

**Wright State University
Professional Staff Advisory Council
Minutes of May 9, 1994**

Joyce Corban called the meeting to order in the Harbage Room at the University Libraries. In attendance were: Kathie Barbour, Lois Boehm, Phyllis Cole, Joyce Corban, Kim Grant, Steve Hayden, Catherine Queener, Mike Schulze, Bob Smith, Pat Walker, Pamela Wallace-Johnson, Chris Watson and fifteen guests.

Announcements:

The Search Committee for the Vice President of Business and Finance will be working with a search committee to be appointed by early fall. Advertisements for the Associate

1994-95 PROFESSIONAL STAFF ADVISORY COUNCIL

ACADEMIC

Tammy Kiser (97)
Ext. 3192

Kathie Barbour (95)
Ext. 2787

ACADEMIC SUPPORT

Steve Hayden (97)
Ext. 2598

Pamela Wallace-Johnson (95)
Ext. 2945

Chris Watson (96)
Ext. 2608

EXTERNALLY FUNDED

Francis Tyleshevski (97)
Ext. 767-6916

INSTITUTIONAL SUPPORT & PLANT

Paula Fisher (97)
Ext. 3531

Mike Schulze (95)
Ext. 4143

Lois Boehm (96)
Ext. 2334

STUDENT / PUBLIC SERVICES AND AUXILIARIES

**Wright State University
Professional Staff Advisory Council**

Committee Openings:

On the bottom of this page is the listing of committees for which PSAC needs representatives. There may be more committee assignments available in the fall, at which time we will send out new forms. If you are interested in serving as PSAC's representative on any of these committee, please list the committees in ranked order by your preference. Tear off the bottom of this form and send it to Pamela Wallace-Johnson, 131 Student Services by **JULY 8th**. Nominees for committees will be contacted by phone by this summer.

Committee Openings:

Artist Series

Bookstore

Building & Grounds

Calendar & Elections

Food Services

Parking Services & Traffic Appeals

Wellness & Recreation

tear here

Name: _____

Office Address: _____

Phone: _____

Committee (s) choices:

1) _____

2) _____

3) _____

Return by July 8 to:

Pamela Wallace-Johnson
131 Student Services

CHRISTINE A. MATSUDA
CITY LIBRARIES ADMINISTRATION
123 P. L. DUNBAR LIBRARY 3100

AGENDA
Professional Staff Advisory Council
May 9, 1994

1. President Flack
2. Joyce Carter
3. Announcements/Updates

PLANNING COUNCIL
Linking Planning & budgeting
Guiding Principles

In its effort to develop a rational decision process to ensure that institutional resources are allocated in accordance with institutional intentions, the Wright State University Planning Council, in consultation with the University Budget Review Committee (UBRC) and the Governance Committee, has established these Guiding Principles:

I. There should be three distinct functions to the process of linking resources to institutional plans:

A. Planning

1. Planning should be the responsibility of a centralized body--i.e., a Strategic Planning Committee (SPC*).
 - a. This committee would be advisory to the President, and would direct the strategic planning activities of the university.
 - b. It would not be involved in budget decisions.
 - c. All internal constituencies would be represented on the SPC.
 - d. Input from external constituencies would be sought, however, external constituencies would not be represented on the committee.

B. Budget Reallocation/Allocation

1. The allocation and reallocation of resources is a decision of the president and Board of Trustees (BOT), with the advice and recommendations of a Budget Reallocation/Allocation Committee (BRAC*).
 - a. The BRAC would be a standing committee, comprised of representatives from all internal university constituencies.
 - b. Proposals for augmentations, allocations, and reallocations would come forward to the BRAC for review and recommendation.
 1. The overriding criteria used for consideration of these proposals would be conformity and consistency with institutional priorities, as identified in the Strategic Plan.
 2. The committee would distinguish between new year allocations and mid-year allocations, as well as one-time allocations and permanent budget base allocations.

3. Recommendations of the committee would be given to the president or his designee for final action.

C. Audit or Oversight

1. An audit or oversight committee would have the responsibility of tracking the university's progress toward meeting its strategic goals through its budget decisions.
 - a. This committee could be the SPC or a separate committee.
 - b. All internal constituencies would be represented on the audit or oversight committee.
 - c. The committee would issue a "report card" on:
 1. How the BRAC's recommendations conform with the Strategic Plan
 2. How well the administration follows the committee's recommendations.
 3. How any administrative decisions outside of BRAC recommendations conform with the Strategic Plan.

