



# University Support Staff Senate Archives

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Classified Senate

Academic year 2003-2004

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## **Classified Times**

*Keeping the WSU Classified Staff Informed!*

**Volume 1, Issue 1  
Fall, 2003**

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**Additional information:** Archived in SOAR: Shocker Open Access  
Repository at: <https://soar.wichita.edu/handle/10057/15515>

# Classified Times



*Keeping the WSU Classified Staff Informed!*

Volume 1, Issue 1

Fall, 2003

## Excerpts from Ellen

Wow, our first Classified Senate newsletter! It is our goal that this newsletter will keep you up-to-date with the current happenings in your Classified Senate. We will publish at least three newsletters during the academic year in addition to personal updates from your elected senators. If you are not receiving updates from your senator, please let me know.

On September 18, 2003, the senate will host a "Meet Your Classified Senator" reception at the Fireplace Lounge in the Rhatigan Student Center between 2:00 and 4:00. You will receive an invitation to that event very soon, please add this to your calendar and plan to attend.

The senate has discussed and agreed to study possible alternatives to the current civil service system. During the course of

our study we intend to send surveys and hold open forums for input from the entire staff. The classified senates at the other five Regents institutions have also agreed to begin studies this year as well. Watch our website for details as they unfold.

I want to thank the newsletter committee for their dedication to the classified employees in putting this newsletter together. They spent many hours of their personal time working on this project. Thank you Denise Burns, Shelly Kellogg, and Tom Veltman for a job well done. Wow!

*Ellen Abbey*

Classified Senate President

### Tuition Assistance Deadlines:

?? At least one month before the class begins.

?? At least two weeks before a CMD seminar.

Guidelines and applications available in Human Resources (ext. 6122) or on-line at the Human Resources Website

### Inside

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## New Employment Process

by Shelly Kellogg  
[shelly.kellogg@wichita.edu](mailto:shelly.kellogg@wichita.edu)

Now you can apply anywhere for classified vacancies at WSU and all you need is a computer and an email account. Vacancies are listed on the internet and you can visit the web address: <http://www.hrepartners.com> to complete, update and/or associate your application with vacancies.

?? Computer access and free email accounts are available (see page 4).

?? Go to the HR Partners web site <http://www.hrepartners.com> to set up your account.

?? Enter your application information – you can update at any time by logging on with your User ID and Password.

?? Review open positions for WSU or other employers represented on this web site.

*See Application on page 4*



*Ellen Abbey  
President of the  
Classified Senate*

*“There is significant interest at the Board of Regents level in looking at alternatives to the Civil Service system.”*

*An email listserv is an easy way to communicate with a large number of people.*

## Classified Senate Reception

The Classified Senate would like to invite you to a reception to meet your Classified Senate Representative on September 18. The reception, to be held in the Fireplace Lounge in the RSC will be open house style, from 2:00 pm to 4:00 pm.

The Classified Senate is involved with many activities and functions on campus and directly sponsors several events including the Holiday Tree Lighting and The

Shocker Pride picnic. We also participate in Legislative Day in Topeka, which is usually in February.

This is your opportunity to meet your Classified Senate Representative and discuss the issues which concern you most. We can't be effective representatives unless we know your ideas and what is important to you!

We will also have informa-

*by Cyndy Hodge  
[cyndy.hodge@wichita.edu](mailto:cyndy.hodge@wichita.edu)*

tion about how to find out who your State Representatives are and how to contact them, and some of the up and coming events the Classified Senate is working on.

Please plan on attending; we would love to meet you!

Contact Cyndy Hodge at [cyndy.hodge@wichita.edu](mailto:cyndy.hodge@wichita.edu) or extension 3556 for more information.

## Alternatives to Civil Service

The Senate is moving ahead with a study of possible alternatives to the current civil service system. I met with presidents from the other Regents schools and all are interested in pursuing a study. However, KU and WSU are the only schools actively working on this issue.

The Senate has formed a committee of classified and unclassified professionals to conduct the study and we hope to come up with something that will fit the needs of the WSU Classified staff. We are working to update the senate web page to include information regarding the study, including the KU proposal, so stay tuned.

*by Ellen Abbey  
[ellen.abbey@wichita.edu](mailto:ellen.abbey@wichita.edu)*

There is significant interest at the Board of Regents level in looking at alternatives to the Civil Service system. The senate believes that it is in our best interest to be actively involved in the process of developing an alternative, otherwise decisions could be made without our input.

