

Wichita State University
Classified Senate
Ellen Abbey, President

Senate Website:
webs.wichita.edu/classified

Senate Listserv:
wsuclass@majordomo.twsu.edu



Val Noland displays a few of the nearly 600 stuffed animals collected for the ECMU.

Tuition Assistance Deadlines:

- ?? At least one month before the class begins.
- ?? At least two weeks before a CMD seminar.

Guidelines and applications are available at Human Resources (ext. 6122), or online at the Human Resources Website.

Classified Times



Keeping the WSU Classified Staff Informed!

Volume 1, Issue 3

Spring, 2004

Excerpts from Ellen

I can hardly believe that a year has already flown by and its time to welcome newly elected Senators to the Classified Senate. It has been an exciting year and the Senate has accomplished many things.

The first annual Meet Your Senator event was held last September giving each of you the opportunity to meet your Senate representative face to face. The intention of the event was to get classified employees more involved in the Senate and give Senators an opportunity to hear about issues that are important to you. This was a well-attended first event and will hopefully become as important as any other Senate sponsored event.

We produced our first newsletter last October giving you up-to-date information on all Senate activities. We have received many accolades from the staff regarding this newsletter, proving that this is an important endeavor.

In keeping with the University mission, a community service committee was created so that classified employees could participate in service to the community as a group. This year the committee chose to assist the Exploited and Missing Child Unit by collecting stuffed animals. The event was a huge success and we thank each of you who donated animals. We hope to sponsor two events next year.

The Kansas Council of Classified Senates began meeting quarterly for the first time this year. It is important to meet with other Regents schools so that we can work together for the common good. Each university senate has expressed an interest in bringing in other state agencies to establish our position for Legislative Information Day.

The President of the Board of Regents, Reggie Robinson, called the first meeting of the Classified Senate Presidents in his Topeka office. President Robinson understands the importance of developing regular interaction between the Board of Regents and classified employees and has expressed an interest in meeting quarterly. Hopefully, this will be a first step in keeping classified employees in the loop.

On April 26th, Senate members will meet with Board of Regents representatives during their annual campus visit. Our agenda includes 1) getting classified issues included on the BOR legislative agenda, 2) importance of quarterly meetings between BOR president and classified employees, 3) employee morale, and 4) status of KU proposal.

It has been an honor and a privilege to serve as Classified Senate President this year. I encourage each of you to take part in the Senate either by serving on committees or participating in Senate sponsored events. Together, everyone makes a difference.

Ellen Abbey

Classified Senate President

Classified Senate Election Results

by Shelly Kellogg, shelly.kellogg@wichita.edu

The ballots have been counted and a lot of new faces will be appearing at Classified Senate meetings. We appreciate these individuals who have agreed to represent the classified staff at WSU.

Newly elected Senators are:

Donna Belt, Senior Administrative Assistant in Telecommunications, with about 7½ years of service to WSU.

William Cooper, Plumber Senior in the Physical Plant, with more than 7 years of service.

Charles Eaton, Administrative Specialist in the Counseling & Testing Center for 3 years.

Rebecca Espinosa, Senior Administrative Assistant in the Physical Plant for about 3 years.

Lori Evans, Administrative Specialist in Health Professions Dean's Office, with 16 years of state service, including 14 years at WSU.

Margaret Ford, Senior Administrative Assistant in VP for Academic Affairs & Research office, with nearly 17 years at WSU.

Susan Fordyce, Custodial Supervisor Senior in the Physical Plant with 1 year of service.

William Heard, Plumber in the Physical Plant, with almost 9 years at WSU.

Wanda Hughes, Administrative Specialist in Education Dean's Office, with nearly 18 years at WSU.

Cathy James, Human Resource Professional II in the Office of Human Resources for about 1½ years.

Garrett Moyer, University Police Officer for 3½ years.

Robbie Norton, Accountant I for the *Sunflower*, with 6½ years of state service, including 2 years at WSU.

John Williams, Library Assistant III in the Library, with nearly 21 years at WSU.

Elected for a second term are:

Lloyd Harp, University Police Detective, who has worked at WSU for more than 29 years.

Val Peck, Administrative Specialist in ACES, who began as an emergency hire at WSU in 1980 and has accumulated more than 20 years of service as a regular employee.

Joyce Ward, Senior Administrative Assistant in the Registrar's Office, with nearly 18 years of service to WSU.

Outgoing Senators are :

Ellen Abbey, Heather Ballard, Denise Burns, Warren Carter, Kelly Eck, Jane Eshelman, Glen Fisher, Mike Hinkle, Alice Kreissler, Lee Posey, Kevin Stuewe, Tom Veltman and Doug Weber. We appreciate all you've done on behalf of classified staff!

4th Annual WSU Car Show

by Tom Veltman, tom.veltman@wichita.edu

The Fourth Annual WSU Car Show will be May 16 from 9:00 am to 4:00 pm. The car show will benefit the Wichita Children's Home again this year, as it has for the past 3 years.