II. Other Guiding Principles

- A. The budget reallocation/allocation process should be open to the university community.
- B. The process to link planning and budgeting should not be a bureaucratic process and it should not generate too much paperwork.
- C. There should be staff support.
- D. The BRAC should not deal with small requests, but with larger budgetary issues.
- E. All new revenue should be considered discretionary.
- F. Representatives on each of the committees must maintain a global perspective.
- G. The committees should address university-wide concerns, as well as the concerns of individual units.
- H. Self-assessment should be included in any proposal seeking allocated or reallocated funds.

**Wright State University
Professional Staff Advisory Council
Minutes of April 11, 1994**

Joyce Corban called the meeting to order in the Harbage Room at the University Libraries. In attendance were: Kathie Barbour, Joyce Corban, Ken Davenport, Steve Hayden, Catherine Queener, Mike Schulze, Robert Smith, Jeff Vernooy, Pat Walker, Pamela Wallace-Johnson, and Chris Watson.

ANNOUNCEMENT: PSAC must name a representative for the Athletic Council this spring. (All other committee appointments will be made in the fall.) **If you are interested in serving on the Athletic Council, please call Joyce Corban at extension 2699 immediately.**

Due Process for Staff: Chris Watson has asked Joyce Carter to attend the next PSAC meeting to discuss unclassified staff employment, the grievance process and answer questions.

Administrative Structure: One of the recommendations sent forward to President Flack from the Task Force for University Restructuring was shared and discussed.

Governance: The latest version of the model for University Governance was distributed. This will be on the list of topics PSAC will be discussing at their meeting with Dr. Flack. A vote passed to move ahead with this model, although some minor changes may still occur. Another vote passed to have staff and students on all six committees and University Council. The composition on some of the standing committees is still to be determined.

Overload Policy: A question was raised if a policy exists concerning staff members that teach. Joanne Risacher suggested PSAC look into drafting a policy if none exists.

Search Committee PSAC Representatives:

| | |
|----------------------------|---|
| Joyce Corban, Willie Boyd | Associate Provost for Student Affairs Perry Moore, Chair |
| Roberta Boyd, Kevin Watson | Vice President for Business & Finance Marc Low, Chair |

Spring Elections: The call for nominations is included with these minutes. Please return nomination ballot ONLY to Chris Watson, 126 Dunbar Library by May 20. The PSAC representative breakdown will be:

| Constituency | Total # of Rep. | # to Elect 1994/95 |
|--------------------------------|-----------------|--------------------|
| Academic & Externally Funded | 3 | 2 |
| Academic Support | 3 | 1 |
| Institutional & Plant Support | 3 | 1 |
| Student Services & Auxiliaries | 2 | 1 |

The next PSAC meeting will be held **Monday, May 9 at 3:00 p.m.** in the **Harbage Room on the 4th floor of Dunbar Library.**

Dr. Flack is scheduled to attend our May 9th meeting and the June 13 Annual PSAC Meeting. All Professional Staff are welcome to attend.

