



WICHITA STATE
UNIVERSITY

UNCLASSIFIED
PROFESSIONAL SENATE

Meeting Minutes

Tuesday, January 27, 2015

Present: Ellen Abbey, Michelle Barger, Belinda Bishop, Kathy Downes, Mandy Konecny, Eric Maki, Laura Manning, Brett Morrill, Mark Porcaro, Sheelu Surrender, Tonya Witherspoon, Frankie Kirkendoll (ex-officio), Gina Crabtree (ex-officio).

Absent: Amy Barfield, Gabrielle Dodosh, Maria Martino, Becky North, Ricki Ellison (at-large), Heather Perkins (at-large), Andrea Stipp (ex-officio), Jessica Treadwell (ex-officio).

Guests: Kevin Crabtree

I. Call to order at 9:00 AM

II. Approval of, December 16, 2014 minutes

Motion made by Gina Crabtree and seconded by Michelle Barger. Motion passed.

III. President Bardo Meeting Report

- a. Brett reported that the bonds were sold for the Innovation Campus for a better rate than expected and the university received \$1.3 million more than expected. The additional funds will be used to do the utility work on the former golf course.

IV. New/Old Business

a. Special Committee Reports

- i. Evaluation Committee – Tonya Witherspoon reported that the committee has not met since the last report. They will meet again soon.
- ii. Grievance Committee – Ellen Abbey reported that the policy and handbook are nearly completed and they should have something to present at the next senate meeting.
- iii. CBIZ Update – Brett Morrill reported that the committee has not met since the kick-off. Human Resources personnel are providing training for employees on how to complete the JAQ forms.

b. January 14, 2015 Unclassified Staff Council Meeting Report – Brett Morrill reported that he met with other Regent school UP senate leadership in Topeka.

- i. All Regent schools are working with CBIZ and are either in the process of or finishing up with the studies. The University of Kansas has begun moving USS personnel to UP status as those positions are vacated.
- ii. Most other schools are working on tobacco free initiatives and are concerned with how those policies/rules will be enforced.
- iii. Emporia State University is studying UP probationary periods. Discussion followed about the three year provisional appointment for new unclassified professionals to WSU. Brett will discuss with President Bardo about reducing that period.
- iv. The University of Kansas has had legal issues regarding tuition assistance for dependents. Frankie Kirkendoll reported that Wichita State has not experienced any problems at this time.

- v. There was discussion regarding dress codes at the regent universities. There are several departments on campus that give dress code training to new staff.
- c. Ombudsperson – Brett Morrill reported that he, Ellen Abbey, Gina Crabtree and Ali Levine had conference calls with Ombudspersons at Kansas State University (KSU) and the University of Kansas (KU). The KU Ombudsperson is IOA (International Ombudsman Association) certified and is a full-time unclassified professional. KSU has three volunteers that are paid a \$5,000 annual stipend for a term of three years and are not IOA certified. The role of the Ombudsman is to give options to the complainant and not advocate for a party. Establishing trust is paramount. The KU Ombudsman office assists all faculty, staff and students and is not on the hierarchy. Funding is allocated from the Provost and the Ombudsman reports only to the senates. The KSU Ombudsman reports to the faculty senate.
- d. Constitutional Handling of Reorganizations and Small Divisions – Mandy Konecny reported that she and Kevin Crabtree ran the numbers of constituents in the division of Strategic Communications and there are a total of 17. The decision was made to merge Strategic Communications in with the President and General Counsel group for the upcoming election. A constitutional change will need to be made and Brett Morrill will craft the language and present it at the next meeting.

V. Reports from Committee Chairs

- a. Service – No report.
- b. Professional Development – No report.
- c. Awards/Recognition – No report.
- d. Grievance – No report.
- e. Election – No report.
- f. UPS Website – No report.
- g. RSC Board of Directors – No report.
- h. Wellness – No report.
- i. Traffic Appeals – Eric Maki reported that the committee heard eight appeals. There were several fines overturned because there is a discrepancy between the website and actual traffic/parking regulations. The Traffic Policy Advisory Committee is addressing the issue.
- j. Unclassified Professional Staff Council – No report.
- k. Library Appeals – No report.
- l. University Traffic Police Advisory Committee – Brett Morrill reported that the committee is working on the traffic regulations and the website will reflect those changes. Many fines will be increased in order to help enforcement. Chief Morris is also working on an agreement with Sedgwick County to enforce tickets for violators that are not part of the university.

VI. As May Arise

- a. Frankie Kirkendoll reported that Sarah Hunter has been hired to replace Libby Gilbert as Associate Director of Human Resources and is responsible for FMLA and the wellness program. Libby Gilbert is retiring effective January 31, 2015. Human Resources is in the process of hiring a consulting firm to look at current processes and how they can be streamlined. The myPerformance project is on hold for one

year and supervisors will continue to use the CEEDS system for annual USS evaluations. Evaluations are due on February 28, 2015.

VII. Announcements

- a. Next Meeting: Tuesday, February 17, 2015, 9:00-11:00
- b. Next General Meeting: Thursday, April 30, 2015, 3:30-5:00

VIII. Adjourned at 10:25 AM. Motion to adjourn made by Sheelu Surender and seconded by Mandy Konecny. Motion passed.

Submitted by Ellen Abbey