

GENERAL MEETING

Wichita State University UNCLASSIFIED PROFESSIONAL PERSONNEL

**NOVEMBER 10, 1993
3:30 - 5:00 P.M.
209 HUBBARD HALL**

AGENDA

1. Introduction of Unclassified Professional Senate
2. Remarks and Discussion - President Eugene Hughes
3. FY'95 Budget - Mary Herrin
4. Unclassified Professional Classification Review - Barbara Bowman, Mike Turner
5. Report on Senate Activities
6. Senate Committee Reports
7. Wayne Carlisle Posthumous Award
8. As May Occur - Issues and Concerns from the Floor

NOTE:

MINUTES OF UNCLASSIFIED PROFESSIONAL SENATE MEETINGS AND OF UNCLASSIFIED PROFESSIONAL GENERAL MEETINGS ARE PLACED ON THE MAINFRAME AND MAY BE VIEWED THROUGH THE "WSU CAMPUS INFORMATION - POLICIES AND PROCEEDINGS" MENU SELECTIONS IN GOPHER

UNCLASSIFIED PROFESSIONAL PERSONNEL
GENERAL MEETING
November 10, 1993
3:30-5:00 p.m.
209 Hubbard Hall

MEETING SUMMARY

Nancy Kraemer, President of the Unclassified Professional Senate, convened the meeting at 3:35 p.m.

1. Introduction of New Senators: new senators elected in the Spring '94 elections were introduced. The UPS membership list is attached.
2. President Hughes: President Hughes addressed the meeting and discussed his goals and vision for the university.
3. FY'95 Budget Update: Mary Herrin, WSU Director of Budgets, provided information on the FY'95 budget planning process. Definitive data regarding the budget won't be available until late in the spring semester.
4. Unclassified Professional Classification Review: Barbara Bowman and Mike Turner discussed the reasons underlying the classification review of unclassified professionals and the university's response. More information will be provided on this issue as it becomes available.
5. Report on Senate Activities: Nancy Kraemer made the following report on UPS activities to date:

Senate Agenda for 1993-94:

- A. Establishment of on-going Executive Council meetings with President and four senate presidents: Dr. Hughes has established the University Cabinet, which includes President, Vice Presidents, Deans, the presidents of the classified, faculty, and unclassified professional senates, and the SGA. The University Cabinet meets twice monthly for information and input into university activities.
- B. Establishment of regular news coverage of Senate meetings and activities: University Communications has assigned Lynette Murphy to cover UPS meetings and provide regular reports in "Inside WSU."
- C. Establishment of regular meetings with President Hughes: Dr. Hughes met with the Senate on October 28 and has agreed to meet again whenever invited and/or as necessary.
- D. Development of unclassified professional retrenchment policies and procedures: The Unclassified Professional Support Committee has been charged with this task for 93-94.
- E. Clarification of Non-reappointment Policies: The Support Committee has developed recommendations which will be considered by the Senate this year.
- F. Salary differential: As part of the program review initiatives to increase the university's "instructional" budget, the FY'94 budget provided for a differential between salary increase funds allocated for instructional versus non-instructional personnel; the Senate has discussed this with President Hughes and voiced concern that this differential not be continued in future years; President Hughes has responded that future budget allocations will be based on institutional needs.

Unclassified Professional General Meeting
November 10, 1993
Page 2

- G. **Revisions in Unclassified Professional Grievance Policy and Procedures:** In response to inordinate amounts of time and effort consumed by recent grievances, the Grievance Committee has recommended changes in policy to provide for informal methodologies to attempt to resolve grievances before formal hearings are instituted. The proposed policy has been submitted for review by the Regents' attorney and will eventually be reviewed again by the Senate, and then submitted to President Hughes for approval.
- H. **Unclassified Professional Evaluation:** The UPS has formed a task force with representation from all divisions to review evaluation procedures used in each of the divisions and to make recommendations on standardized procedures and evaluation formats.
- I. **Unclassified Professional Classification Review:** The UPS Support Committee has formed a subcommittee to work with Barbara Bowman and Mike Turner to monitor issues and developments related to the review and potential reclassification of unclassified professionals.
- J. **Professional Development and Recognition:** The UPS Professional Development Committee conducted a survey of Unclassified Professional Personnel to determine needs and desires for professional development activities; based on survey responses, the Committee is coordinating additional TQM seminars this year. In addition, the Senate has developed a proposal for recognition programs for unclassified professionals both for longevity and outstanding service; however, President Hughes has asked that these programs be held in abeyance until he can discuss with the senate presidents potential development of university programs which will recognize all parts of the university community. The Senate will cooperate and has offered to expand its proposal to include the entire university.
- K. **Cooperative Activities:** The Senate has assumed a lead a lead role in cooperative activities with the Classified and Faculty Senates. The three senate presidents have met to discuss common issues and have agreed on several items, including:
1. **Alternate tenure track for teaching unclassified professionals:** The UPS has formed a joint task force with the Faculty Senate to review this issue and make recommendations.
 2. **Tuition waiver or assistance for university employees and their families:** The UPS is participating in a joint task force with the Classified and Faculty Senates to develop a proposal on this issue. We hope to form an alliance with other state universities to present a joint proposal from all Regents' schools.
 3. **Coordinated Personnel Policy Handbook:** The Classified Senate and the UPS have formed a joint task force to develop recommendations on this issue.
 4. **Sexual Harassment Policy:** The Classified Senate and the UPS have formed a joint task force to develop policy recommendations; after approval by both senates, the joint task force will submit its proposal to President Hughes.
 5. **Appointment Designation:** The presidents of the Classified, Faculty, and Unclassified Professional Senates have met with Barbara Bowman, Elaine Fooshee, Larry Smith, and Mike Turner to discuss concerns related to the use of the term "temporary" for grant- and RU-funded personnel, part-time personnel, and those who are on limited term appointments, to develop recommendations for more definitive terminology; this group's recommendations will be submitted to the Regents attorney for review and then to the President.

