

WICHITA STATE UNIVERSITY
UNCLASSIFIED PROFESSIONAL SENATE

February 24, 1994

8:30 a.m.

425 Ahlberg Hall

**NOTE: PLEASE NOTIFY NANCY KRAEMER (EXT 3600), CATHY RAZOOK-ELLSWORTH (EXT 3688),
OR BONNIE JOHNSON (EXT 3404) PRIOR TO THE MEETING IF YOU CANNOT ATTEND.**

AGENDA

1. Approval of Prior Minutes - February 10, 1994
2. Discussion with President Hughes
3. Reports
 - A. President's Report - N. Kraemer
 1. University Cabinet
 2. "Continuing Appointment" Committee
 3. Status of Evaluation Policy Recommendation
 4. UPS Information on Gopher
 5. Other
 - B. Joint Senate Task Forces
 1. Tuition Assistance - B. Bowman
 2. University Committees - N. Kraemer
 3. Coordinated Personnel Handbook - N. Kraemer
 - C. Professional Development Committee - B. Johnson, J. Pletcher, C. Razook-Ellsworth
 1. Spring Reception
 2. Other
 - D. Support Committee - S. Gladhart
 - E. Election Committee - V. Chavez, L. Matson
 - F. Update on Reclassification Issue - B. Bowman, M. Turner
 - G. Other
4. Review of Draft Sexual Harassment Policy - D. Nance
5. Unclassified Professionals Name Change
6. Employee Focus Groups - Campus Problems and Solutions
7. Planning for Spring General Meeting
8. As May Occur
 - A. UPS Newsletter
 - B. Marketing Council Presentation

**WICHITA STATE UNIVERSITY
UNCLASSIFIED PROFESSIONAL SENATE**

Meeting Minutes - February 24, 1994
REVISED

The Senate convened on February 24, 1994, at 8:30 a.m. in 425 Ahlberg Hall.

Senators Present: Tom Brock, Victor Chavez, Shelley Farmer, Bonnie Johnson, Jennifer Keys, Nancy Kraemer, Linda Matson, Jill Pletcher, Cathy Razook-Ellsworth, Lynette Seymour, Bill Wynne

Senators Absent: Stephanie Casper, Stephen Gladhart, Grady Landrum, Don Nance, Doug Vandersee, Mike Wood

Guests Present: Barbara Bowman, President Eugene Hughes, Lynette Murphy, Mike Turner

1. Approval of Prior Meeting Minutes

Approval of the February 10, 1994 minutes was tabled until the next Senate meeting.

2. Discussion with President Hughes

Senators expressed their concerns to President Hughes about possible discrepancies in FY'95 salary increases between instructional and non-instructional personnel and about the state's potential reclassification of unclassified personnel. President Hughes stated he shares the concerns and hopes to improve the situations in the future.

President Hughes then reported on informational items, some of which will involve the UPS:

- 1) Stephan Jordan, the new Executive Director of the Board of Regents, will be on campus Monday, February 28; a meeting with him, the UPS, and the Classified Senate has been scheduled for 1:00-1:45 p.m. in the CAC Commons.
- 2) A "Shocker Pride Picnic" has been scheduled for April 12 at Noon on the CAC patio. At the Picnic, President Hughes wants to recognize outstanding employees and asked the UPS to recommend to him by April 1 names of three persons to receive awards for outstanding service to the university. One of the awards will be designated as the "Wayne Carlisle Award", and the other two will be "President's Awards".
- 3) President Hughes reported on efforts of the university to improve relations between WSU and the Wichita community, and between WSU and area community colleges.
- 4) President Hughes announced that the Council of Presidents has approved four new programs for WSU: Masters of Public Health, BS of Manufacturing Engineering, and Associate Degrees in Physical Therapy Assistant and in Occupational Therapy Assistant. The Board of Regents will consider the proposals in March.
- 5) President Hughes noted that the search committee for the Vice President of Academic Affairs has submitted its report to him. He has asked for additional input from persons who met with all of the candidates.
- 6) President Hughes also mentioned that commencement may be revamped for 1995, if not 1994. He wants a day of celebration throughout the campus with activities and entertainment.

3. Reports

A. President's Report

1. University Cabinet. The President covered the items in his discussion with the Senate.
2. New Appointment Category. S. Loper will chair this joint committee. The next meeting is with Ted Ayres, Regents Attorney, on February 25.

3. **Grievance Policy.** A steering committee of J. Rogers, J. Keys and J. Stibal-Mitchell was appointed to implement the Grievance Policy.

- B. Joint Senate Task Forces
 1. **Tuition Assistance -- B. Bowman.** Peer institution inputs were reviewed at their last meeting. Kansas institutions are the only ones without a tuition assistance program.
 2. **University Committees -- N. Kraemer.** No response from President Hughes to date.
 3. **Coordinated Personnel Handbook -- N. Kraemer.** Presidents of the Unclassified and Classified Senates met with the committee to clarify philosophy of the formation of the coordinated handbook.
 4. **Sexual Harassment Committee -- D. Nance.** The Faculty Senate proposal was distributed to the UPS for review.

- C. UPS Information on Gopher -- N. Kraemer.
All approved Senate minutes, the UPS Constitution, the UPP grievance policy, and the UPP personnel policy are now on Gopher for all employees to review at will. There was discussion to put a copy in the Library for those people without access to the mainframe.

- D. Professional Development Committee -- J. Pletcher, C. Razook-Ellsworth
 1. **WSU Spirit Night.** Close to 1200 people "Jammed the Gym" with many wanting tattoos provided by the senates.
 2. **UPS Reception.** The UPS reception for outgoing/incoming senators has been set for Friday, May 13, 1994, at the Alumni Center from 3:00-5:00 p.m. Volunteers for the clean-up committee should contact C. Razook-Ellsworth.
 3. **Wayne Carlisle Distinguished Service Award.** The committee will activate its plan for this award and broaden the scope to include recommendations for the President's Awards.

- E. Support Committee - S. Gladhart
No report.

- F. Election Committee -- L. Matson and V. Chavez
The committee is meeting February 25 to finalize the ballots and mailing labels.

4. Unclassified Professionals Name Change
Potential name changes were discussed; some suggestions were Administrative Professional Staff, Managerial Staff, Salaried Professional Staff. No decision was reached; this issue will be discussed at the next meeting.

5. Employee Focus Groups
C. Razook-Ellsworth will chair a senate committee to develop recommendations to President Hughes regarding a structure for focus groups to address university issues and problems. J. Pletcher, J. Keys, and L. Matson will serve on the committee.

6. As May Occur
 - A. The possibility of initiating a UPS newsletter was considered but discarded. Senators felt that "Inside WSU" coverage and information placed on Gopher provide adequate information regarding UPS activities.
 - B. The Marketing Council presentation is being scheduled for a joint meeting of the Senates in March.

7. Meeting Schedule
The Senate will next meet at 8:30 a.m. in Ahlberg Hall Room 425 on March 10.

Meeting adjourned 10:15 a.m.