



WICHITA STATE
UNIVERSITY

UNCLASSIFIED
PROFESSIONAL SENATE

Meeting Minutes

Tuesday, March 17, 2015

Present: Ellen Abbey, Michelle Barger, Belinda Bishop, Gabrielle Dodosh, Kathy Downes, Laura Manning, Brett Morrill, Becky North, Mark Porcaro, Frankie Kirkendoll (ex-officio), Gina Crabtree (ex-officio), Heather Perkins (at-large).

Absent: Amy Barfield, Ricki Ellison, Mandy Konecny, Eric Maki, Maria Martino, Sheelu Surender, Tonya Witherspoon, Andrea Stipp (ex-officio), Jessica Treadwell (ex-officio).

Guests: Emma Crabtree, Jasmine Douglas, Sarah Hunter, Lana Anthis.

I. Call to order at 9:05 AM

II. Guests –

a. **Emma Crabtree, Tobacco Free Wu & Me President and Jasmine Douglas, Tobacco Free Wu & Me Vice President**

Emma and Jasmine presented results of research done by the Tobacco Free Wu & Me committee. The survey indicated that about 20% of students at WSU use tobacco in some form. The group received a \$25,000 grant to conduct the research through surveys and focus groups. The group and the Student Government Association (SGA) is very interested in providing cessation programs to help students stop using tobacco. SGA has asked that the UP Senate pass a resolution to support the efforts of Tobacco Free Wu & Me and provided a template to use. UP senators will discuss with constituents and vote on this issue at the April senate meeting. When resolutions are passed by all senates, Emma and Jasmine will present a policy request to President Bardo.

b. **Sarah Hunter, Assistant Director, Compensation/FMLA & HR Wellness Coordinator**

Sarah reported that she is working on the wellness website and reminded the senate that a tobacco cessation program is available to faculty/staff through the Health Quest program. Sarah will meet with Eric Maki in early April to discuss wellness opportunities at the Heskett Center. If anyone from the UP senate is interested in serving on the wellness committee, please email Sarah.

c. **CBIZ Update**

Sarah Hunter reported that the Job Analysis Questionnaires are complete and have been forwarded to CBIZ for review. CBIZ will report back to Human Resources by the end of June and Human Resources will review FMLA classifications with General Counsel. CBIZ will then work on job descriptions in a general format and WSU will individualize in the position description. Human Resources is working on a FAQ for the website and will continue to work with the constituency committee. Brett Morrill and Kathy Downes have been serving on the committee and Ellen Abbey volunteered to participate as well.

III. Approval of Minutes

a. **Approval of, February 17, 2015 minutes**

Motion made by Heather Perkins and seconded by Gabrielle Dodosh. Motion passed.

b. **Approval of, March 4, 2015 special meeting minutes**

Motion made by Mark Porcaro and seconded by Michelle Barger. Motion passed.

IV. President Bardo Meeting Report

- a. Brett reported that he and President Bardo discussed the grievance policy review and the necessary change to the constitution regarding representation for smaller divisions. President Bardo understands the need to combine smaller divisions.

V. New/Old Business

- a. Special Committee Reports
 - i. Evaluation Committee – No report.
 - ii. Grievance Committee
 - 1. Review and vote on proposed changes to Policy and Procedures:
 - a. Section 6.12 – Unclassified Professional Disciplinary Action
Motion made by Heather Perkins and seconded by Michelle Barger to submit the policy changes to President Bardo. Motion passed.
 - b. Section 6.13 – Dispute Resolution and Grievance Procedures and Dispute Resolution Guidelines.
Motion made by Becky North and seconded by Heather Perkins to submit the policy changes to President Bardo. Motion passed.
- b. Constitutional Handling of Reorganizations and Small Divisions –
Brett presented suggested changes to the constitution regarding the combining of small divisions for senate seats. Discussion followed and the discussion was tabled. Brett asked that senators requesting changes should email him and we will continue the discussion next meeting.

VI. Reports from Committee Chairs

- a. Service – No report.
- b. Professional Development – No report.
- c. Awards/Recognition – Gabrielle Dodosh reported that winners have been chosen from twelve nominations and the award letters will go out today. The announcement will be made on April 28, 2015.
- d. Grievance – No report.
- e. Election – Brett reported that we are taking nominations until Friday, March 19. The election committee will confirm the nominations and generate the ballot.
- f. UPS Website – No report.
- g. RSC Board of Directors – No report.
- h. Wellness – No report.
- i. Traffic Appeals – Brett reported that the committee listened to one appeal in person and received 6-7 written appeals.
- j. Unclassified Professional Staff Council – No report.
- k. Library Appeals – No report.

- I. University Traffic Police Advisory Committee – Brett reported that he received a copy of the revised regulations and they have been moved forward for approval.

VII. As May Arise

- a. The senate discussed the importance of meeting attendance. The constitution addresses attendance and the senate can dismiss a senator if they believe a constituency is not represented due to their absence. Senators are encouraged to attend all meetings.

VIII. Announcements

- a. **Next Meeting:** Tuesday, April 21, 2015, 9:00 to 11:00 a.m.
- b. **Next General Meeting:** April 30, 2015, 3:30 to 5:00 p.m. (Subject to Change)
 - i. President Bardo
 - ii. Provost and Senior Vice President Tony Vizzini
 - iii. Vice President Mary Herrin
 - iv. Eric King and Emily Patterson

- IX. **Adjourned at 10:35 AM.** Motion to adjourn made by Heather Perkins and seconded by Becky North. Motion passed.

Submitted by Ellen Abbey