1993-94 PROFESSIONAL STAFF ADVISORY COUNCIL

ACADEMIC

Joyce Corban (94)
Ext. 2699

Kathie Barbour (95)
Ext. 2787

ACADEMIC SUPPORT

Robert Smith (94)
Ext. 2011

Pamela Wallace-Johnson (95)
Ext. 2945

Chris Watson (96)
Ext. 2608

EXTERNALLY FUNDED

Phyllis Cole (94)
Ext. 3050

INSTITUTIONAL SUPPORT & PLANT

Kevin Watson (94)
Ext. 2917

Mike Schulze (95)
Ext. 4143

Lois Boehm(96)
Ext. 2334

STUDENT / PUBLIC SERVICES AND AUXILIARIES

Ken Davenport (94)
Ext. 2211

Kimberly Grant (96)
Ext. 2184

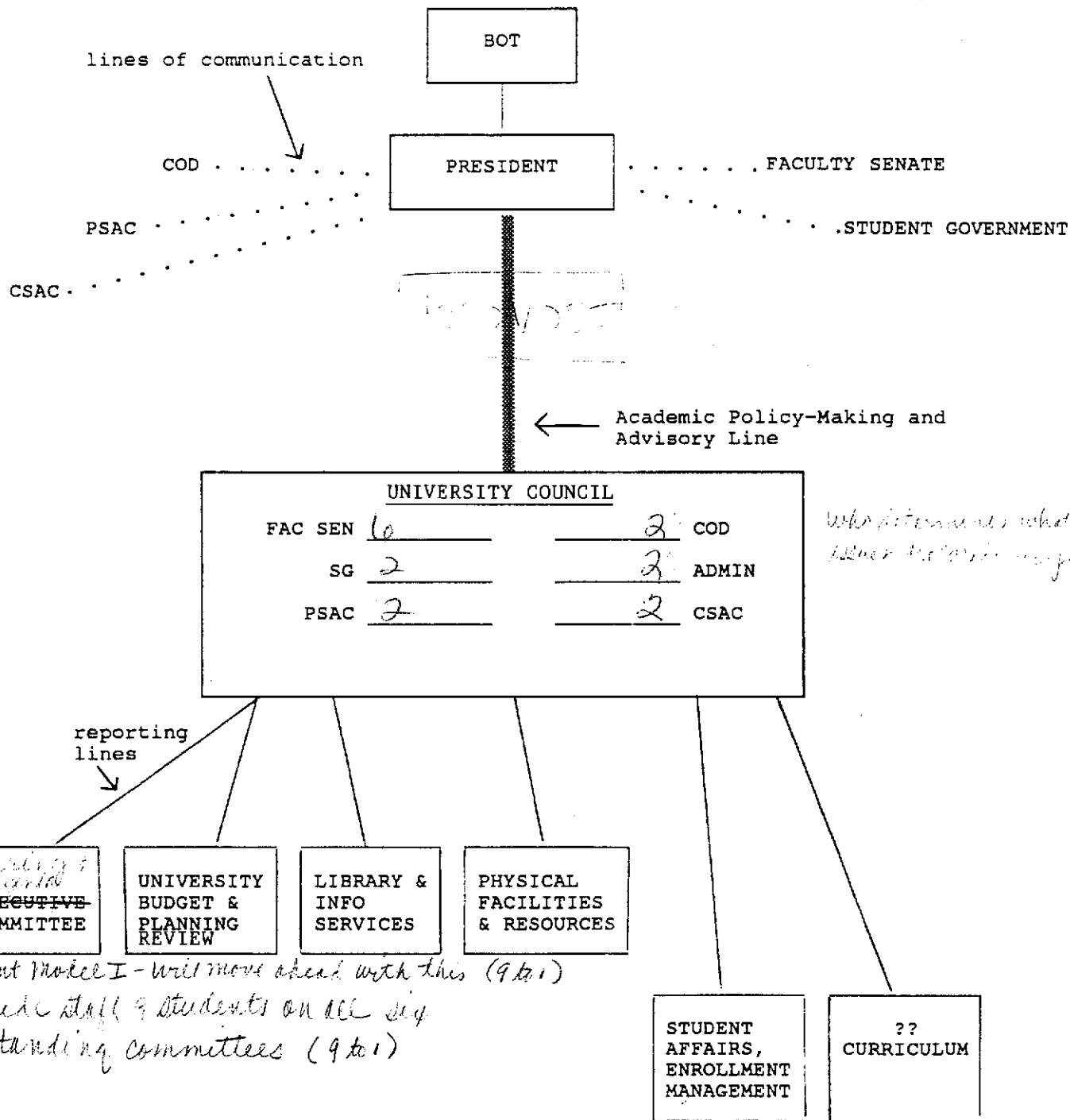


AGENDA
Professional Staff Advisory Council
April 11, 1994

1. Due Process for Staff ••Joyce Carter
2. Governance ••Joyce Corban
3. Administrative Structure ••Pamela Wallace-Johnson
4. Overload Policy ••Joyce Corban
5. Search-Committee Reports
6. Other Committee Reports

