

Wayne State College

Professional Staff Senate Meeting Minutes

October 14, 2010

Present (Voting members): Mary Carstens (Senate Chair), Robin Labenz (Senate Secretary), Lindsay Erwin (Senate Vice-Chair), Marcus Schlichter (Senator), Jamie Mackling (Senator & Interim Treasurer), Nick Muir (Past Chair-At Large), Kara Woehler, (Treasurer)

Absent Senator(s): Amy Carpenter

Guests (Non-Voting): Deb Daehnke, Kevin Armstrong, Cheryl Waddington, Loren Kucera, Lin Brummels

Senate Chair Mary Carstens called the meeting to order at 2:10 p.m. in the Bluestem room of the Student Center.

Approval of Minutes:

Robin made a change to the policy report in the September minutes. Vaughn Benson e-mailed her and clarified the purpose of BP4180. He stated that even though the NSCS board approved updates to WSC's academic program, that didn't mean they would automatically be implemented. They were simply approved for future use. The minutes now reflect that change. The motion was made and seconded to approve the September 9, 2010 minutes. Motion carried.

Treasurer's Report:

Jamie reported a total of \$321.21 in the checking account. There were a few receipts of cash for dues (donations) that were not deposited as of meeting time. She commented she hadn't signed a signature card yet and therefore hadn't made deposits; however she would make the deposits tomorrow. The motion was made and seconded to approve the Treasurer's report. Motion carried.

Foundation:

Kevin Armstrong, Director of Planned Giving for the WSC Foundation briefly stated the Foundation was mid-way through their employee campaign. So far 140 employees have donated. Kevin noted there would be two reserved parking spaces to be awarded at the Nov. 9 Faculty/Staff meeting and one space will be awarded at the November Support Staff Senate meeting. In order to qualify for a 1 year reserved parking spot, donations or payroll deduction forms in the amount of \$25 or more need to be turned in to the Foundation by Nov. 5. He also noted that the best thing about donating is we can choose where our funds are used, either by the general fund, scholarship fund, or department fund. Payroll deduction forms are available by contacting him at kearmst1@wsc.edu, 375-7534 or Hahn 311.

Committee Chair Reports:

Mentoring: Lin said she sent out the letters to new Professional Staff and received one request back. The request had been taken care of.

Social: Nick reported there will be a Pot Luck Social Monday, October 18, from 11-1 in Cat's Corner in the Student Center. All Professional Staff and Support Staff are welcome to attend. Drinks and tableware will be provided. Jamie will also have a table set up to collect \$3 donations from those who have not done so yet.

Recognition: No report.

Continuing Education: Mary noted there were several events coming up sponsored by the Career Services, Jeff Beal, Career Fair, etc. She commented that since Terri was gone we could use someone else in this position of

continuing ed. Lindsay said she would take over. Mary also had a plug for TeamMates, the program that mentors to student's fourth grade through high school and gave a brief overview of the program. She said they were always looking for volunteers, especially male volunteers. Volunteers typically spent 45 minutes per week with a student and met a minimum of 24 out of a possible 36 times per school year. Volunteers are also trained.

Membership: No report.

Hospitality: Dorothy Weber was absent but gave a report to Mary. Get well cards were sent to Interim President Curt Fry, Bill Long, Nadine McLaughlin, and Marcus Schlichter. Dorothy also sent a congratulations and farewell card to Terri Heggemeyer.

Policy: No report.

Communication: No report.

Donation Collection: Suggested \$3 donations go to Jamie.

Classification Meetings: Mary said she will be meeting with Cheryl and Marilyn Quance tomorrow morning. Lin commented Monday's meeting with John Cripe. Mr. Cripe described the process of writing job descriptions. Lin also said that since Peru wasn't scheduled to have their meeting until February, everyone could breathe a sigh of relief because obviously the job descriptions don't have to be completed right away. She commented that Mr. Cripe indicated that the position descriptions were not going to be done. Nick asked if position descriptions were tied to salary. Lin then asked if we weren't using CUPA, what would be used. Loren said the union and system office are working on creating a new salary grid that would include a regional array of institutions. CUPA was thrown out by the court because they were too general/national. Nick wondered about the deadline for getting job descriptions completed. Mary wrote down everyone's questions and will bring them to the meeting with Cheryl and Marilyn.

New Business:

- No new business.

Other Business:

- Marcus said he the NSCPA negotiations were finished and they went well. Details would follow soon.
- Jamie Mackling brought up that she will be off work for 6 weeks starting in January and would need someone to take over the Treasury position. Kara Woehler said she would take it on permanently.

There was a motion to adjourn and it was seconded and followed by all in favor.

The next meeting will be held Thursday, November 11, 2010 at 2:00 p.m. in the Bluestem Room.