Unclassified Senate Committee Reports, 2007-2008

Governance and Representation

Report submitted by committee chair, Phil Wilke

Committee members: Rebecca Mayer, Bruce Bertsch, Jeri Glynn, Abby Coffin, Gina Cregg, Megan Gannon, Charlene Hu, Gail James, Susan Corrigan, Aaron Quisenberry, Paul Farran, Melissa Ann Manning, Dee Steinle, Martha Hodgesmith, Ian Cahir and Allyson Flaster.

1. Professional Development Subcommittee

Members: Rebecca Mayer, Allyson Flaster, Gail James and Megan Gannon

“The quality of the people makes the quality of the institution.” – Provost Lariviere, at the 10/2/07 Unclassified Brown Bag Lunch

Problem:
This committee has identified an institution-wide, pervasive lack of vision and support for unclassified staff professional development at the University of Kansas.

Evidence of the Problem

- No statement of support or policy from the Provost regarding professional development for Unclassified Staff – this leads to widely inconsistent support for professional development within departments and offices. Some managers do not support staff professional development.
- No university funds provided for unclassified staff travel to present at conferences or attend workshops. In contrast, funds are provided for undergraduates (the J. Michael Young Award), graduate students (Graduate Student Paper Presenter Fund) and faculty (International Travel Fund; Faculty Research Travel Grant).
- Lack of career center that assists unclassified staff with career change and skills development and enhancement.
- Minimal recognition of unclassified staff accomplishments. There is only one university award to recognize staff service (employee of the month/year).
- Lack of a policy within Human Resources to provide responsive, individualized professional development to the needs of unclassified staff.
- The 2006-2007 Unclassified Senate survey identified professional development (as a general category) as an item of concern for many KU unclassified staff members, yet the Unclassified Senate provides limited advocacy for constituent professional development.
- Merit wage increases are not tied to professional development efforts.

2007-2008 recommendations:
The Unclassified Senate web site can be used as clearinghouse for information about professional development resources spread across campus. We recommend that a “staff resources” of “professional development” page be developed for the Unclassified Staff web site, with the following links (among other information):

- After School Care: www.hilltop.ku.edu
- American Business Women's Association: groups.ku.edu/~kuabwa
- Black Faculty and Staff Council: www2.ku.edu/~kubfsc
- Board of Regents, Kansas: www.kansasregents.org
- Business Career Service Center: www.business.ku.edu/MasterStudents-careerservices
- Campus Tour, Virtual: www.virtualtour.ku.edu
- Card Center: www.kucard.ku.edu
- Career Opportunities at KU: https://jobs.ku.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1205161026701
- Communicators, KU: www.communicators.ku.edu
- Computer Labs: www.computerlabs.ku.edu
- Continuing Education: www.continuinged.ku.edu
- Emily Taylor Women’s Resource Center: www.etwrc.ku.edu/~etwrc/emily
- Enterprise Web Services: www.ku.edu/webservices
- Environs, KU: groups.ku.edu/~environ
- Fitness Center (Recreation Services): www.recreation.ku.edu
- Governance: www2.ku.edu/~unigov
- Help Desk: www2.ku.edu/~helpdesk
- Information Center, KU: kuinfo.ku.edu
- Into the Streets Week – Community Outreach: www2.ku.edu/~cco/cgi-bin/index.php
- KANSAN (State of Kansas) phone directory: www.da.ks.gov/phonebook
- KU Teacher & Employees Association, life insurance: kutea.org
- Open Records: www.provost.ku.edu/policy/updates/open_records_act
- Oread, The: www.oread.ku.edu
- Perfect Interview: www.perfectinterview.com/ku
- Retiree's Club: groups.ku.edu/~endacottsoct
- Training, Human Resources: www.hreo.ku.edu
- Training, Libraries: www.lib.ku.edu/~instruction
- Travel Resources for KU Employees: www.comptroller.ku.edu/central_accounting_services/travel_information/index.aspx
- WANDA: Women Administrators Network for Development and Action, no web site for this group. Contact Linda Luckey 864-4921

2008-2009 Action Plan:
Unclassified Senate should devote significant efforts to assessing the present state of professional development and advocating for increased opportunities. This sub-committee recommends that academic year 2008-2009 be considered “The Year of Professional Development” within Unclassified Senate.

