

GENERAL MEETING

Wichita State University UNCLASSIFIED PROFESSIONAL PERSONNEL

APRIL 21, 1993
3:30 - 5:00 P.M.
209 HUBBARD HALL

AGENDA

1. Introduction of 1993 Election Committee
2. Introduction of Nominees for 1993-95 Senate and 1994 Election Committee
3. Information/Update on Senate Activities - Dale Valentine
4. Budget Update - Mary Herrin
5. Tuition Assistance Committee - Dale Valentine
6. Information/Updates
 - A. Smoking Policy - Mike Turner
 - B. Employee Assistance Programs - David Strange
 - C. Total Quality Management Workshops - Frankie Brown
 - D. Senate Reception - Cathy Razook-Ellsworth
 - E. Brown Bag Session - Bonnie Johnson
7. As May Occur

This is the Spring General Meeting designed to update Unclassified Professional Personnel on Senate activities and university issues.

PLEASE PLAN TO ATTEND!

(See reverse side for Brown Bag information)

Unclassified Professional Senate BROWN BAG SESSIONS

- DATES: APRIL 29 AND MAY 6, 1993
- TIME: NOON - 1:00 p.m.
- PLACE: STUDIO A, MRC
- TOPIC: VIDEOTAPE: Joel Barker's "BUSINESS OF PARADIGMS"
(Also available for viewing upon request: "The Power of Vision")
- FORMAT: Bring your lunch and eat while watching the 40-minute videotape with other participants; discussion may follow.

These are **FREE** sessions sponsored by the Unclassified Professional Senate.
All Unclassified Professional Personnel are invited to attend.

ADVANCE REGISTRATION IS NOT REQUIRED.

(see reverse side for General Meeting agenda)

April 21, 1993

WICHITA STATE UNIVERSITY
UNCLASSIFIED PROFESSIONAL PERSONNEL
GENERAL MEETING
Minutes - April 21, 1993

Dale Valentine, President of the Unclassified Professional Senate, convened the General Meeting of the WSU Unclassified Professional Personnel on April 21, 1993, at 3:30 p.m. in 209 Hubbard Hall.

1. Introduction of 1993 Election Committee

Nancy Kraemer introduced the members of the 1993 Election Committee; members elected at large are: Michel Best, Jean Elliott, Dorothy Harmon (chair), Linda Matson, and Howard Taylor; members appointed by the current Senate are: Frankie Brown and Jim Rogers.

2. Introduction of Nominees for Election

Dorothy Harmon introduced divisional nominees for the 1993-95 Senate and at-large nominees for the 1994 Election Committee.

3. Update on Senate Activities

D. Valentine reminded the constituency that the Senate meets on the first and third Thursday of each month at 8:30-10:00 a.m. in 425 Ahlberg Hall; observers are welcome. He summarized Senate activities since January 1992 as follows:

A. Employment Policies

1. Unclassified Overload: The Senate has reviewed proposed revisions of the overload policy. The Senate's basic position is that overload policies should be equitable for both faculty and unclassified professionals.
2. Consulting and Outside Income: The Senate is reviewing proposed revisions of these policies and has recommended guidelines for future policy development.
3. Sexual Harassment: Affirmative Action Officer Barbara Bowman and Director of Human Resources Mike Turner are reporting to the Senate on the development of the sexual harassment policy.
4. Evaluation and Exempt/Non-Exempt Status: The Senate has discussed issues related to these topics and may examine these more closely in the future.
5. Employment Status/Non-Reappointment: The Senate is reviewing recommendations from the Unclassified Professional Support Committees; one point of particular concern is how to address the need for administrative flexibility in times of fiscal constraints without sacrificing fairness and job stability. These deliberations will continue and will be addressed with the new administration.

B. Senate Constitution

The Unclassified Professional Senate constitution was approved on March 16 by President Armstrong, who asked only for insertion of one word in the document to clarify an item's intent. D. Valentine commended the members of the Constitution Committee for its excellent work.

C. Senate Elections

The UPS elections are underway and will conclude in early May.

D. Representation in University Activities

1. Presidential Search: The Senate requested unclassified professional representation on the presidential search committee, but the request was denied by the Board of Regents. Senate representatives were provided minimal opportunities to meet with three of the senate candidates interviewed on campus. However, the presidents of the Unclassified Professional Senate, the Classified Senate, and the Faculty Senate sent a joint letter to the Board of Regents urging that the candidate selected be one who could provide positive leadership and a team approach to the university; this effort, initiated by the Unclassified Professional Senate, is the first joint activity undertaken by the three senates.
2. AVP Search: D. Valentine and N. Kraemer have written a joint letter to Dr. Hughes requesting that unclassified professional representation be added to the search committee for the academic vice president position. [Dr. Hughes subsequently responded by asking the Unclassified Professional Senate to appoint a representative on the committee. The Classified Senate also requested and was granted a seat on the committee.]