FAC SEN 10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100

JOINT MODEL I



4-1-94

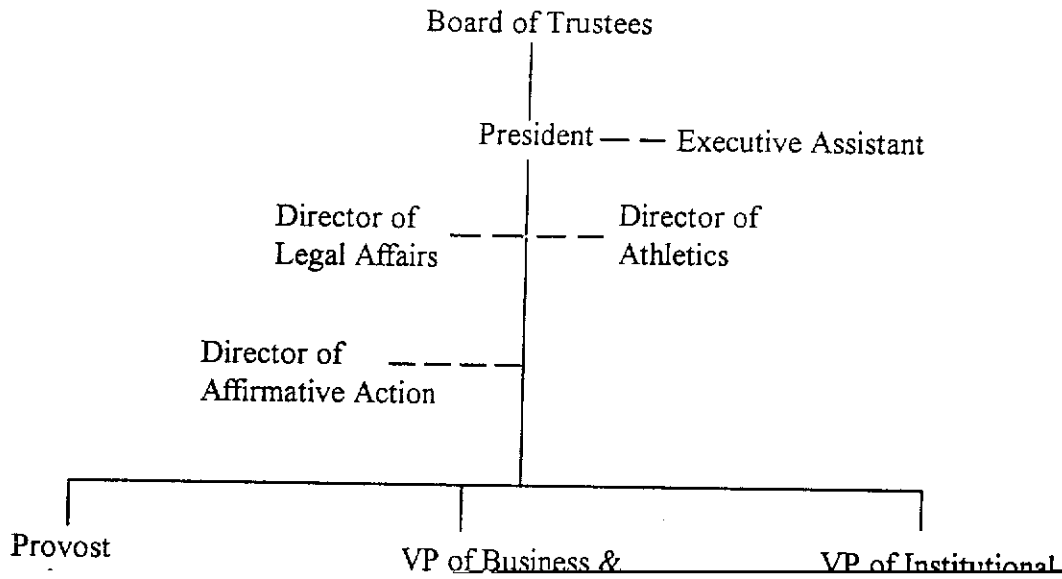
MOTIONS

- ① joint model I - will move ahead with this (9 to 1)
- ② include staff & students on all standing committees (9 to 1)

*PSAC-CSAC representatives shall abstain from voting on ^{academic} matters including curriculum; Promotion & Tenure; Due Process.

*Quadrennial Review shall be charged with examining the question of the size and composition of the University Council and the standing committees.

I. "Provost" Alternative



DRAFT

The Task Force for University Restructuring met twice to discuss its charge. Members of the Task Force were:

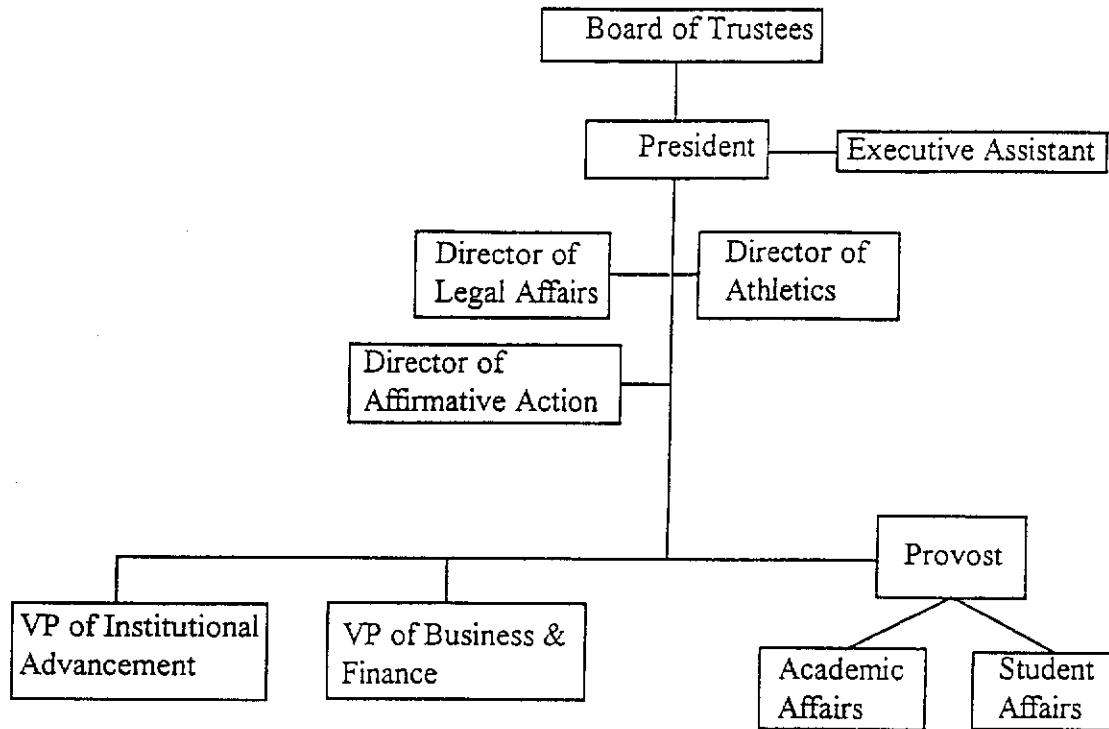
Walter Bennett
Robert Buerger
Joseph Castellano
Louis Falkner
Lee Guild
Lynnette Heard
David Kirkhart
Mary Ellen Mazey

