

Unclassified Senate Committee Reports, 2009-2010

Elections Committee

The academic year 2009-2010 was an interesting year for the Elections Committee. The committee originally was chaired by Megan Gannon, with myself also serving. In October, Megan resigned as elections chair, but agreed to participate on the committee with me serving as chair. In November, Megan resigned from the Senate at large, leaving committee membership at one. Not an ideal situation, but the committee soldiered on.

A new census was required for this election cycle. There was some delay in getting the relevant data from HR, but we received the new count the first week of January. The population of unclassified staff had increased from 1,882 in 2008 to 1,995. The breakdown by category, with the names of senators with expiring terms are listed below:

| UPSA Category | Total | Senators | Change | Expiring Terms |
|-------------------------------|-------|----------|--------|---|
| Academic | 691 | 14 | +1 | Coffin, Robbins, Whitmore, New Seat |
| Administrative | 228 | 5 | +1 | Krings, New Seat |
| Information Service/Libraries | 157 | 3 | 0 | Pribbenow |
| Research | 702 | 14 | +1 | Coonfield, Kurth, Wang, New Seat |
| Student Success | 217 | 4 | -1 | Quisenberry, or no seat if we accept the "-1" |
| Grand Total | 1995 | | | |

We opened the call for nominations on February 8, 2010. There were 11 open seats, and we received a total of 51 nominations. We were able to offer a competitive slate of candidates in all categories.

Elections opened on March 22 and closed on April 2. 349 unclassified staff members cast votes, down 35 from last year. The senators elected were:

- Academic: Abby Coffin, Rick Whitmore, Chris Wiles and Karen Hester
- Administrative: Mike Krings, Elizabeth Phillips
- Information Services: Traci Fullerton

- Research: Kari Woods, Susan Sloop, Roberta Pokphanh, Paula Shaver
- Diann Burrigh was elected President-Elect.

*Submitted by Rick Whitmore
Elections Chair, 2009-2010
May 12, 2010*

Governance and Representation Committee

To: Jeannette Johnson, Unclassified Senate President

We have had a very eventful year for the Unclassified Senate, and I wished to take the time to go through the many charges and accomplishments of the Governance and Representation committee.

Accomplishments This Year

1. Edit Rules and Regulations

Early on in the year, I worked with Phil and Jeannette Johnson to make edits to the Unclassified Senate Rules and Regulations mandated by both our functional practices as a voting body and by changes to the bylaws of the University Senate. These changes included:

- Moving History of Amendments to the Amendments section
- Adding clarification in the preamble to reflect historical Authority of Rules and Regulations.
- Adding 'Student Senate' to Article II, section 6.
- Amending all reference to the previous name of the document, "Constitution," to 'Rules and Regulations.'
- Grammatical and semantic edits for clarification in Article V section 1.
- Matching wording in Article V Section 2 to Article VI section 3.
- Changed Article VII Section 1 to match changes to the number of UPS University Senate voting representatives approved by the University Senate.
- Adding a clause to reflect what happens in the instance that a person with a remaining year as chair has their Senate term expire.
- Revised Article VIII section 2 to reflect number of voting senators on University Senate
- In Article VIII Section 5, removed Sentence "This position does not have voting authority unless the holder is currently a senator." Once a person is elected president-elect, s/he is no longer a Senator and that seat is reassigned to someone from within their work category.
- Reformatted Section headings in Article VIII to reflect moved information.
- Inserted Section 8 in Article VIII on Voting Representatives for University Senate. It did not previously exist.
- Inserted information in Article XIV regarding methodology for changes to Rules and Regulations

2. Subcommittees

In 2008, Phil Wilke said "I envision [Survey initiatives] moving from the committee level to the Senate level within the next year. There are many recommendations that need the weight of the Senate behind them to get noticed by the University administration." This

has, in fact, come to pass. We briefly had Subcommittees and did our best to transition these responsibilities to other committees or the Senate as a whole.

a. Performance Evaluation

As of this year, rules at HREO exist that govern performance evaluation for Unclassified Professional Staff.

b. Professional Development

Professional Development has been passed to the Professional Development subcommittee, who have performed beyond compare. Kudos!

c. Retirement Planning

A Retirement planning and wellness seminar was held in conjunction with HREO. In the future, I propose that Unclassified Professional Senators participate in these seminars on a voluntary, unmanaged basis, in conjunction with our HREO Representative, Ola Faucher

d. Parking

Throughout the year a member of the G&R committee reported to me on the goings on of the parking commission. I would propose that this information be disseminated to the entire Senate, rather than just the Governance and Representation committee.

