

October 5, 2004

Unclassified Professional Senate

Meeting Minutes – October 5, 2004 210 Rhatigan Student Center

- I. Call to order: President Kleinsasser called the meeting to order at 8:30 a.m. in 210 RSC.
 - a. Senators present: Barbara Mason, Linda Matson, Mark McCain, Kristi Mohler, John Rankin, Mike Wood, David Butler, Phil Bowers, Kevin Crabtree, Delinda Royse, Marilyn Yourdon, Joe Kleinsasser, Dotty Harpool.
 - b. Senators absent: Connie Dietz, Janet Harrah, Cindy David,
 - c. Ex-Officio members present: Mike Turner.
 - d. Invited guests: Frankie Brown, Human Resources
- II. Review of Agenda – President Kleinsasser reviewed the agenda and no changes were made.
- III. Review and approval of September 21, 2004 minutes – A motion to approve the September 21, 2004 minutes was made by Senator Wood, seconded by Senator Matson. Motion passed 10-0.
- IV. Report by Frankie Brown on UP New Employee Orientation – President Kleinsasser thanked Senator Butler for hosting the reception and the committee members who all helped. President Kleinsasser also thanked Ms. Brown for all her great work in putting this orientation together. Ms. Brown handed out a copy of the results of the evaluations from the orientation. Her office mailed out 121 invitations to new UP hires from 2003 to present and any that moved from classified to UP. Twenty-eight attended the orientation. Ms. Brown is looking at possible different dates for next fall. Senator Butler suggested a once a year social event for all Unclassified Professionals. Senator Harpool said it was important to have President Beggs at the orientation like he was this year. President Kleinsasser asked the Professional Development committee to work with Ms. Brown on these suggested ideas.
- V. President's Report
 - a. Council of Deans Meeting – Qualified admissions exceptions were lower than last year due in part to a lack of academic success from previous exceptions. UCATS had a security audit performed by Cisco and did very well. The enrollment drop is partly attributed to the loss in international students, closing of downtown center and lack of presence at the Southside center. Senator Mason attended a conference last week with several community colleges and they also said they had a significant decrease in international students.
 - b. Fall General Meeting - President Kleinsasser reminded everyone that it will be November 17, 2004, 3:30 pm in the RSC Ballroom. President Kleinsasser, Senator Matson and Senator Dietz will talk with Ms. McCarthy Snyder about her role in the meeting. President Kleinsasser asked for ideas of what else to include. Senator Harpool and Mohler would like everyone to bring something for Stuff the Bus. Senator Matson asked President Kleinsasser to ask Mary Herrin if she would like to talk about the current budget and any related issues. President Kleinsasser suggested a Legislative committee update and releasing the survey results.
 - c. New Senator to Represent Advancement/President's Areas - President Kleinsasser reported that Kelli Frazier from WSU Foundation is willing to serve out the remainder of Mark Eby's term. A motion to approve her as the replacement was made by Senator Matson, seconded by Senator Harpool. Motion passed 12-0. Senator Frazier will be unable to attend until November due to schedule conflicts as she adjusts her calendar. Welcome Kelli!
- VI. Committee reports
 - a. Service – Senator Mohler said they are preparing for Stuff the Bus.
 - b. Professional Development – Senator Butler will meet with Ms. Brown about the possible make-up UP orientation.
 - c. Recognition – no report.
 - d. Legislative – Senator Dietz submitted to President Kleinsasser a proposed action plan for the committee, President Kleinsasser read it to the Senate. The committee asked for the Senate's approval of the plan and a motion to approve it was made by Senator Wood, seconded by Senator Harpool. Motion passed 12-0.

October 5, 2004

- e. Grievance – Mr. Turner said there is no new activity.
- f. Election – no report.
- g. Dining Service –Senator McCain reported that the committee has not met.
- h. Classified Civil Service Committee – no report.

October 5, 2004

- VII. New/Continuing Business
 - a. Unclassified Professionals Survey – Senator Matson said around 250 UPs have completed the survey and she will try to have a report at our next meeting.
 - b. Communicating by E-mail with UPs – Senators reported that the e-mail was well received and we should use it again to get the word out about the Fall General Meeting and Stuff the Bus. Senator Mohler asked how we can keep the lists up to date. President Kleinsasser said he could get the list a couple of times a year and the responsible people can update their lists.
- VIII. As May Arise
 - a. KBOR maintenance on building and facilities - President Kleinsasser read a letter about the current situation with the maintenance backlog on KBOR buildings on university campuses.
 - b. Senator Wood reminded Senators about the Portal focus group on October 12, 3:30-4:30, 215 RSC.
- IX. Adjourn – President Kleinsasser adjourned the meeting at 9:35 am.

Meeting minutes submitted by Kevin Crabtree, Unclassified Professional Senate Secretary