This year we are having a drawing for one men's and one women's Jeff Gordon racing jacket. These jackets were donated by *Quaker State Motor Oils* and *Let's Go Racing* and each one has a retail value of more than \$150.

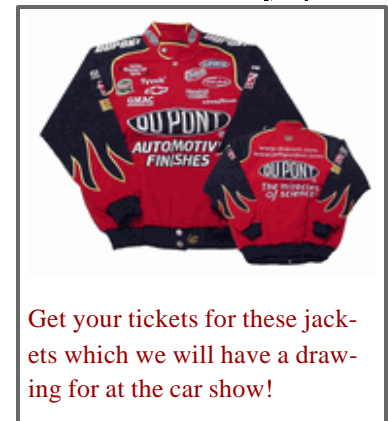
Tickets are being sold for \$1 each, or 7 tickets for \$5. Tickets can be purchased in advance at Central Services or from any car show

committee member. Tickets will also be available at the Shocker Pride Picnic on May 5th. ***YOU NEED NOT BE PRESENT AT THE SHOW TO WIN!***

For more information about the car show visit the car show website at:

<http://webs.wichita.edu/carshow>

If you would like to volunteer to help with the car show, contact Gayle Veltman at extension 6104, or e-mail gayle.veltman@wichita.edu



Get your tickets for these jackets which we will have a drawing for at the car show!

While you are visiting the car show, be sure to stop by the **Children's Art Expo** being held in the lobby of the Duerksen Fine Arts Center !

Spotlight on Denise Burns

Denise started at WSU in October of 1986 when she worked as a temporary employee in what was then Placement and Career Services, for two weeks. Next she went to work as a temporary employee for the History Department until February 1987 when she became a full-time permanent employee.

Denise's duties include (but are not limited to) answering calls and questions, typing, copying, and all the normal day-to-day duties of an office. Helping students find their way around campus and through the system is one part of her job she really enjoys! Plus she gets to meet new people all the time, of all ages and from many different parts of the country and world. Denise is the only classified staff in her office of 13 full time faculty, 1 part-time faculty and 5 graduate teaching assistants.

Denise became involved with

the Classified Senate when she began her term as a Senator mid-way through the first year for someone who could not finish their term.

Denise has the following advice for new senators; "Volunteer your time on and off campus. It is a great way to really understand what is happening in our community and a great way to meet people. Also, use the internet to find out information about Classified Senate, what they do and what problems they are addressing."

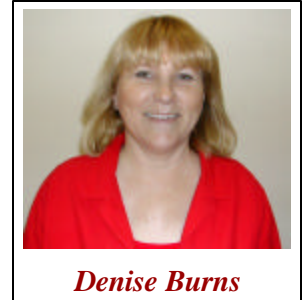
Outside of work, Denise likes to walk, go to baseball games (or watch them on TV), and read mysteries and detective novels. She and her husband also like to go to Las Vegas. Denise says "The most exciting and fun thing that has happened to me was winning a trip to Las Vegas last spring. My hus-

by Tom Veltman
tom.veltman@wichita.edu

band, John, and I got to stay at the Venetian Hotel and see Tim McGraw perform in concert. We had a wonderful time and the best part was spending six days with each other!"

Denise believes that the Classified Senate gives a voice in what happens to us as a whole. Unless we are heard and seen it is easy to forget about us as a group which is what has happened for the past four years. No other group has had to do without any type of raise the way the classified employees have. Everyone has something to contribute to the Senate and that is what makes us a strong group across campus and the state.

"The Classified Senate is a great way to meet people across campus and see what problems or situations they face in their day to day work schedule. It is also a way to



Denise Burns

make your job at WSU more rewarding and more interesting. You are more likely to really understand the problems that face WSU, classified employees and the state."

Denise feels that the major issue for Classified Senate will continue to be the problems we face as our salaries and benefits slip farther behind. "We shouldn't have to pay for a larger part of our benefits. This has always been a problem and needs to be solved. Classified employees need to work together, because there is strength in numbers!"

Department Focus: Central Services

by Ellen Abbey, ellen.abbey@wichita.edu

Ellen Abbey is the Manager of the Supply Room, Copy Centers & Printing Services

Central Services is made up of three service areas: Supplies, Copy Centers and Printing Services. As a convenience to university employees and students, you may also purchase any item or service for personal use.

Supply Room
010 Morrison Hall
Hours: 8:00 to 4:00

The supply room keeps an inventory of the most commonly used office items in stock, and is open 8:00 a.m. to 4:00 p.m.

Q: How do I place an order for supplies?

A: All in-stock items are available for purchase using the shopping cart located on our website. All items include a picture, a short description and pricing information. Call the supply room for a copy of our Shopping Cart Instruction brochure. Other ways to order supplies are: at the Morrison Hall supply window, mail a shopping list to campus box 64,

FAX a shopping list to extension 3091, or e-mail supplies@wichita.edu. When ordering, include your name and phone number, department name, and department account number.

