



# University Support Staff Senate Archives

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Classified Senate

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## **Classified Times**

*Keeping the WSU Classified Staff Informed!*

**Volume 1, Issue 1  
August 01, 1985**

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THE CLASSIFIED SENATE NEWSLETTER

Volume 1 Issue 1

The Wichita State University

August 1, 1985

Why a Newsletter? The Executive Council of the Classified Senate (ECCS) and the Classified Senate (CS) are anxious to keep all classified staff (state and nonstate employees) as informed as possible. In order to do this a classified senate newsletter will be sent to all classified staff whenever there is sufficient information to justify one. This first issue was prepared by the Executive Council. Future issues will be prepared by a public relations committee. Any state classified employee (not restricted to Senators) may serve on this committee. If you are interested, please contact our secretary, John Williams (Box 68, Ext 3580).

Do you have a better name for our newsletter? If so, pass it on to John (Library). The Executive Council will decide on a permanent name for our newsletter before it comes out again.

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Senate Meetings. There has been only one Classified Senate meeting. It was held on Thursday, May 23, 1985 at 5 o'clock pm. Hilda Lowe, President of the ad hoc committee which worked for the formation of a classified employees organization, introduced the CS president, Mary Ann Gertsen. She had been elected at the first Classified Senate Executive Council meeting, which had been held just prior to the CS meeting. Mary Ann asked each senator to stand as she read each name. She announced that since Senator David Grant is no longer working at WSU he will have to be replaced on the CS. She gave an explanation of the six committees the Council had agreed to start with (Wages and Benefits, Personnel Policy, Comparable Worth, Political Action, Constitutional Oversight, and Clerical Support) and asked senators to sign up for one or two committees on clipboards which were passed at the meeting.

Senators elected John Williams (Library) as Secretary and Irene Feak (Registrar's Office) as Clerk. Next the senators discussed future meetings. Most of them prefer 5 o'clock meetings to noon meetings. The Senate will meet only three or four times a year. Committees will meet as needed, usually in the afternoon. All classified employees are to be kept informed of the activities of the Senate and its committees by a newsletter and by articles in the WSU News.

Senator Fran Peterson (Research and Sponsored Programs) encouraged any WSU employee to attend the meeting of the Regents Council which ~~was~~ took place in Hays on Saturday, June 22 (See story on next page).

Next Senate Meeting. On Thursday, October 3, from 4-6 pm there will be an open meeting of the Classified Senate (all meetings are open to anyone) in Room 208 Dee Hubbard Hall. Robert Warren, Personnel Director, has said that all classified staff will be encouraged to attend. Representative J. Santford Duncan ("Sandy"), Chair of the Special Joint Subcommittee on the State Pay Plan, will speak on the pay plan and possible changes in benefits for classified employees in 1987. All area representatives and senators, classified employees from other state agencies in Sedgwick County and KAPE (Kansas Association of Public Employees) representatives will be invited to attend this meeting. The Classified Senate Political Action Committee is in charge of arrangements.

Executive Council Meetings. There have been three executive council meetings: two in May and one in July. As reported above, the most important business of the first meeting was the selection of the president and discussion of the committees to be organized. At the second meeting it was decided that one executive council member would be responsible for setting up the first meeting of each committee, as follows:

Wages and Benefits	Keith Pope
Personnel Policy	Frankie Brown
Comparable Worth	Dene Myers
Political Action	Lee Ellis
Constitutional Oversight	Mary Ann Gertsen
Clerical Support	Irene Feak

The vacancy in the Senate, a vacancy in the Executive Council, and the first edition of the newsletter were discussed at the third meeting. Susan Kraft (University Communications) has agreed to serve on the CSEC in the place of Frankie Brown (Personnel) who has resigned from the Council. The vacancy on the Senate has not yet been filled.

Committee Reports. Most of the committees have met at least once. Some have met several times.

Wages and Benefits. This committee has met twice. The Chair is Bob Sutton (Fire) and Georgia Ellis (Anthropology) is the secretary. Other members are:

Lola Baird (Financial Aids), Frankie Brown (Personnel), Hilda Lowe (Health Professions), Keith Pope (Physical Plant), Becky Rogers (University Communications). Various committee members are responsible for getting information on wages and benefits for classified staff at the City of Wichita, Board of Education, and Sedgwick County and information on state employee wage scales in the various Regents institutions and surrounding states.