Work with administration to create a policy of support for professional development that is applied equally across the campus.

Create a detailed survey regarding professional development for unclassified staff – this data will help support Unclassified Senate’s recommendations to the Provost for increased professional development support.

Engage HR or the Career Center in dialogue about an increased focus on career services for unclassified staff.

Acquire funding from administration for a staff travel fund.

Acquire funding from partner organizations – such as TIAA-CREF, ING, Adidas or Coke – for additional staff awards.

Work with HR to create a clearinghouse for information about professional development resources across the campus.

Examples of Professional Development at Peer and Big 12 Institutions

Career Development
The University of Iowa Career Development Advising Service
From http://www.uiowa.edu/hr/careerdev/advising_svc.html

“UI Career Development Advising is a free and confidential service to help UI employees achieve their personal career development goals within The University of Iowa. Whether you are looking to develop new skills for your current position, looking for a change or opportunity to advance in your current career track, or if you are considering taking your career in an entirely new direction, this service can help. During one-on-one consultation we will help you: assess your career goals; review position descriptions, pay grades, and the reclassification and promotion processes used by University employers; develop a specific search strategy or long range career development plan; design your resume specifically for the type of positions you’re looking for; develop effective interviewing skills and techniques to present your unique skills and experience to your best advantage…”

Staff Travel Funds
The Mary Jo Small Staff Fellowship Award at the University of Iowa
From http://www.uiowa.edu/learn/awards/mjsfellow.htm

“The Mary Jo Small Staff Fellowship is an award that University of Iowa staff members may use to help defray costs of regional, national, or international meetings or workshops, training opportunities on and off-campus, and/or work release time to prepare publications.”

Staff Development Award at the University of Missouri
From http://web.missouri.edu/~umcchancellorsac/awards/sdaward.html
“The Staff Development Award Program is intended principally to assist in professional and personal development of individual(s) through funding for conferences, workshops, short courses, or other appropriate short-term experiences.”

Staff Professional Development Program at the University of Oklahoma
From http://www.ou.edu/staff_senate/

“One program/travel award may be awarded per staff member in a fiscal year. Priority will be given to first-time applicants.”

Staff Recognition
University of North Carolina at Chapel Hill’s Star Heels Program
From http://hr.unc.edu/Data/benefits/recognition/starheels/starheelsoverview

“The Star Heels Award Program is made possible by the generous sponsorship of TIAA-CREF. The program provides awards to individual departments in order recognize and reward excellent employees.”

University of North Carolina at Chapel Hill’s Employee Recognition Program Handbook and Registry
From http://hr.unc.edu/Data/benefits/recognition/?folderView=collapsed

“The Employee Recognition Program Handbook has been prepared to assist University departments with the development and implementation of departmental recognition programs…. The UNC-Chapel Hill Awards Registry includes University-wide and departmental award programs with detailed program information for each, including the award cycle, eligibility and the nomination process for each award.”

2. Professional Recognition & Performance Evaluation

Members: Ian Cahir, Susan Corrigan, Gina Cregg, Jeri Glynn, Martha Hodgesmith, Charlene Hu, Melissa Ann Manning

The charge of this subcommittee over the 2007-2008 Academic Year was to address issues with professional recognition and performance evaluation raised in the FY07 Unclassified Staff Survey. As the issues with merit increases and evaluation were intertwined, the subcommittee chose to work on them simultaneously.

Problem:
Lack of clarity among Unclassified Staff concerning the merit pay increase and annual performance evaluation policies and procedures and reported lack of consistency in their implementation.

Subcommittee members gathered information about this process at KU, including contact with Ola Faucher, Director of KU Department of Human Resources and Equal Opportunity (HR/EO). Currently, there is no central location for this information. One document concerning merit was
located on the HR/EO web site and the formal policy on evaluation was found at the KU Policy Library site. In addition, from informal sampling, it was clear that experiences with evaluation varied widely. The subcommittee decided that the first step was to raise awareness about the policies and procedures. Second, we would gather information from Unclassified Staff about their satisfaction with their current evaluation process.

