the room has been reserved, 127 Jabara Hall at 3:00 pm on November 20, 2002.
- B. Employee Advisory Committee recommendation – President Erickson must submit names in writing by November 1st of people that would like to be a member of the EAC. Nancy Kraemer is possibly interested, but President Erickson needs to confirm that she would like to be nominated. President Erickson will also talk with Mike Turner to see what the Unclassified Professional Senate can do to support her nomination, such as a letter of recommendation. Senator Matson strongly supports Nancy Kraemer's nomination and there were no objections from other senators. President Erickson will talk with Nancy Kraemer as soon as possible. President Erickson also stated that the Classified Senate is also looking for candidates.
- C. University Traffic Policy Advisory Committee appointments – Chief Rummery contacted President Erickson to let him know that it is time for appointments to the committee. The Unclassified Professionals have 2 positions on that committee and currently Senator Wynne and Frankie Brown are serving. Both Wynne and Brown have said that they are willing to give up their place to anyone interested. President Erickson said that Larry Ramos, Barbara Bowman and Mary Morris checked on their survey forms that they were interested in serving on this committee. President Erickson will contact them. Senator Wynne stated that the committee reviews regulations and changes suggested by Chief Rummery. It sometimes involves

October 17, 2002

discussions about fine amounts. President Erickson asked for any objections to asking Ramos, Bowman or Morris to be on the committee. Senators Matson and Skokan said they thought they would be good choices. President Erickson was

October 17, 2002

asked to contact them directly and if they are interested to appoint two of them to the committee.

VII. As May Arise

A. President Erickson asked if there are other current issues that the Unclassified Professional Senate should be concerned with. Senator Gibson asked how we promote what this senate discusses to other unclassified professionals. President Erickson said our main outlets are the Fall and Spring General Meetings and the website. The new UP listserv will also provide a good opportunity to keep people updated. Initially all unclassified professionals will be on the listserv, except those in administration from the vice-president level on up, and individuals can then opt out of the listserv at any time. Senator Gibson thinks it would be good to update people monthly on the senate's activities.

VIII. Senator Wynne moved for adjournment, Senator Kleinsasser seconded the motion. Motion passed 11-0. Meeting adjourned at 9:25 am. Next meeting is November 7, 2002.

Meeting minutes submitted by Kevin Crabtree, Unclassified Professional Senate Secretary