3. Legislative Affairs

a. Legislative Brownbag

We held a very successful Legislative Brownbag this year, with over 50 attendees and 4 Kansas Legislators answering questions prior to the start of the legislative session. Both Unclassified Employees and Legislators expressed interest in attending again, and I hope it will become a yearly tradition.

b. Legislative hearing

We attended the pre-session Legislative hearing put on by local legislators, hosted by Barbara Ballard. It was an excellent opportunity to get one on one time with all of our local legislators. We presented our talking points in conjunction with USS Senate, and plan to do so again next year.

c. Day at the Statehouse

We got to the Statehouse earlier than ever before, meeting with legislators from relevant committees and presenting KU talking points through the lens of Unclassified Constituent concerns. Some legislators were more receptive than others, but in the end I think we not only did a great amount of good for KU, but also engaged Unclassified Staff in state government in a relevant way. We also forwarded our reports on the opinions and general favor of the legislators we met with to Kathy Damron, who was able to utilize that information

d. Jayhawks for Higher Education

In the economic and social times we live in, it will be more important than ever to engage Unclassified Staff in the political process, in order to protect the exemplary Higher Education system that has been created in the State of Kansas. However, as an elected body, we cannot solicit political partisanship from our constituency. To that end, Jeannette has asked that next year, during the fall and prior to the start of the Legislative session, we host a brown bag for Jayhawks for

Higher Education, in order to try and engage more Unclassified Staff in the political process.

4. Survey

In order to better represent the needs of our constituency, the Governance and Representation committee has been charged with periodically surveying the electorate for their wants and needs as a group.

a. Results

The results of the 2010 UPS Survey are located here. Overwhelmingly, individuals are interested in Professional Development with Parking and Tuition assistance following distantly. This information should be analyzed and a report brought back to the Senate.

b. Process

It was decided this year that the Unclassified Electorate should be surveyed every even numbered year henceforth during the Spring Semester.

Standing Charges:

1. Monitor and Edit Rules and Regulations
2. Lead Legislative efforts on behalf of the Unclassified Senate
 - a. Legislative Brownbag
 - b. Legislative Hearing
 - c. Day at the Statehouse
 - d. Jayhawks for Higher Education
3. Survey electorate and analyze data for presentation to Senate
- c. It has been a pleasure serving on the Senate under your leadership, Jeannette. Please let me know if you or your successor have any questions about the contents of this report.

Submitted by Easan Selvan

Governance and Representation Chair, 2009-2010

May 12, 2010

Professional Development Committee

Members of the 2009-2010 Professional Development Committee:

| | |
|-----------------------|------------------|
| Michele Arellano | Susan McNally |
| Linda Dixon | Rebecca Mayer |
| Britta Ernst | Todd Miles |
| Allyson Flaster | Amanda Ostreko |
| Ed Foley | Mary Lee Robbins |
| Phil Hauptman | Heidi Simon |
| Karen Heintzen | Therese Thonus |
| Alexis McKinley-Jones | Shu Tosaka |
| Sarah Kirk | Patti Wakolee |
| Julie Loring | Jean Yoo |

The full committee met 4 times during the year (3 in fall, 1 in spring) to plan events/activities that would serve unclassified staff needs and interests. These events/activities are highlighted below:

Professional Development Models and Offerings at KU: Brown Bag Lunch

Friday, October 2nd, 12-1:30 pm; Courtside Room, Burge Union

Roundtable presenters included: Kathleen Ames-Oliver (HR/EO), Jim Peters (KUCE), Amy Beecher (KUCE), Lars Leon (Libraries), Therese Thonus (Writing Center), and Karla Williams (School of Business)