2007-2008 accomplishments:

- An e-mail was sent to Unclassified Staff on February 13, 2008, with information about merit increases and annual performance evaluation. Links to the policies on these issues were provided. The e-mail was timed to go out when annual evaluations were under way.
- The e-mail contained a link to an on-line satisfaction survey. Questions pertained to current experiences with evaluation (e.g., Does the employee have regular evaluations?), format (e.g., written, in-person) and included an open-ended solicitation for feedback. The number of respondents was much higher than expected and we received a great deal of written feedback and many suggestions.

2008-2009 Action Plan:

- Complete analysis of the survey and post on-line. E-mail unclassified staff with a link to the on-line results.
- Analysis of the data from the on-line survey will provide direction for continued work by this subcommittee. It is likely that work will involve researching options utilized by other universities in the region. Collaboration with KU HR/EO will be crucial in developing a plan to address Unclassified Staff feedback that is tenable in this university environment.
- Address other issues raised by the subcommittee including the policies and procedures regarding adjustments to salary for compression and timely updating of job descriptions to accurately reflect duties.

3. Parking

Members: Aaron Quisenberry, Paul Farran, Megan Gannon

Problem:
New construction and perpetual overcrowding have made parking for staff a continual headache.

Members of this committee presented ideas to the Parking Commission at public forums. The subcommittee identified three concrete (or perhaps asphalt, since this is a parking problem) action items.

Spencer Parking Lot Modifications
Ongoing construction of the new football complex only allows one-way enter or exit to the Spencer Museum of Art, causing traffic congestion around the museum. Another issue concerns delivery trucks. When trucks are delivering goods, traffic is completely cut off on the only road
connected to the parking lot. Our charge was to work with the Parking Department to find a solution.

**Sliding Scale for Parking Permit Prices**
Many staffers at KU have commented that it would be nice to have a “sliding pay scale” for parking permits (i.e., the less money you make, the less you pay; the more money you make, the more you pay). Our committee spoke with Donna Hultine, Director of Parking, and met with a representative from the Parking Commission to discuss this issue.

**Payroll Deduction for Parking Permits at any Start Date**
Staff at KU would like to have Payroll Deduction available to them at any time during the school year – not just over the summer when the notice comes out electronically.

**2007-2008 accomplishments:**

- Spencer Parking Lot Modifications. After meeting with a representative from the Parking Commission and speaking to Donna Hultine, Director of Parking, the commission talked to Design and Construction Management who oversees the football construction project. Although they cannot create another outlet for car traffic in the project area, they have agreed to help Spencer create an area where delivery trucks will not block traffic. Although this solution was not the most desired outcome, it is a good compromise that will definitely help all parties involved with traffic congestion around the Spencer.

**2008-2009 Action Plan:**

- Sliding Scale for Parking Permit Prices. The Parking Commission representative and the Director of Parking both stated that it would be hard to get something like that passed at KU. However, to address the concern, we have been asked to submit a proposal to the Parking Commission before the end of the 2007-08 school year. Our committee will submit a written proposal to be heard by the Parking Commission this spring 2008 semester.
- Payroll Deduction for Parking Permits at any Start Date. Parking sort of offers it anytime during the year already! If you are a new staff member and start in November (or any other time), you can go to the Parking Department and request the payroll deduction – but you have to go to Parking to request this. The notice is not sent electronically. Again, we will be submitting a proposal to the Parking Commission during spring 2008 to request that this be available online at any time of the year – not only for new employees, but returning ones as well.

*(And a personal request about parking: Could we have change machines on each level of the parking garage north of the Kansas Union? It would be immensely helpful. Thanks. PW)*

4. Retirement Planning

Members: Dee Steinle, Bruce Bertsch, Phil Wilke
Problem:
Independent financial and retirement planning information is often hard to come by and hard to understand.

The 2007 Unclassified Staff Survey identified retirement planning as one of the five main areas of concern for staffers. This committee was asked for ideas to develop new programs or find ways to call greater notice to existing programs.