## Email Listserv for Classified Staff

The Classified Senate maintains an email listserv which is restricted to classified employees of WSU only.

An email listserv is an easy way to communicate with a large number of people just by sending an email message to one address. When the server receives your message, it sends a copy to everyone who is subscribed.

The listserv can be used for a variety of purposes such as getting updates from the senate, letting others know of an important event on campus, spreading news about your department, or asking a question that someone else may be able to answer for you.

Follow these steps to subscribe to the listserv:

?? Send an email message to: [majordomo@majordomo.twsu.edu](mailto:majordomo@majordomo.twsu.edu)

?? In the body of the email write the following:

**subscribe wsuclass**

Soon after, you should receive a welcome letter with instructions for using the listserv. Send any questions about the listserv to: [tom.veltman@wichita.edu](mailto:tom.veltman@wichita.edu)

*by Tom Veltman  
[tom.veltman@wichita.edu](mailto:tom.veltman@wichita.edu)*

## Spotlight on Glen & Theresa Fisher

by Denise Burns  
denise.burns@wichita.edu

The Classified Times newsletter will run a story on a different Senator each publication. We are spotlighting two Senators in our first publication, Theresa and Glen Fisher, newlyweds of one year who both work in Custodial Maintenance.

Theresa and Glen have known each other since the mid-80s, when they met as employees at Winfield State Hospital. They enjoy fishing and spending time at El

Dorado Lake, and spent their summer vacation fishing in Strasburg, Colorado. They have one grandchild and are expecting a second around Thanksgiving.

This is Theresa's first year as a Classified Senator. She began work at Winfield State Hospital on July 18, 1977, and then transferred to WSU in November, 2000. She currently works in the new James Sutherland Garvey International Center

facility. She keeps very busy and loves her job.

Glen works in Wallace Hall, was a recipient of the 1999 President's Award, and will soon receive a 10 Year Service Award.

He began serving on the Classified Senate last year at mid-term as a replacement for someone who could not finish out the year. Glen also serves on the Senate Executive Council.



*Theresa & Glen Fisher  
Classified Senators*

## Spotlight on User Services

By Steve Dickerson, Assistant Director/Manager User Services  
University Computing and Telecommunications Services

### What is User Services?

User Services is one of the divisions within University Computing and Telecommunication Services (UCATS). Our concentration is on Desktop Computing issues. As a rule of thumb, User Services support those issues from "the wall jack to the user".

### What kind of services does User Services provide?

Some of the services provided: Desktop computer diagnosis and repair, support and training for applications like Word, Excel and others, hardware and software purchasing assistance, volume software agreements, PDA support, consulting in office computing and collaboration software, and other issues associated with computers used in the office.

### What site licenses are available on campus for software?

Software licensing at Wichita State University is decentralized. However, there are three major software agreements that are available to the entire institution. First, and most used, is the Microsoft Campus Agreement. This agreement allows users access to Windows updates, Office, and Visual Studio. Skilled Craft users, such as those in Physical Plant, and certain auxiliary operations are excluded from this Agreement. Software is provided without charge and the departments are responsible for administration and distribution of the software.

We also have an Agreement with Adobe. The contract is new this month. This agreement is a point-system program that allows users of Adobe aggressive discounts over both retail and academic pricing.

The last major agreement we have is with Lotus, for the

Lotus Notes office collaboration product that is used across campus. User Services and other departments of UCATS are responsible for the license, installation, and support for this product.

### Speaking of Lotus Notes, what is available?

Lotus Notes was introduced to the campus in 1999. Since then, UCATS supports about 1000 users using this office collaboration product. Email, calendaring, tasks, contacts, and journals are all supported. Many departments utilize the advanced capabilities of meeting scheduling, group calendars, and/or resource and room scheduling. A web application, iNotes, is available for Internet access. These services are provided for free from the departments of UCATS.

### If I don't own a computer, are there systems available for me to use?

The labs on the first floor of Jabara are available for all faculty, staff, and students of the institution. User Services also provides computers on a 24 hour per day basis on Monday-Friday. Professional staff and trained lab assistants are available for assistance.

### Do I have a Wichita State University email account?

All Wichita State University employees, whether faculty or staff, can sign up for a web-based email account that will have the @wichita.edu suffix. For more information contact the web site <https://secure.wichita.edu/email/emailstaff.asp>. Personnel in the Jabara Computer Labs can assist you in signing up if you don't have a computer.

