Terry Coltrain called meeting to order. Present were: Linda Black, Frankie Brown, Terry Coltrain, Connie Dietz, Maureen Dasey-Morales, Sally Fiscus, Donna Hawley, Jason Holmes, Connie Landreth, Grady Landrum, Susan Norton, Jim Pearce, Melissa Ward and Kevin Crabtree

1. Terry Coltrain called the meeting to order
2. The agenda was reviewed and accepted
3. Motion to approve minutes was made (Dietz/Black) and carried.
4. Old Business
   a. Terry e-mailed Reggie Robinson and is awaiting a response on the representation request at KBOR. Terry will try again to contact Robinson and the University of Kansas UPS representatives after the first of the year.
   b. Grady Landrum will be attending the faculty senate budget committee update meetings after the first of the year with Terry in his capacity as president-elect.
5. Committee Business
   a. Service – stuff the bus will be in the morning (12/3/09) at 9:45 am between Jardine and Morrison. Have donations to Jim by this afternoon.
   b. Professional Development – nothing at this time
   c. Awards/recognition – the committee will be asked to serve from the slate of 08-09 recipients. UP awards committee responsibilities description was distributed. (see attachment)
   d. Legislative – nothing at this time
   e. Grievance – a random method of selection to serve for the committee will need to be developed. This information will be brought back to the UPS.
   f. Election– nothing at this time
   g. Dining Services– nothing at this time
   h. UPS Website– nothing at this time
   i. By-laws – questions have been raised on the representation of university and affiliated unclassified staff by the UPS. This issue will be readdressed in the coming year. Linda Black will be contacting Ted Ayers and bringing the issue back to the UPS.
6. New business –
   a. Awards committee leadership was addressed under 5c.
   b. New initiatives
      i. Jim would like to discuss promoting education in the state of Kansas. Susan will contact Andy to find out how we can assist in the effort to educate the legislature on the needs for higher education and WSU in particular. Terry will bring these issues up at the legislators meeting on December 14th.
      ii. Terry would like for the UPS to find ways we can help in the wellness effort, as this is a benefit to our constituents.
   c. There will be no meetings of the UPS for the rest of December. Terry will have an Outlook request sent to all for meetings for next year.

Meeting adjourned

Respectfully submitted by Susan Norton
UP Awards committee Responsibilities

The UP Awards Committee is made up of the UP recipients from the previous two years so that there is always some overlap of people serving on the committee. 2009 recipients: Tom Brock, John Gist, Gayle Veltman. 2008 recipients: Frances Erwin, Bob Rozzelle, Linda Doll.

1. Check with Carmen Hytche, Director of Special Events, to find out date of Shocker Pride Event (usually late April).
2. Backing up from that date, Carmen can find out the deadline by which the President wants to be notified of the recommended award recipients.
3. Backing up from that date, have the committee reach an agreement as to the nomination deadline which will depend on when the committee can meet to review the nominations. Whoever prepares the nomination forms for the committee to review needs a few days to do so. The committee also needs to decide to whom the nominations forms should be returned.
4. Early in January, ask Kevin Crabtree to kindly update the nomination form on the UP website.
5. After the website is updated, ask Joe Kleinsasser to announce via WSU News that the UP Awards nomination information is available.
6. Ask Joe to periodically send out reminders.
7. Last year our committee decided it was important to go ahead and mail out a paper announcement and nomination form as well to all UP staff. Human Resources (Tanya Wichersham) can send a list to the campus post office. The committee provides that announcement/nomination form already printed, to the campus post office. Their machine will print the UP person’ name and box number on the form and send it in campus mail.

In the notebook are guidelines for a point system to use in helping the committee determine who the recommended recipients are. Per the Senate guidelines, someone the on the Unclassified Senate is supposed to help the committee “pull everything together” and it was recommended that maybe the past president could do that but that did not happen last year with Linda Black’s health situation. I served as chair and the “pull together” person with help from Corrine Nilsen who was also on the committee.

Of course all the information gathered ahs to be kept totally confidential and old nomination forms need to be shredded.

This is not a difficult assignment but does take a little time. The most challenging task is getting all the committee members together for just two or three meetings.

I did find it to be a rewarding experience and got to know some people on campus I hadn’t met before.

I would be happy to briefly review the contents of the notebook with you. I am at x 6417. Feel free to call any time.

Linda Doll