Financial education is a lifelong and career-long process. The key to any financial decision-making is information: reliable, independent information. The committee sought to join these ideas. The committee recommended having a professor from the Business School give a seminar available to all Unclassified Staff on “Investment and Financial Planning Basics.” This would give staff the opportunity to learn about the basics of money management, investing and financial planning from an esteemed, independent professional with no vested interest in either of the two financial services companies that do business with KU employees.

2007-2008 accomplishments:

- Senator and committee member Dee Steinle approached Prof. Bill Beedles – an expert, researcher, teacher and consultant in financial management and investments – about teaching a staff seminar. Prof. Beedles enthusiastically agreed. About the time we secured that commitment, a flier from HR/EO circulated announcing seminars on financial planning and pre-retirement planning. Not wanting to duplicate services, the committee decided to shelve Prof. Beedles’ presentation until early in the fall semester.

2008-2009 Action Plan

Some longer-term ideas to possibly look into are:

- Developing a repository of resources (web sites, campus personnel, etc.) that staff could use for independent research and education about financial planning.
- Continue and/or expand the “basics” seminars as needed. Other topics could be addressed if requested by constituents.
Professional Development

Report submitted by committee chair, Heidi Simon

The committee met twice, once in early fall and once in early spring. The committee tried to organize events based on a theme. Fall 2007 had a “Behind the Scenes at KU” theme and Spring 2008 had a “Wellness” theme. On top of these themes we also offered a couple other events based on what the committee determined would be of interest to Unclassified Staff. The events are listed and described below.

It was determined in an Unclassified Senate Executive meeting that the Governance Committee would explore further the results of the survey as they pertained to professional development needs. Two members from the Professional Development Committee offered to be part of this group as well. I forwarded the names of Rebecca Mayer and Gail James to Phil Wilke and Danny Kaiser.

It was determined in an Unclassified Senate Executive meeting that an ad hoc group would look into the possibility of using Unclassified Senate funds to support Unclassified staff with professional conference expenses. I forwarded the names of Allyson Flaster and Mary Ann Rasnak to Danny Kaiser.

Fall Events:

- **Behind the Scenes Tour of the University Theatre**
  Wednesday, September 26; 11:30-12:30
  About 20 people attended a behind the scenes tour of the theatre. Those who attended had very positive things to say about the event. The only note was that it lasted longer than planned.

- **Brown-bay lunch with Provost and Executive Vice Chancellor Richard Lariviere**
  Tuesday, October 2; noon to 1:00p.m.-Big 12 Room, Kansas Union
  About 100 people attended. Staff seems very responsive to this event and should be continued every year. I tried to get suggestions from Unclassified Senate on topics for him to discuss and the feedback was varied and individualized. It would be good to try again to get suggestions for talking points that are of interest to unclassified staff.

- **Wheat State Whirlwind Mini Tour**
  Thursday, October 11
  About 35 people attended. The tour stopped at Fort Scott, Mine Creek and Louisburg with a focus on the Civil War history of Kansas. The bus left the KU Visitor Center at 8 and returned by 5. There was space for 42 participants and the cost was $12/person for lunch. Matt Edwards coordinated the event and will be submitting a more detailed summary.
  The committee decided that once a year is plenty for this event. It was suggested that the tour alternate between fall and spring to give people the opportunity to go depending on what time of year is better for them. The committee recommended a Spring 2009 even
that heads northeast. This also a good idea considering Margey Frederick is retiring and it gives time for a new person to get settled into the position.

Spring Events:

- **Behind the Scenes at Athletics and tour**
  Thursday, January 31; 10:00a.m., Hadl Auditorium, Wagnon Student Athlete Center
  About 70 people attended. This event was originally planned for the Behind the Scenes theme in the fall, but had a scheduling conflict. Jim Marchiony, Associate Athletics Director, gave the group an athletics overview and explained the behind the scenes activities that took place with the Orange Bowl. Staff received a tour of the athletics facility including the video room in Allen Fieldhouse. The event was very highly rated.