Q: What if you don't have what I need?

A: We can special order non-stock items from the Boise catalog. Special orders are normally received the next day.

Special orders may be placed using the shopping cart by writing your order request in the comment box during checkout.

Q: Can my order be delivered?

A: Deliveries are made on Wednesdays for orders received by noon on the previous Monday. We ask that you only request delivery for large or heavy orders.

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**Wichita State University
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**Senate Website:
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**2003-2004
Classified Senate**

Ellen Abbey
Heather Ballard
Sheila Bates
Don Brooks
Denise Burns
Warren Carter
George Corbin
Kelly Eck
Jane Eshelman
Glen Fisher
Theresa Fisher
Lloyd Harp
Mike Hinkle
Cyndy Hodge
Janice Holtsclaw
Shelly Kellogg
Alice Kreissler
Billie Norden
Val Peck
Ross Pierce
Lee Posey
Mike Purdue
Kathy Riker
Willa Shelton
Kevin Stuewe
Hugh Thompson
Tom Veltman
Joyce Ward
Doug Weber
Anne Welch

**Classified Senate
Committees**

Community Service
Elections
Food Services
Heskett Center Board
Holiday Tree Lighting
Library Appeals
Meet Your Senator
Newsletter
Position Paper
RSC Board
Shocker Pride Picnic
Traffic Appeals

**Department Focus:
Central Services
(continued from page 3)**

The copy centers and printing services have combined their operation in order to save university departments money.

Q: What's the difference between copying and printing?

A: In photo copying, there are no real start-up costs. Each printed piece costs about the same, no matter how many are printed. In offset printing, there are start-up costs for film, plate, press and ink preparations. The printed piece keeps getting less expensive the more you produce. As a rule of thumb, at about 1,000 copies, the cost of offset printing starts going down while the cost of photo copying stays the same.

Q: Do you offer color printing?

A: Most printing produced in Printing Services involves one- or two-color printing. Occasionally three and four color projects are printed. Four-color printing is limited to small quantities with "pleasing color".

The Morrison Hall copy center has a Xerox Docu-Color printer/copier for photo quality color printing.

Q: How do I know where to take my print job?

A: You may drop off your print job at printing services or at any one of the copy center locations, whichever is more convenient to you. We will determine the least costly way to produce the job by the deadline given, copy or print, and get the job where it needs to go.

Q: What about electronic job submission?

A: You may request print drivers be installed on your desktop computer, pc or Mac, by going to our website and clicking on the Get Connected button. There is no fee for this service. We will also accept jobs on CD or Zip or via e-mail at copy.centers@wichita.edu or submitted to a Central Services staff member's e-mail address. We support the Microsoft Office package which includes Word, Excel, Publisher, Access and PowerPoint. We also support Mac products including PageMaker, Quark Express, Adobe InDesign, Adobe Illustrator and PhotoShop.

Q: How do I order business cards, letterhead and envelopes?

A: If you have ordered any of these items in the past and don't have any changes, you can simply call Printing Services to place your re-order. Business cards may be ordered from our website. There is a link to Printing Services on the Central Services website.

**Printing Services:
Printing Services Bldg.
Ext. 3790**

Hours: 8:00 to 5:00

**Copy Centers:
135a Ahlberg Hall
Ext. 3505
Hours: 8:00 to 12:00
1:00 to 5:00**

**517 Lindquist Hall
Ext. 3292
Hours: 8:00 to 12:00
1:00 to 5:00**

**011 Morrison Hall
Ext. 3546
Hours: 8:00 to 5:00**

Free Internet access for WSU employees at the following locations:

**E.K. & Kathlien
Edmiston 24-Hour Study Room (printer available) at the NW entrance of the WSU Library.**

Computer Labs (printer available)

**Jabara Hall #120
M-Th: 7 am - 10 pm;
Fri: 7 am - 6 pm;
Sat: 10 am - 6 pm;
Sun: 1-6 pm**

**Jabara Hall #122
Sat & Sun: 1-6 pm
M-F: all day, continually from Monday at 7 am to Friday at 6 pm.**

Central Services Website: <http://webs.wichita.edu/centralservices/>

Shocker Pride Picnic

by Denise Burns
denise.burns@wichita.edu

Congratulations to Brenda Achey, Nancy Griswold, and John Williams, this years nominees for the classified employees President's Award for Distinguished Service. President Beggs will honor this year's nominees at the annual Shocker Pride Picnic which will be held Wednesday, May 5, at 11:30 a.m. in the RSC Courtyard.

There will be a drawing of donated prizes at the end of the picnic, after all the names have been placed in the drawing box. A table will be set up with the prizes in case you want to stop by and say hi. So hang around and see if your name is drawn.

Don't forget to send in your yellow card, so Carmen can mail you your meal ticket.