

## **Unclassified Professional Senate**

**Meeting Minutes – October 19, 2004**

**210 Rhatigan Student Center**

- I. Call to order: President Kleinsasser called the meeting to order at 8:35 a.m. in 210 RSC.
  - a. Senators present: Connie Dietz, Barbara Mason, Mark McCain, Kristi Mohler, John Rankin, Kevin Crabtree, Delinda Royse, and Joe Kleinsasser.
  - b. Senators absent: Janet Harrah, Linda Matson, Mike Wood, Cindy David, David Butler, Kelli Frazier, Phil Bowers, Marilyn Yourdon, Dotty Harpool.
- II. Review of Agenda – Because there was not a quorum, no official action will take place at the meeting. President Kleinsasser reviewed the agenda and no changes were made.
- III. Review and of October 5, 2004 minutes – Senator Dietz made a change to the minutes.
- IV. President's Report
  - a. Constituents Head Meeting – President Kleinsasser reported that there was a discussion about travel advances and how that process will be changing and there will no longer be travel advances as of December 1, 2004. They are discussing a business card option to use for travel. More information will be coming from administration.
  - b. WIN/University Portal – President Kleinsasser reported there were several meetings with different groups around campus to gain feedback on the new portal solution that is part of the WIN ERP project. Senator Crabtree said that the January release of the portal will be in a "Test Phase" and most likely the first users will be the focus groups who will then give more feedback on the look, feel and usefulness.
  - c. Fall General Meeting - President Kleinsasser, Senator Dietz and Senator Matson are meeting with Nancy McCarthy Snyder on Wednesday. Mary Herrin has agreed to give a budget update at the meeting. President Kleinsasser will send out a reminder to all UP's on the listserv and Senators will be following up with other UP's in their area to be sure the All UP listserv is working correctly and getting out to everyone.
- V. Committee reports
  - a. Service – Senator Mohler will provide President Kleinsasser will Stuff the Bus information for the Fall General Meeting flyer and asks everyone to encourage fellow UP's to bring an item to the General Meeting. The list of items to donate will be available on the UP Senate website.
  - b. Professional Development – no report.
  - c. Recognition – no report.
  - d. Legislative – Senator Dietz said the committee is meeting tomorrow.
  - e. Grievance – no report.
  - f. Election – no report.
  - g. Dining Service – Senator McCain said they are trying to schedule a meeting. There was a brief discussion about current food service during construction.
  - h. Classified Civil Service Committee – no report.
- VI. New/Continuing Business
  - a. Unclassified Professionals Survey – Senator Matson is compiling the results of the survey. We received approximately 250 responses.
- VII. As May Arise
- VIII. Adjourn – Meeting adjourned at 9:10 am. by President Kleinsasser.

Meeting minutes submitted by Kevin Crabtree, Unclassified Professional Senate Secretary