*See User Services on page 4*

Wichita State University  
Classified Senate  
Ellen Abbey, President

Senate Website:  
[webs.wichita.edu/classified](http://webs.wichita.edu/classified)

### 2003-2004 Classified Senate

Ellen Abbey  
Heather Ballard  
Sheila Bates  
Don Brooks  
Denise Burns  
Warren Carter  
George Corbin  
Kelly Eck  
Jane Eshelman  
Glen Fisher  
Theresa Fisher  
Lloyd Harp  
Alice Henry  
Mike Hinkle  
Cyndy Hodge  
Shelly Kellogg  
Alice Kreissler  
Billie Norden  
Val Peck  
Ross Pierce  
Lee Posey  
Mike Purdue  
Kathy Riker  
Kevin Stuewe  
Hugh Thompson  
Tom Veltman  
Joyce Ward  
Doug Weber  
Anne Welch

### Classified Senate Committees

Community Service  
Elections  
Food Services  
Heskett Center Board  
Holiday Tree Lighting  
Library Appeals  
Meet Your Senator  
Newsletter  
Position Paper  
RSC Board  
Shocker Pride Picnic  
Traffic Appeals

## User Services (Continued from page 3)

### I need training. What's available?

Training is provided in several forms. UTrain@UCATS is a service provided on the Internet through on-line instruction. This program is available to all employees. Courses are completed at your own pace, at several levels, through any computer with an Internet browser. User Services also provides traditional classroom training at the Training Center in Jabara. Other, departmental specific, instruction is available.

### What about purchasing computers for the office? Is there any assistance?

At Wichita State University, purchasing computers is a departmental decision. However, special pricing, configuration assistance, and vendor contact information is available from User Services. Purchasing computers is more than just picking a system from a catalog. Did you get the best price? Quantity discounts? Over/Under-Configure a system? Home/Small office vs Network Optimized, managed systems? Before you buy, at least get an opinion.

### What does the HelpDesk provide?

User Services gets numerous calls into the Helpdesk with topics ranging from our Enterprise Server to the PDA. We've established an easy to remember phone number, WSU-HELP. The professional staff at the HelpDesk will answer your question or direct you to the correct place. There is also the email address, [helpdesk@wichita.edu](mailto:helpdesk@wichita.edu). We'll get back to you as soon as possible in the order that they are received.

### What about computer diagnostics and repairs?

We have a staff of professionals that have vast experience in computer diagnostics and software support. In many instances, we have arrangements with departments to provide these services. In other instances, the department provides the technician and we'll include them in our internal communications, departmental meetings, and management support. Through this arrangement we'll provide backup or kick in more resources of our own during busy times. Finally, we're the "catch-all" support for issues that departments need further assistance.

For more information about any of these services provided by User Services review our website at [www.wichita.edu/userservices](http://www.wichita.edu/userservices), call the Helpdesk at WSU-HELP, or email the Manager of User Services at [steve.dickerson@wichita.edu](mailto:steve.dickerson@wichita.edu).

### Application

(Continued from page 1)

- |  | <b>Remember:</b>   |
|--|--|
| ?? At the bottom of the job description you can <u>click to apply</u> and a copy of your application will be sent to that employer for review. | ?? User ID and Password are required each time you apply for a position on HR Partners.                              |
| ?? Applicants for WSU positions need to complete the Skills inventory if you don't already have one on file with Human Resources.              | ?? Date format is critical (mm/dd/yyyy) and must be entered exactly as indicated (i.e. 08/02/2003).                  |
| ?? WSU employment staff contact applicants via email, U.S. mail or telephone to schedule interviews.   | ?? If you are currently working, do not enter an "ending date" in your employment history for your current position. |
|  | ?? Human Resources Center (M-F: 8-12, 1-5)   |

### Free Internet access for WSU employees at the following locations:

**E.K. & Kathlien  
Edmiston 24-Hour Study  
Room (printer available) at  
the NW entrance of the  
WSU Library.**

### Computer Labs (printer available)

**Jabara Hall #120**  
M-Th: 7 am – 10 pm;  
Fri: 7 am – 6 pm;  
Sat: 10 am – 6 pm;  
Sun: 1-6

**Jabara Hall #122**  
Sat & Sun: 1-6;  
M-F: all day, continually from Monday at 7 am to Friday at 6 pm.