



Meeting Minutes

Tuesday, April 16, 2013 at 9:00 – LAS Boardroom (LH 200)

Present: Lana Anthis, Belinda Bishop, Janelle Darr, John Duvall, Charles Eaton, Sally Fiscus, Cheryl Miller, Brett Morrill, Susan Norton, Kim Sandlin (past president/ex-officio), Sheelu Surender, William Vanderburgh.

Absent: Frankie Brown (ex-officio), Gina Crabtree, Connie Dietz, Taylor Esposito, April Keim, Mark McCain, Alicia Newell, Jessica Treadwell (ex-officio).

Guests: Mike Wood (sitting in for Mark McCain)

- I. Call to order by Kim Sandlin, past president, at 9:02
- II. Approval of March 12, 2013 Minutes – (Brett/John). Approved by all.
- III. Constituents Heads Meeting Report – Connie was not able to attend. No report.
- IV. President Bardo Meeting Report – canceled due to conflict of schedules with Final Four games. No report.
- V. New/Old Business
 - a. UP Policy Manual Project – April Keim & Becky North
 - i. Information will be posting on the cube.
 - ii. No updates at this time.
 - b. Spring General Meeting – *Thursday, May 2, 3:00 – 4:30 p.m. HH 211*, President Bardo, Andy Schlapp, Mary Herrin and Ravi Pendse have all confirmed. Agenda complete. Information has already gone out on WSU Today.
 - c. Facilities Committee Report – Kim Sandlin
 - i. SASAKI will be returning later this month.
 - ii. Lana asked if the slides from their presentation had been posted. Kim will again request the slides so they can be posted.
 - d. Strategic Plan Steering Committee Report - Community/campus meeting; April 25, 2013, 3:30 – 5:30pm, 208 HH. There have been other venues reported for this meeting, but 208 HH is correct.
 - e. Discussion of University Policies – Kim Sandlin/Bill Vanderburgh
 - i. 6.01 – needs revision; wording
 - ii. 6.02 – needs revision; who is responsible for the equality of salaries, human resources or the Director of EEOC?
 - iii. 6.03 – needs revision; wording and clarification
 - iv. 6.04 – needs revision
 - v. 6.05 – needs wording changes
 - vi. 6.06 – obsolete. Why do we have this policy?
 - vii. 6.07 – needs revision

- viii. 6.08 – needs revision. Shared leave, jury duty, leave without pay in particular need attention. Look at KBOR for definition of hours. Need clarification on last day of employment. Currently state that unclassified do not need to work on their last day of employment and classified do.
- ix. 6.09 – needs revision. Currently states that UP's can be terminated for not participating in retirement options. Need to add phased retirement information.
- x. 6.10 – needs revision and wording changes. Take out the reference to 3.13.
- xi. 6.11 - obsolete
- xii. 6.12 – needs revision
- xiii. 6.13 – needs revision. Cheryl has sent her information on needed revisions to Ted (legal)
- xiv. 6.14 – look at formatting. On letter c – what is the intent of the notification to the senate?
- xv. 6.15 – is this accurate to the KBOR regulations?
- xvi. 6.16 – needs review. #4 - what is this? #6 – who makes the decision on the 'may'? 6.13 – needs revision. Cheryl has sent her information on needed revisions to Ted (legal)
- xvii. Need to add information on compensation policy. Could possibly replace 6.06. Also need to add information on search waivers.
- xviii. Need to be sure that when EEOC and legal (Ted) have been separated the policies note when either or both of these entities should be engaged.
- xix. Task Force – members; Bill Vanderburgh, Lana Anthis, Cheryl Miller, Susan Norton, Sheelu Surrender, Brett Morrill. Deadline for completion is May or June, 2013. Bill will convene the group.

VI. Reports from Committee Chairs

- a. Service – Alicia Newell
- b. Professional Development – Becky North
- c. Awards/Recognition – Gina Crabtree
 - i. All UP awards announced with Shocker Pride information. Event is April 24th in HH209.
- d. Legislative – Susan Norton (attending legislative updates with Andy Schlapp)
 - i. Last meeting canceled due to Final Four. Will meet this Friday and update will be sent if needed.
- e. Grievance – Frankie Brown/Cheryl Miller
 - i. Only one current grievance. Formal hearing two weeks ago. Decision is being distributed to parties.
- f. Election – April Keim
 - i. Proceeding well, with voting closing on Friday. Please encourage all UP's to vote.
- g. Dining Services – Sheelu Surrender
- h. UPS Website – Kevin Crabtree
 - i. Website audit is done with the exception of professional development
 - ii. All senators are requested to look at the website and let Susan know if they see any issues.
- i. RSC Board of Directors – Lana Anthis
 - i. Discussed using the RSC Corporation (501c3) as a pass through to finance the new dorm. Questions were asked at the meeting on what the liability would be to the RSC if this happened.
 - ii. NE entrance of the RSC will be open the 3rd week of May. Construction is currently 6 days behind schedule.
 - iii. September 20th the bookstore will be in their new temporary home.
 - iv. RSC has rewritten their employee handbook.
- j. Wellness – Taylor Esposito
- k. Traffic Appeals – Brett Morrill
- l. Unclassified Professional Staff Council update – Kim Sandlin
 - i. Need to think about who will represent in the future as Kim's term ends.
- m. Library Appeals – Susan Norton – meeting this week

VII. As May Arise

VIII. Announcements

- a. Spring UP General Meeting: Thursday, May 2, 3:00 – 4:30 pm, HH211
- b. Next Meeting: Tuesday, May 21, 2013, 9:00 – 11:00 am, LAS Boardroom

IX. Adjourn at 10:03

Submitted by Susan Norton