- 21 people attended this event

Life Span Fair

Tuesday, December 1st, 11:30 am-1 pm; Jayhawk Room, Kansas Union

Offices represented: Office of Aging & Long Term Care, Sunnyside Infant Toddler Program, Edna A. Hill Child Development Center (autism and developmental disabilities), McGilley Funeral Homes, HR/EO disability officer and Disability Resources for students, Headquarters, KU Psychological Clinic and Educational Psychology Clinic, Emily Taylor Women's Resource Center, University Senate, Osher Institute, Health Sports & Exercise Science program

- 13 people attended this event

“There's a lot going on around here, but how do I find professional development opportunities for me?” Brown Bag Session

Friday, March 5th, 12-1 pm; Regionalist Room, Kansas Union

Speaker: Linda Luckey, Assistant to the Senior Vice Provost

- 24 people attended this event

"Friends, Fans, and Photos: Social Media at KU"

Monday, March 22nd, 3:30-5 pm; Kansas Room, Kansas Union

Guest presenters: Curtis Marsh, Director, KU Info and Jennifer Jordan, Director, Business Career Services, KU School of Business

(Co-sponsored by the Unclassified Senate Professional Development Committee and Student Success Education Subcommittee)

- 67 people attended this event

Haskell Cultural Center Tour

Monday, April 12th, 3:30-4:30 pm, Haskell Cultural Center

Hosts/tour guides: Dr. Dan Wildcat and Bobbi Rahder, curator of the Cultural Center

- 36 people attended this event

In addition, a subgroup of the larger committee (with extra special thanks to Britta Ernst and Shu Tosaka) planned and organized the **mini Wheat State Tour** on Friday, April 23rd. They toured Highland Community College, visited various historical sites in Atchison, and finished the day with ice cream at the Corner Pharmacy in Leavenworth. Thirty people attended (43 registered to attend).

During the first event of the year, Amanda Ostreko put together a mini-survey to gauge interest in some of the possible event ideas discussed by the committee as well as some previous years' events. The results of this informal survey guided events for the remainder of the year. Facility/campus tours and the Provost's Address were rated highly, along with general networking events and a poster or presentation session where staff could share solutions to common workplace (or KU) issues, problems, processes, etc. The other events held (WST and Life Span Fair), were also rated highly in the survey.

Also in fall semester, committee members took turns serving as Unclassified Senate hosts at the Alumni Center TGIF events. Without a more official 'purpose', these hosting duties were hit and miss, but this is something that could be re-considered and enhanced for next year.

Professional Development Fund

Subgroup members: Diann Burrignt, Allyson Flaster, Julie Loring, Rebecca Mayer, Amanda Ostreko, Shu Tosaka and Jean Yoo

Again this year, funds were made available from the Unclassified Senate (\$1000) for a professional development fund for Unclassified staff. A brief proposal from Diann Burrignt, Committee Chair and Jeannette Johnson, Senate President was sent to Ola Faucher and Danny Anderson asking for supporting funds to enhance the Senate's contributions to this fund. The Provost's Office contributed \$1500 and HR/EO \$500 (one-time funds), to make a total of \$3000 available for initial awards.

In all, 27 applications were received and 24 reviewed (2 were late, 1 withdrew), with awards going to 10 applicants/applicant pairs. Full awards were given to 5 of the applicants; partial awards to 3; and a split award to 1 pair (from the same office, attending the same conference). Awards were given to applicants receiving the highest rating scores from the subgroup's reviewers (3 read each application and scored on an established rubric).

As the Senate year came to a close, and the realities of the budget allowed, it was voted to add an additional \$300 to the fund to assist in supporting other awards. In consultation with the Fund subgroup, it was decided to add additional award funds to the three partial awardees, as their application scores were high, and we were not able to award them fully in the initial award phase (their scores were not as high as the 'full award' group, but still very strong). This action was overwhelmingly the choice of the subgroup, as opposed to awarding a new person, given the strong scores of the applications of these three, and the clear 'break' in the scores of the next applicants.

In all, \$3300 was awarded to Unclassified staff members to attend conferences, receive training and/or certifications, pursue research, and present papers/programs at conferences.