- **Watkins Memorial Health Center Tour**
  Tuesday, January 29; noon to 1:30p.m.
  Only 2 people attended this event, but it was on a very snowy day and ended up being in the same week as the Athletics event. This happened due to athletics schedule, but I recommend trying to avoid two events in the same week whenever possible.

- **Student Recreation and Fitness Center Tour**
  Friday, February 22; noon to 1:30p.m.
  About 17 people attended. The group was split into 2 tour groups. Both groups ended up in the large conference room upstairs for an overview of all the programs/classes/activities available to staff. It seemed very well received.

- The committee has also discussed organizing a Walk Kansas group, however we were not able to coordinate it due to staff schedules.

Recommendations for next year:

- The committee talked a lot about organizing KU’s participation in the **KC Corporate Challenge**. The group really liked this idea but thinks it will take a full year to coordinate. My recommendation would be start planning for this event during the summer for participation in the next summer’s event.

- I would encourage the chairs of the professional development committee and the public relations committee to have an initial meeting determining the role of the PR committee in the marketing of the professional development committee activities. For example, determine who will send emails, create flyers and update web.

The committee original members are listed below, however not all were able to participate:

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Public Relations

Report submitted by committee chair, Thelma Simons

Committee members: Mike Krings, Linda Bonebrake, Ian Cahir, Ranu Pal.

Email Communications
The committee chair was involved in email communications distributed to campus unclassified staff. That involvement included editing and distributing promotional messages about Unclassified Senate events and activities.

Oread Articles
Having Mike Krings, Oread editor, on this committee made this task extremely easy. Mike wrote articles about Unclassified Senate events and activities which he included in the Oread. These articles were very helpful in promoting attendance at events sponsored by the Professional Development Committee and involvement in activities such as the elections.

Web site
The committee chair is responsible for the ongoing maintenance of the Unclassified Senate web site, www.unclassifiedsenate.ku.edu. This includes posting meeting minutes as well as information about events scheduled by the Professional Development committee, elections, etc.

The web site was redesigned but the switch to the new design has not happened yet. This redesign will give the site a greater visual appeal that will hopefully attract more interest from unclassified staff on campus. The new look will be in place by late May.

Certificates of Recognition
This committee was assigned the task of creating certificates to recognize the contributions of outgoing Unclassified Senate members. Unfortunately, purchasing rules makes this task much harder than it should be. A certificate has been designed that incorporates KU graphics and the Unclassified Senate logo. Currently trying to determine how to get these printed and whether we can purchase a folder to hold the certificates.
Elections

For the academic year 2007-2008, the newly named Unclassified Senate Elections Committee (previously referred to as the Ad-Hoc committee) consisted of Rick Whitmore (Chair), Megan Gannon and Angie Claussen. Thelma Simons contributed a good deal of effort in getting the elections web site prepared.

We began the planning process on October 19 2007. With 2008 being an even-numbered year, we were required by the bylaws to review the distribution of unclassified staff across campus, and make any changes. The population of unclassified staff is 1,882, and the breakdown by category for the senate is:

- Academic – 13 seats
- Research – 13 seats
- Administration – 5 seats
- IS/Libraries – 3 seats
- Student Success – 4 seats

We opened the call for nominations on February 4, 2008. There were 16 open seats, and we received a total of 33 nominations. We had an unusually large number of people (10) declining to run for senate. We barely scraped by offering a full slate for each category.

Elections opened on March 25 and closed on April 4. 358 unclassified staff members cast votes, up more than 100 from last year. The senators elected were:

- Academic: Jason O'Connor, Tricia Zerger, Gail James, Susan Corrigan, Chris Claussen, Amanda Ostreko
- Administrative: Angie Loving, Easan Selvan
- Information Services: Denise Modin
- Research: Tom Ryan, Susan Mercer, Teresa Kopsa, Claudia Bode, Debra Baker, John Augusto
- Student Success: Diann Burright, Wendy Shoemaker

Jeanette Johnson was elected President-Elect, Angie Claussen will continue to serve as Secretary, and Noelle Kurth was elected Treasurer.