

WICHITA STATE UNIVERSITY
UNCLASSIFIED PROFESSIONAL SENATE

June 16, 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. Welcome to New Senators
2. Coordinated Personnel Handbook Task Force - Dorothy Harmon
3. Approval of Prior Minutes - May 12, 1994
4. Reports
 - A. President's Report - N. Kraemer
 1. University Cabinet
 2. Budget Update
 3. Traffic Policy Committee - New Bylaws
 4. Consultation and Outside Income Policy Study Group
 5. Other
 - B. Joint Senate Task Forces
 1. Tuition Assistance - B. Bowman
 2. Update on Sexual Harassment Policy - D. Nance
 - C. Professional Development Committee - B. Johnson, J. Pletcher, C. Razook-Ellsworth
 1. TQM Workshops
 2. Other
 - D. Reclassification Issue
 1. Update - B. Bowman, M. Turner
 2. Position Paper/Draft Legislation - D. Nance, M. Wood, B. Wynne
 - E. Support Committee - S. Gladhart
 1. Revised retrenchment policy/procedure
 2. Other
 - F. Appointment Status of Teaching Unclassified Professionals
 1. Report on Tenure & Promotion Policy Study Task Force - S. Gladhart
 2. List of Teaching Unclassified Professionals - B. Bowman
5. As May Occur

WICHITA STATE UNIVERSITY
UNCLASSIFIED PROFESSIONAL SENATE
Meeting Minutes -- June 16, 1994

The Senate convened on June 16, 1994, at 8:30 a.m. in 425 Ahlberg Hall.

Current Senators

Present: Tom Brock, Stephanie Casper, Vic Chavez, Shelley Farmer, Stephen Gladhart, Jennifer Keys, Nancy Kraemer, Grady Landrum, Linda Matson, Jill Pletcher, Cathy Razook-Ellsworth, Lynnette Seymour

New Senators

Present: Lavona Spencer, Elaine Stearns, Jim Sullivan

Senators Absent: Bonnie Johnson, Don Nance, Doug Vandersee, Mike Wood, Bill Wynne

Guests Present: Barbara Bowman, Dorothy Harmon, Lynette Murphy, Mike Turner

1. **Welcome to New Senators**

Current senators welcomed new senators L. Spencer, E. Stearns, and J. Sullivan to this "transition meeting" between the current and new senates. The new senatorial terms will begin on July 1.

2. **Report of Coordinated Handbook Task Force** -- Dorothy Harmon

Dorothy Harmon, representing the joint senate task force on the coordinated personnel handbook, attended the meeting to present the task force's draft report. Senators made some suggestions for additions of information regarding university policies, committees, and senate constitutions and committee structures; additional comments or suggestions should be forwarded to D. Harmon prior to June 29. D. Harmon or another task force representative will present the recommendations to the Classified Senate at its next meeting, incorporate suggestions from that group, and send the final recommendation to both senates for review and approval. The report will then be forwarded to President Hughes for his consideration and action. The Senate thanked D. Harmon and other members of the task force for their work to date on this immense undertaking.

3. **Reports**

A. **President's Report** -- N. Kraemer

1. **University Cabinet:** A new university policy requires that all out-of-state travel be arranged through the WSU Travel Center, regardless of the source of funding. The university has completed negotiations for the downtown center and is proceeding on plans for the west side center. WSU has submitted a new Title XI Urban Community Service grant proposal. The Regents have approved the university's request to define WSU's campus as "the city limits of Wichita and the immediately contiguous military and industrial facilities."
2. **FY'95 Budget:** No new developments to date.
3. **Traffic Appeals Committee:** President Hughes has approved new bylaws for the University Traffic Appeals Committee which incorporate the guidelines drafted by N. Kraemer last December. The new bylaws take effect in FY'95. Grady Landrum and Lavona Spencer will be the UPS representatives on the Traffic Appeals Committee.
4. **Consultation and Outside Income:** The Council of Chief Academic Officers has established a task force with the Council of Budget Officers to study the issue of employee consultation and outside income; also serving on the task force will be legal counsel, representatives from KU, KSU, WSU, a college dean, and faculty representatives. As these issues also apply to unclassified professionals, the UPS will request that an unclassified professional representative be added to the task force; if this request is not granted, N. Kraemer will talk to Roger Lowe (the WSU representative) to convey the unclassified professional viewpoint and concerns.

