



WICHITA STATE
UNIVERSITY

UNCLASSIFIED
PROFESSIONAL SENATE

Meeting Minutes
Tuesday, October 21, 2014

Present: Ellen Abbey, Amy Barfield, Belinda Bishop, Gabrielle Dodosh, Kathy Downes, Laura Manning, Maria Martino, Brett Morrill, Mark Porcaro, Frankie Kirkendoll (ex-officio), Heather Perkins (at-large),

Absent: Michelle Barger, Ricki Ellison, Mandy Konecny, Eric Maki, Becky North, Sheelu Surender, Tonya Witherspoon, Gina Crabtree (ex-officio), Andrea Stipp (ex-officio), Jessica Treadwell (ex-officio).

Guests: Kevin Crabtree, Matthew Johnston

I. Call to order at 9:05 AM

II. Approval of, September 16, 2014 minutes

Motion made by Maria Martino and seconded by Mark Porcaro. Motion passed.

III. President Bardo Meeting Report

- a. Brett Morrill reported that he discussed the fall general meeting with Dr. Bardo and, due to a conflict, rescheduled the meeting to December 4, 2014. Dr. Bardo will report on the state of the university.
- b. Discussed the merger of Student Engagement with Academic Affairs and how that change could impact how senate seats are divided among the divisions. Dr. Bardo explained that even though Student Engagement reports to Academic Affairs, he still sees them as two unique and separate divisions and senate seats should not be affected.
- c. Discussed the status of UP evaluation and grievance policies. Dr. Bardo is not sure that the new evaluation system for USS employees is suitable for UP employees. Matt Johnston will present the new evaluation system at the November senate meeting.
- d. Dr. Bardo reported that applications of new students are up for next fall and that giving is on-track.
- e. Dr. Bardo reported that Cindy Claycomb will continue the strategic planning process.

IV. Guests –

- a. Frankie Kirkendoll presented the plan to do a market study of all USS and UP positions. A company, CBIZ Human Capital Services, has been chosen. CBIZ has worked with KU and is in negotiations with other Regent schools. The more schools that sign on, the bigger discount we will all receive. The current cost is \$153,000 to complete the project, but could be less once other schools sign on. HR will add a CBIZ link to their website so that we can watch the progress of the project. HR has been approved to hire a temporary compensation specialist over the next two years to assist with the project. All positions will be required to complete a job analysis questionnaire and bring position descriptions up-to-date. CBIZ will determine if positions are ranked correctly and may move positions between UP and USS, when applicable.

V. New/Old Business

a. Special Committee Reports

- i. Evaluation Committee – Brett Morrill reported that the committee is looking at the Cornerstone Performance Management system for the evaluation process. Connie Dietz met with Dr. Vizzini and Dr. Glenmayer and they have been asked to be included in the discussion. The program can be tailored to fit position types. Matt Johnston will present on this subject next month.
 - ii. Grievance Committee – Ellen Abbey reported that policy 6.12 is complete and distributed copies to the senate. A vote to accept and approve the revisions will be made at the November meeting. The committee has chosen to write a handbook rather than a new policy and point the policy to the handbook. It is easier to make changes to a handbook than change university policy.
 - iii. Ombudsperson Training – Ellen Abbey reported that she attended the Ombudsperson training on Saturday, October 4th. The training included exercises in conflict resolution and effective questioning. She requested that Francisco Gonzalez be invited to the November meeting to discuss the Ombudsperson role.
- b. Discuss Election of Senators as Related to both Student Engagement and Strategic Communications. Brett Morrill discussed the changes in the organizational chart with Dr. Bardo. Dr. Bardo indicated that while VP Robinson does report to VP Vizzini, the division of Student Engagement is still considered to be separate and unique from Academic Affairs. The changes should not affect the make-up of the senate body. However, we will need to consider Strategic Communications in the next election cycle.

VI. Reports from Committee Chairs

- a. Service – Brett Morrill reported that he has spoken to the Stuff the Bus team and we will participate again this year. Gabrielle Dodosh and Sally Fiscus will assist with the project.
- b. Professional Development – Kathy Downes reported that the Technology Fair is in progress today between 11am – 2pm at the Rhatigan Student Center. There are a record number of 48 tables this year including one from the contracted copier vendor.
- c. Awards/Recognition – Gabrielle Dodosh reported that this committee would not begin work for another couple of months.
- d. Grievance – Frankie Kirkendoll reported that Human Resources is reviewing the grievance pool.
- e. Election – No report.
- f. UPS Website – Kevin Crabtree asked that he be forwarded information regarding the Stuff the Bus project to be added to the website.
- g. RSC Board of Directors – Tonya Witherspoon reported via email that she has completed the required training.
- h. Wellness – No report.
- i. Traffic Appeals – Eric Maki reported via email that the appeals committee met on four in-person appeals and 8-12 written appeals.
- j. Unclassified Professional Staff Council – Gina Crabtree reported via email that she gave a report on unclassified professionals to the Board of Regents.

k. Library Appeals – No report.

VII. Fall General Meeting, Thursday, December 4th from 3:30-5:00 p.m. – This is an updated meeting date and time to accommodate Dr. Bardo’s schedule. Dr. Elizabeth King will report on fund raising, Dr. John Tomblin will report on the Innovation Campus and Dr. Vizzini will report on the new structure of Academic Affairs.

VIII. As May Arise

a. Maria Martino reported that her constituents are “appalled” by grammar and spelling errors in campus postings. They ask that everyone “please proof read”.

IX. Announcements

a. **Next Meeting: Tuesday, November 18, 2014, 9:00 to 11:00 a.m.**

X. Adjourned at 10:10 AM. Motion to adjourn made by Maria Martino and seconded by Kathy Downes. Motion passed.

Submitted by Ellen Abbey