Unclassified Professional General Meeting
November 10, 1993
Page 3

6. **Equitable application of university policies to all constituencies:** The three senate presidents have sent a joint memo to President Hughes urging that university policies be equitably applied to all WSU personnel; last spring, the UPS developed guidelines for policy development regarding consulting and outside income policy and forwarded these to Central Administration; the UPS will provide more input and recommendations on policy implementation as circumstances warrant.
7. **Establishment of University Committees:** The presidents of the Classified Senate, Faculty Senate, and Unclassified Professional Senate have recommended to President Hughes that the Library Appeals Committee and the Traffic Appeals Committee be moved out of the Faculty Senate and reformed as university committees, and that issues with university-wide implication be addressed by university committees with representation for all constituencies. President Hughes has agreed, and the senate presidents will draft recommendations for new configurations for the two appeals committees.

In addition, there are currently Unclassified Professional Senate representatives on the Budget Advisory Committee, the Capital Improvement Planning Committee, the Traffic Policy Committee, the University Computing and Telecommunications Committee, and the Academic Vice Presidential Search Committee; and President Hughes has asked for recommendations on other university committees as well.

8. **Cooperative Activities:** The UPS has taken the lead in developing and coordinating cooperative activities on campus, including "WSU Spirit Nights" at women's athletic events. It is the intention of the UPS to be involved in as many cooperative programs and activities as possible to promote the concept of a united university community. The senate presidents have sent President Hughes a memo regarding these activities, and he has responded that he is pleased to see cooperation among the employee groups.

6. **Senate Committee Reports**

1. **Election Committee** - Vic Chavez, Linda Matson: The Election Committee coordinated a special election for Academic Affairs during the fall semester to elect a replacement for Kevin Clark, who resigned from the university in August. Shelley Farmer was elected to complete the one-year term.
2. **Professional Development Committee** - Bonnie Johnson reported on the TQM seminars being developed for December and the "Spirit Night" activities held on November 6 and planned for the future.
3. **Support Committee, Alternate Tenure Track, Evaluation Task Force, Classification Review Subcommittee** - Steve Gladhart reported that the UPS Support Committee and the Evaluation Task Force are progressing on their charges. The Alternative Tenure Track Committee will begin its work early in the spring semester once the Faculty Senate appoints its representatives.
4. **Sexual Harassment Policy Task Force** - Don Nance reported that the Sexual Harassment Policy Task Force is progressing on its charge and should have a draft policy ready for senate review early in the spring semester.

Unclassified Professional General Meeting

November 10, 1993

Page 4

5. Tuition Assistance Task Force - Barbara Bowman reported that the Tuition Assistance Task Force is researching tuition assistance policies at other universities in the region and will begin drafting its proposal once it has reviewed those materials.
6. Coordinated Personnel Policy Handbook Task Force - Frankie Brown reported that the Coordinated Personnel Policy Handbook Task Force is compiling policies from various campus sources preparatory to developing its proposal.
7. Search Committee for Academic Vice President - Dale Valentine reported that the AVP Search Committee has narrowed the candidates to six, who will be brought to campus for interviews.
7. Wayne Carlisle Posthumous Award
Barbara Mason read a tribute to Wayne Carlisle, after which Jim Rogers presented the "Wayne Carlisle Distinguished Service Award" to Cathy Carlisle in Wayne's memory.
8. As May Occur
Nancy Kraemer noted that the UPS wants to involve as many of its constituents as possible in affairs and activities which concern unclassified professionals and urged persons interested in becoming more involved to return the "Committee Service Interest Form" distributed with the meeting agenda. Also, unclassified professionals are urged to convey concerns, questions, or comments to any of the senators at any time. The UPS meets on the second and fourth Thursdays of each month, from 8:30-10:00 a.m. in 425 Ahlberg; the meetings are open, and visitors are welcome.

Meeting adjourned 5:10 p.m.