Personnel Policy. Because fourteen people signed up for this committee a decision was made to have a six-person steering committee to make preliminary plans before convening the entire committee. The steering committee, consisting of Ann Van Doren (Academic Affairs), Becky Rogers and Susan Kraft (University Communications), Bob Ryan (Police), Bob Sutton (Fire), and Chair Tim Pouncey (Physical Plant) has met twice. Tim plans to call a meeting soon of the entire committee, consisting of the above plus Yvonne Baldwin (Library), Rosemary Cox (Personnel), Rosa Cortest (Handicapped Services), Lee Ellis (Maintenance Electrician), Sharon Moore (LAS Deans Office), Dene Myers (Library), Merle Myer (Physical Education), and Fran Peterson (Research and Sponsored Programs). The entire committee will work on a revision of the Classified Staff Handbook.

Comparable Worth. This committee has met twice. David Fyfe (Auto Service) is the chair. Other members are Dene Myers (Library), Margo Meigs (Custodial Services), David Fyfe (Auto Service), Randy Pulec (Plumbing Maintenance), Wanda Garvey (Communicative Disorders and Sciences). They are learning about and having discussions about different aspects of comparable worth. They and the President have individual copies of a report on comparable worth prepared by Marvin Harder, Secretary of Administration, in response to an order by Governor Carlin. Anyone who would like to study the report is encouraged to contact a member or Mary Ann.

Political Action. The committee met on July 14 and is to meet again today, August 1. Sharon Moore (LAS) was elected Chair, Donita Ragan (Music Library), Secretary. The following members of the committee were also present: Hilda Lowe (Health Professions), Lee Ellis (Maintenance Electrician), Freda Bowden (Physical Therapy), Randy Pulec (Maintenance Plumber), David Fyfe (Auto Service), Carol Bibler (University College), John Williams (Library). The president, Mary Ann Gertsen, told them that their committee is to be responsible for the next Senate meeting, October 3. John Williams presented a summary for a proposed action plan. This plan is to be discussed further at today's meeting of the committee.

Constitutional Oversight. This committee, consisting of Bruce Johnson (Police), Frankie Brown (Personnel), Tim Pouncey (Physical Plant), and John Williams (Library) is scheduled to meet for the first time this afternoon (August 1). Members will prepare the Constitution for formal ratification. After the Constitution is approved they will be responsible for seeing that the Constitution is followed.

Clerical Support. This committee, consisting of Rosemary Cox (Personnel), Merle Myer (Physical Education), Freda Bowden (Physical Therapy), Fran Peterson (Research and Sponsored Programs), and several volunteers under the leadership of our Senate Clerk, Irene Feak, got this letter distributed. The Executive Council thinks this group did a fine job and thanks all who helped.

Hays Trip. Many of you are aware that a meeting of the Regents Classified Council (representatives of the Classified Senates at KU, Ft. Hays, Pittsburg, Emporia, and WSU) took place at Hays on Saturday, June 22, because announcements of the meeting were made at the May meetings of Serving Higher Education (S/HE) and the Classified Senate by Fran Peterson, our liaison to the Regents Council.

Following the trip, Fran supplied the following information: There were 25-30 people at the meeting; 12 were from Wichita (Fran, Lola Baird, Margo Meigs, David Fyfe, Hilda Lowe, Yvonne Baldwin, Donita Ragan, Cecilia Epperson, Shirley Knight, Dene Myers, Audrey Hoover, Jessica Thatcher). Claudia Orton (our state lobbyist from KU) talked about and answered questions concerning the pay scale passed by the legislature. Then small groups discussed such questions as "Why must we always be considered last in the legislative session?," "Why was it necessary for some long-time employees to be 'frozen'?", "Are we ever going to get cost-of-living increases again?" After a "great" lunch, the group met with legislators from the Hays area, Senator Norwell and Representative Miller. Senator Norwell mentioned the possibility of a state sales tax increase to provide money for a cost-of-living increase. The legislators said that one reason they and other officials received sizable increases this year is that they had had NO raises since 1965; if we don't pay our legislators and other leaders a decent wage the only ones who can run for office are independently wealthy people.