- E. Alternate Tenure Track: S. Gladhart reported that the UPS Support Committee plans to call a meeting of unclassified professionals who have at least 50% teaching responsibilities to discuss potential development of an alternative unclassified professional tenure track.

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- F. WSU/KU Meeting: In December, UPS senators met with their KU counterparts to discuss concerns of unclassified professionals at both campuses. The KU personnel volunteered to coordinate a meeting of unclassified professional representatives from all of the Regents' universities to discuss common issues.
 - G. GOPHER Information: Arrangements have been completed for placement of UPS minutes and announcements on GOPHER. The information will be available under the "WSU Campus Information - Policies and Proceedings" menu selections. Eventually, the UPS plans to place its constitution and the UPP policy document on GOPHER.
 - H. UPS Budget: D. Valentine reported that the UPS was awarded a \$300 budget this year and has received substantial additional support from the Provost's Office, the Office of Human Resources, the Media Resources Center, and the College of Health Professions. The Senate is requesting a larger budget next year to meet projected expenses.
4. Budget Update
Mary Herrin, Associate Vice President for Administration and Finance and Director of Budgets, provided an update on the FY'94 budget. The appropriation bill passed by the House provides for step and longevity increases for classified personnel, a 2.5% increase for unclassified personnel and student assistant salaries, a 3.5% increase for operating expenses, and a reduction in the shrinkage requirement from 2.94% to 2.84%. The appropriations have not yet been approved by the Senate or the governor. M. Herrin also reported that there is a possibility of a 1.0% or 2.0% mid-year rescission during FY'94, depending on the state's finances by next December.
5. Tuition Assistance Committee
Barbara Mason reported that the legislature has declined to consider tuition waiver or tuition reduction for university employees on the basis that this benefit would not be provided to all state employees. There is sentiment on all of the university campuses to develop a joint proposal on this issue. Persons interested in working on this issue should contact D. Valentine or any of the UPS senators.
6. Information Updates
- A. Smoking Policy: M. Turner said a new policy will be announced soon which bans smoking in all university buildings and state vehicles. The policy will go into effect on June 1. Smoking will be permitted on the campus grounds, and sitting areas and receptacles will be provided for smokers. Referrals to smoking-cessation programs may be obtained through the EASE program.
 - B. EASE: David Strange of Human Resources provided information on EASE, which provides referrals to employee assistance programs. The program is voluntary and may be used for assistance to state employees and their families. EASE does not provide direct counseling but makes referrals to assistance programs as needed. Contact persons at WSU include David Strange in Human Resources, Greg Buell in the Counseling Center, Wanda Maltby in the Student Health Service, Barbara Bowman in Affirmative Action, and Annette Vesey in the Heskett Center.
 - C. TQM Sessions: Elaine Stearns will offer workshops on Total Quality Management on April 27 and May 12. The workshops have been coordinated by the UPS Professional Development Committee and are open to the university community on a space-available basis.
 - D. Brown Bag Sessions: The Professional Development Committee is offering three brown-bag video presentations this spring: on April 29 and May 6, "The Business of Paradigms" will be shown from Noon-1:00 p.m. in the MRC Studio A; on May 13, "The Power of Vision" will be shown at the same time, same location. (For those unable to attend the sessions, the videotapes may be checked out individually by calling Aleta Gile at Ext. 3400.)
 - E. UPS Reception: The Woodman Alumni Center will host a reception on May 14 from 3:00-5:00 p.m. to honor UPS senators completing their terms and welcome the newly-elected senators. All WSU unclassified professionals are invited to attend.
 - F. Presidential Inauguration: Amy Schafer reported on plans for the inaugural ceremonies for President Hughes, which are scheduled for October 13 at 1:30 p.m. in Henry Levitt Arena. Initial plans call for a faculty processional in full regalia to the arena and a tent reception following the ceremony. Additional ideas or suggestions may be conveyed to Amy Schafer in University Relations at Ext 3142.
7. As May Occur
Senators and members of the constituency thanked Dale Valentine for his service as president of the Interim Unclassified Professional Senate during the past eighteen months. His hard word and many accomplishments on behalf of WSU's unclassified professional personnel were acknowledged and are greatly appreciated.

Meeting adjourned 4:36 p.m.