Suggestions for next year:

- Work with KU administration to establish a permanent professional development fund.
- Pursue efforts to organize a Poster/Presentation session for Unclassified staff to share their workplace contributions.
- Continue to enhance/plan/organize networking opportunities for Unclassified staff across campus.
- Work closely with Governance and Representation committee to try to address needs/issues that were/are identified in the survey completed this past year.

*Submitted by Diann Burrig
Professional Development Chair, 2009-2010
May 12, 2010*

Public Relations Committee

Committee members: Mike Krings, Chair, Tom Ryan, Kristi Henderson, Val Renault

2009-10 Review: The Public Relations Committee had a productive year. We worked with several committees and constituents in promoting the work and mission of the Unclassified Senate in 2009-10.

- **Web site:** The committee oversaw maintenance of the Senate Web site, www.unclassifiedsenate.ku.edu. After a complete redesign last year, this year was focused more on finding ways to keep the site up to date and as useful as possible to senate members.
- **Volunteers:** We also helped gather committee volunteers, compiling the names of those interested in serving into a spreadsheet that was presented to the executive committee, who then contacted interested individuals.
- **E-mail:** The committee chair monitored the senate e-mail account periodically and notified others of messages that affected them. We also helped communicate news and events of the senate with the constituency through broadcast e-mail communication. The chair also changed e-mail permissions at the beginning of the year, allowing access to officers and the executive committee, while removing those whose terms ended.
- **Publicity:** We worked throughout the year to help publicize senate events, most often events planned by the Professional Development Committee. We did this through postings on our site, working with the Professional Development committee on e-mails that went to all unclassified staff, notifications in Oread and listings in both the KU Calendar of Events and the senate's calendar on our Web site.
- **Elections:** We worked with the Elections Committee to seek candidates and helped communicate with interested parties. We then put the ballot online, monitored voting and helped ensure the ballot was functional.
- **Summer food drive:** The committee has worked with Thelma Simons of IT, a former senator and PR committee chair, on the organization of the second Staff Summer Food Drive. We carried out a food drive last July in collaboration with the University Support Staff Senate, gathering more than 1,800 pounds of food for Just Food, an organization that distributes food to area food banks.
- We have begun preparations for this summer's food drive, which will be held July 12-16 across campus. We are again collaborating with University Support Staff Senate, and are seeking volunteers. Anyone who would like to volunteer, individually, please notify chair Mike Krings. We will distribute a signup sheet for collection points at the May transition meeting.
- **Certificates of recognition:** Lastly, we produced and provided certificates of recognition to senators completing terms. We gathered the names of senators whose terms were ending, then designed and printed the certificates.

Charges for 2010-11

- **Web site support:** This committee should continue to monitor and support the Web site. With the new format, the committee should also work with chairs of other committees to help them in whatever ways necessary to ensure their content is current and accurate.
- **E-mail:** The committee should continue to monitor the Unclassified Senate e-mail account and respond to messages, or notify the proper person to respond to messages.
- **Committee volunteering:** As the committee monitors e-mail, it is a natural charge to monitor volunteers for committees, compile names to share with the executive committee and help contact interested volunteers.
- **Publicity:** One of the most important charges of this committee, the group should continue to work with the senate, especially the Professional Development Committee, to publicize news and events of the senate. This can be done through e-mail, postings to our Web site and publicity in the Oread. If warranted, we could also seek coverage from the University Daily Kansan and off-campus media as well. Other events, such as the legislative visit coordinated by the Governance and Representation Committee should also be well publicized.
- **Certificates of recognition:** The committee can continue to determine the list of those to receive certificates and produce them for the end of year transitional meeting.
- **Elections:** The committee should again coordinate with the Elections Committee to prepare the ballot, make sure it is functional online and help with the publicity of seeking nominees and announcing results.
- **Summer food drive:** The committee has completed coordination of the first summer food drive and begun planning the second. Summer was chosen because local food banks have a hard time collecting this time of year, because of the low numbers of students and faculty on campus. A good number of staff are around in the summer, and we think a project like this would fit well into our mission of service. The committee should continue to review past drives, brainstorm new ideas for collection, publicity and ways to motivate giving. Carryout of the drive and coordination of volunteers should also remain tops on the committee's list.

*Submitted by Mike Krings
Public Relations Chair
2009-2010*