Travel Fund. Before the Hays trip, one of the people who attended thought our Senate should have a fund so that if people who were entitled to make Senate-related trips but felt they could not afford to, could apply somewhere for financial

assistance. This person made an anonymous contribution to the Travel Fund of \$25.00. Since Fran Peterson was handling the arrangements for the Hays trip, our president asked Fran to be in charge of the Travel Fund. One person applied for and received support for the trip and each driver was given \$5.00. Small contributions to the fund are welcome and may be given to Fran (203 Jardine, Box 7).

Caring Fund. When William O. Preston (Custodial Supervisor) died in June the need for a Caring Fund was realized. It was decided that cards will be sent when there is a death in the family of a WSU employee, when a WSU employee is seriously ill or injured, or when a WSU employee of several years leaves the University. When a classified employee dies, a \$5.00 contribution will be made to a designated charity, or if none is listed in the death notice, the contribution will go to the WSU Endowment Fund. Senate Clerk Irene Feak (117 Jardine, Box 58, Ext 3089) will be in charge of the Caring Fund. If you know of people who need to be remembered please contact her. A starter contribution of \$20.00 was made anonymously to the Caring Fund and an additional \$5.00 gift has already been made. Additional small contributions will be welcome at any time and are to be given to Irene.

Budget. The Classified Senate now has its own budget! Until July 1, the Personnel Office paid our expenditures at Central Services and other places. Now we have our own budget of \$300.00 (from vending sources). From time to time we will keep you informed of our expenditures. By next June 30th we should know if this is an adequate amount.

Storage Space. Our Senate needs a small storage space for records. Temporarily our records are being kept in a credenza in the Conference Room on the second floor of Jardine. If you know of any small room not currently being used please contact our secretary, John Williams, Box 68, Ext. 3580.

Classification Study. The Kansas Division of Personnel Services has initiated a comprehensive study of all clerical job classifications utilized throughout the state. At WSU all account clerks, cashiers, clerks, clerk-stenographers, clerk-typists, data entry operators, duplicating machine operators, duplicating supervisors, secretaries, storekeepers, and word processing typists received questionnaires which they were asked to return to the Office of Personnel Services (Box 15) no later than yesterday, July 31. If you are in one of the above categories but did not receive a questionnaire please call David Strange, Personnel Officer (3065). Mr. Strange also requested that if you received a questionnaire but have not yet returned it, please do so as soon as possible. The purpose of the study is to develop a modern state-of-the-art classification system for the clerical occupations.

The Personnel Committee requests that all state classified employees answer the questions below on the back side of this page (or another sheet of paper) and return the information to Tim Pouncey, Box 23)

What are the policies and procedures outlined in the staff handbook that you would like clarified? What are the policies and procedures not outlined in the handbook that you would like to see addressed? Do you feel your department does an adequate job of addressing grievances? What are some of the policies and procedures you would like to see the Classified Senate address?

Holiday Closing. The administrators have not yet decided if WSU will be closed at Christmas time to conserve fuel. If it is closed, Bob Warren, Personnel Director, has learned that it will not be possible to use the procedures which have been utilized the past three years. According to the Fair Labor Standards Act all make-up time needs to be made up during a current pay period. This means that if the University is closed at Christmas time, classified employees will only have from December 18 until January 17 to make up the time. Mr. Warren said that special arrangements would have to be made for newly hired persons who would not have had the opportunity to build up vacation time.

The Personnel Office wants to know how classified employees feel about the Holiday closing. Please fill in the questions below and mail this section to the Personnel Office, Box 15.

- |   | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 1. I think the Holiday closing should be discontinued.  | ___        | ___       |
| 2. I think the Holiday closing should be only Dec 23.<br>(This year Dec 24,25, and Jan 1 are state holidays).                                 | ___        | ___       |
| 3. I think the Holiday closing should be Dec 26-Jan 1.  | ___        | ___       |
| 4. I think the Holiday closing should be Dec 23-Jan 1.  | ___        | ___       |
| 5. Use the back side of this page to tell when you think the Holiday closing should be and/or to express your opinions regarding the closing. |            |           |