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5. **Grievance Pool Training:** B. Bowman has reported that members of the Grievance Pool are being trained as stipulated in the new grievance policy. The Grievance Steering Committee has met, and the committee structure will be ready to address grievance issues which may arise in the future.
 6. **Bookstore Discounts:** The CAC Bookstore has approved a 10% discount to faculty/staff on most bookstore items, effective July 1. University personnel will be notified soon of this program.
 7. **Miscellaneous Documents and Information:** N. Kraemer has copies of the FY'96 legislative budget, the FY'96 mill levy budget, the Division of Administration and Finance mission and goals statement, and a summary of legislative activity during the 93-94 session. Senators wishing to review any of these materials may contact N. Kraemer.
- B. **Joint Senate Task Forces**
1. **Tuition Assistance:** The tuition assistance task force is compiling responses to the recent survey; more than 700 responses were received. The task force will begin preparation of its proposal when the survey compilation is complete. Support for the proposal will be sought from the university administration and from other Regents schools before forwarding it to the Regents and the legislature.
 2. **Sexual Harassment Policy:** Minutes of the April 25 Faculty Senate meeting indicate that the Faculty Senate approved the policy developed by the Unclassified Professional/Classified Senate joint task force with some revisions and have asked the Faculty Senate ad hoc committee to develop a procedural statement for the policy; the motion approved by the Faculty Senate also stipulated that the Faculty Senate should seek the concurrence of the Unclassified Professional and Classified Senates to the faculty's changes. N. Kraemer will confer with Don Nance and Jim Clark on this issue.
- C. **Professional Development Committee** - C. Razook-Ellsworth, E. Stearns
Eighteen persons attended the June 2 TQM workshop, and 16 attended the June 14 session. C. Razook-Ellsworth and E. Stearns discussed possible scheduling of on-going sessions next year but suggested first gauging the level of support for TQM by Central Administration. E. Stearns will draft a brief position paper on the topic for submittal to President Hughes, and decisions on scheduling for next year will be deferred until the Senate receives a response.
- D. **Reclassification Issue** - M. Turner
M. Turner has forwarded the position paper on the reclassification issue and the proposed revisions in the legislation defining the classified and unclassified service to the Regents attorney for review. M. Turner will also present the documents for discussion and support at the August 10-11 meeting of State of Kansas human resource directors.
- E. **Support Committee Retrenchment Recommendations** - S. Gladhart
S. Gladhart distributed an initial draft of a combined retrenchment policy; he noted that this draft does not provide representation for unclassified professionals who are in the Division of Academic Affairs but not assigned to colleges, and that issue must be addressed in later drafts. N. Kraemer commented that although a single policy would be preferable from a university viewpoint, the Senate is not bound to recommend a combined policy if issues of equitable representation for all constituencies cannot be satisfactorily addressed. The draft and related issues will be discussed during the July meeting.

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F. Appointment Status for Teaching Unclassified Professionals

B. Bowman is working to identify unclassified professionals with half-time or greater teaching responsibilities. The UPS task force will develop plans to meet with these personnel and draft a position paper in preparation for working with faculty representatives to study this issue next year.

5. Issues for Consideration by 94-95 Senate

Continuing issues to be addressed by the 94-5 Senate include:

- reclassification issue
- appointment status/career advancement of teaching unclassified professionals
- retrenchment policy
- salary issues
- finalization of sexual harassment policy
- finalization of recommendation for coordinated personnel handbook
- tuition assistance proposal
- unclassified professional evaluation (follow-up to recommendation to President Hughes)

N. Kraemer will prepare a report to President Hughes on the goals and accomplishments of the UPS during the 93-94 year and will include her recommendations regarding support of the senate in the future.

6. As May Occur

N. Kraemer thanked the senators for their support and service this year. Particular recognition goes to Cathy Razook-Ellsworth and Bonnie Johnson as UPS Vice President and Secretary; to Tom Brock, who has served on the original Unclassified Professional Policy Committee and on the UPS since its inception and who will leave the Senate on June 30; to those who have chaired and/or served on committees and task forces during the 93-94 year; and to Barbara Bowman and Mike Turner, who have provided invaluable assistance and advice to the Senate -- the efforts of all of these persons have provided special contributions to the UPS' accomplishments this year and its increasing recognition as an important part of the university governance system.

7. Meeting Schedule

The next UPS meeting is scheduled for 8:30 a.m. in 425 Ahlberg Hall on July 28. N. Kraemer will prepare and distribute the agenda. New UPS officers will be elected at that meeting.

Meeting adjourned 10:00 a.m.