

Terry Coltrain called meeting to order. Present were: Linda Black, Larry Britton, Terry Coltrain, Maureen Dasey-Morales, Kathy Downes, Lori Evans, Sally Fiscus, Jason Holmes, Becky North, Jim Pearce, Connie Dietz, Janet Jensen, Grady Landrum, Susan Norton, Frankie Brown and Melissa Ward

1. Motion to approve minutes was made and carried.
2. Rick Muma, Chair of Public Health Sciences introduced Jenny Shipman, Campaign Director for Community Health Charities. Contributors have the option to designate fund recipients. Donations can go to a variety of health programs which work alongside United Way to provide both human services plus health services.
3. Second Town Hall meeting had fewer attendees but more participated online. Had some audio problems.
4. Grievance Steering Committee and pool:
 - a. Steering Committee is intact and we have 19 members in the pool with the addition of Donny Davis, Shawn Ehrstein and Marilyn Ryan. Still need one more person. Selected two at random to ask to serve (Patricia Phillips and Janelle Darr). Terry will contact.
 - b. Motion to accept pool was made by Connie and seconded by Susan Norton. Motion carried.
5. Terry encouraged all UPS members to take advantage of BOR visit on Tuesday, October 13th at 9:30 a.m. in Room 305 RSC
 - a. Brochure needs to be updated. Larry suggested that we come up with some points of pride or how what we do and what they can help support student performance, retention, etc.
 - b. Kathy Downes suggested tying the five BOR points of interest to UPS.
 - c. Sub- committee will meet to discuss session format, points of discussion, points to avoid, room setup, etc.
 - d. Terry asked if we should use this opportunity to ask about UPS having a presence at BOR meetings. He will talk to Andy Schlapp for feedback. Dr. Beggs is supportive of our involvement.
 - e. Will have 45 minutes with BOR members, plan on a 30 minute presentation and allow time for interaction.
6. Service committee – Stuff the Bus materials will be available November 1st and pick up date is December 4th at 9:45 am
7. Professional Development – Larry will present “The Dark Side of the Internet” on October 16th at 1:30. Room TBD
8. New business –
 - a. Time Capsule – Janet provided a laminated card with UPS mission on one side and areas represented on back.
 - b. Banner Update – Becky reported that Banner will shut down on Thursday, October 15th at 5:00 for an upgrade and should be back up Monday morning.
 - i. Unaffected areas – payroll, e-mail, Blackboard, ODS
 - ii. Affected areas – Banner, self-service, some portal channels, faculty grades, registration, fee payment, Reporting Services (real time reports)
 - iii. PreProd will be cloned and will be available as view only. Will check to see if transcripts can be printed. There will be a widespread announcement sent out soon.
 - c. Frankie Brown provided a new State of Kansas Leave Advance Policy which can be used in case classified employees contract H1N1 and have no leave available. Can ask for advance in leave. No documentation is required. Student Health is asking that all flu-like symptoms be reported to their office.
 - d. All supervisors of classified staff need to complete the new evaluation training and all evaluations must be completed or resubmitted using the new system in October.
 - e. Terry reported that the Budget & Planning committee is looking at ideas submitted to them for ways to reshape WSU. They are looking for interdisciplinary collaboration and other unique ideas.
 - f. Lori asked about Vince Miller’s vacant senate seat – Terry will find out who the person with next highest number of votes from Chris Cavanaugh and contact that person to see if they are willing to serve out Vince’s term.

Meeting adjourned

Respectfully submitted by Lori Evans