

August 19, 2003

Unclassified Professional Senate

Meeting Minutes – August 19, 2003 210 Rhatigan Student Center

- I. Call to order: President Harpool called the meeting to order at 8:35 a.m. in 210 RSC.
 - a. Senators present: Dotty Harpool, Barbara Mason, Mark McCain, Mike Wood, Gary Ott, David Butler, Joe Kleinsasser, Kevin Crabtree, John Lee.
 - b. Senators absent: Linda Matson, Kristi Mohler, John Rankin, Ellie Skokan, Bill Wynne, Cindy David, Rich Renollet, Marilyn Yourdon.
 - c. Ex-Officio members present: Mike Erickson, Mike Turner.
 - d. Guest: Rhonda Cantrell (Assistant Director of Human Resources)
- II. Review of Agenda – President Harpool reviewed the agenda and no changes were made.
- III. Review and Approval of minutes – A motion to approve the 8/5/03 minutes was made by Senator Kleinsasser, seconded by Senator Lee. Motion passed 9-0.
- IV. President's Report
 - a. New faculty/staff orientation - President Harpool attended the new faculty/staff orientation last Thursday and gave a presentation to recently hired Unclassified Professionals. A majority of the agenda was towards those that teach and President Harpool would like to see more of a balance for Unclassified Professionals that are non-teaching. Mr. Turner said it used to be for all new employees and they would have breakout sessions for each classification of employee but that has recently changed and now Unclassified Professionals that are non-teaching are in some cases not even getting invited. President Harpool will contact the organizers of the event and offer suggestions for the UP portion of the orientation.
 - b. Welcome Gary Ott to senate - President Harpool welcomed Gary Ott to the senate. Senator Ott is taking over the remainder of Rob Gibson's term.
 - c. Information Technology Policy Feedback - President Harpool asked if any senators had any feedback on the proposed IT policy. Senator Wood said the purpose of this policy is to address the need for strategic IT planning on WSU's campus and to try to better understand current campus issues. Senator Ott said that the administration side of this group is working on a report but the ERP system has become the main focus and taken time away from the completion of this report. President Harpool said she would report back that the senate currently has no suggestions and that the senate realizes that this policy is a starting document.
 - d. Police Search - President Harpool was contacted requesting volunteers for an accessor for the spelling/grammar portion of the exam that is part of the current Police search. Senator Mason volunteered.
 - e. Marketability Increases feedback - President Harpool and Mr. Erickson had discussions about the marketability pay increases and President Harpool would like to know if the senate is interested in putting together a formal response to President Beggs. Mr. Erickson said it appears that each vice-president handled things differently and most of the concerns were in Academic Affairs. President Harpool asked that senators report any concerns to her in written format and she will compile them into a starting document. President Harpool will also talk with the Faculty Senate president to see where they stand on this issue and will then email all the senators with an update. There was discussion about what we want to address and how the process worked.
- V. Committee reports
 - a. Service – President Harpool reported that the Race for the Cure information would be emailed around on the listserv. Last year's event was very popular and the Unclassified Professionals are coordinating the WSU team this year. President Harpool also reported that she sent an email to the Student Government Association to offer our assistance with any upcoming programs they are doing. President Harpool reported that the committee is currently working on the Stuff the Bus program, more information to come.
 - b. Professional Development – Mr. Turner explained that this committee has helped in the past with training

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needs analysis of Unclassified Professionals for Human Resources. Rhonda Cantrell is now coordinating training in Human Resources. President Harpool said that at our next meeting we would ask for volunteers to serve on the committee. They will work to identify programming for next year as this years schedule is already in place.

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- c. Recognition – no report.
- d. Legislative – Connie Dietz volunteered to chair the committee again this year. Mrs. Dietz wants to develop a publication that serves as an advocacy handbook for Unclassified Professionals. President Harpool will tell the committee to continue. Mrs. Dietz asked if we want another UP Day in Topeka? Mrs. Dietz would like to work with other schools if we do want to do this. The senators approve of trying to coordinate our Topeka visit with other regent UPs.
- e. Grievance – no report.
- f. Election – no report.
- g. Dining Service – Tom Brock will continue to serve on this committee for Unclassified Professionals. Any comments or suggestions should be sent to Mr. Brock.
- h. Classified Civil Service Committee – Senator Wood reported that Roger Lowe attended their last meeting and explained how classified salaries are structured and that administration would support their decision as to withdrawing from the civil service system.

VI. New/Continuing Business

- a. Goals for 2003-2004 - President Harpool did not get any responses for UP Senate goals for the coming year, so she developed some during the new staff orientation session:
 - 1. Continued service projects for the WSU students, the WSU community, and the Wichita community
 - 2. Salary parity
 - 3. Professional development and recognition
 - 4. Continued building of relationships with the Board of Regents and state legislators
 - 5. Continued education of the aforementioned groups regarding the important roles that unclassified professionals serve in the university

VII. As May Arise

- VIII. Adjourn – Senator Wynne’s standing motion to adjourn was honored. Motion passed 9-0. Meeting adjourned at 9:35 am.

Meeting minutes submitted by Kevin Crabtree, Unclassified Professional Senate Secretary