Kirsten McCall
Stephanie Ours
Toby Pinkerton
James Sayer
Stephen Simon
Pamela Wallace-Johnson
Anne Walter

At the first meeting, the Task Force reviewed a number of proposed models for university reorganization. At the second meeting the Task Force culminated its discussion by recommending two options as alternatives to the status quo. The criteria utilized in preparing the two options are as follows:

- a. build a sense of community
- b. build teamwork
- c. build efficiency and effectiveness of
service delivery

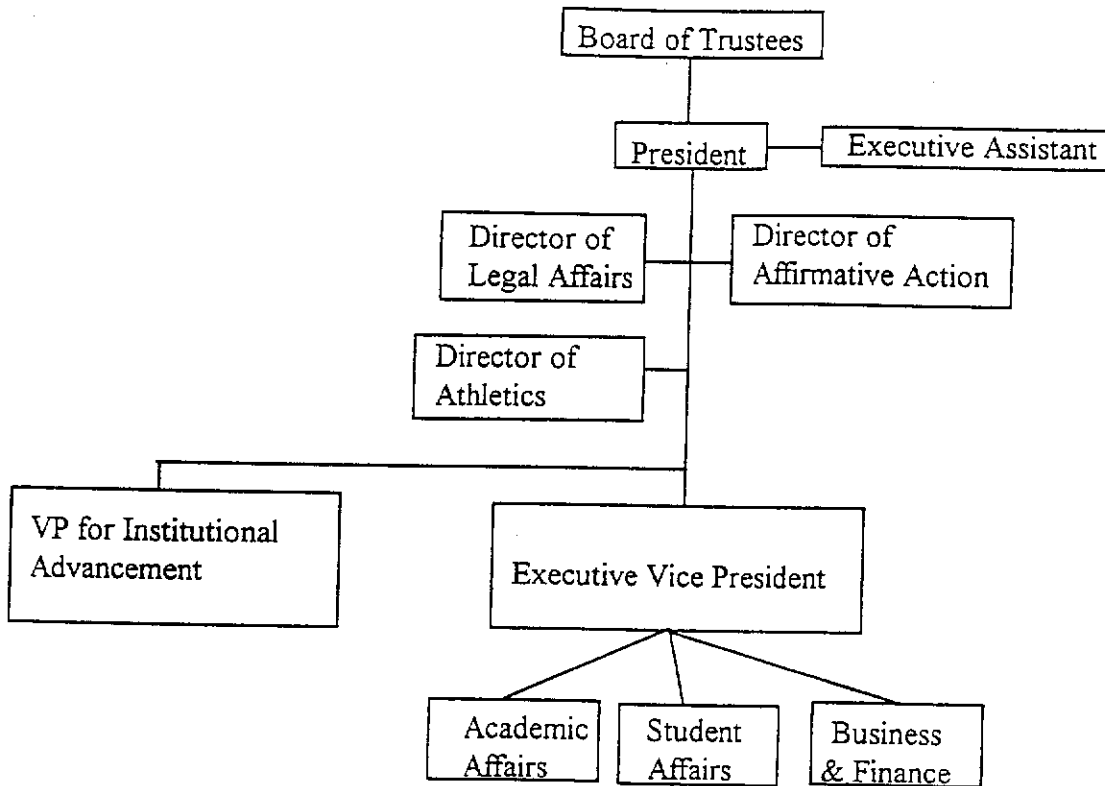
I. First Option



Rationale for first option:

- offers checks and balances in key areas
- limits span of control
- provides a voice for faculty, staff, and student concerns at the provost level

II. Second option



Rationale for second option:

- provides President more time for external activity
- makes the Executive Vice President a true operations officer
- provides for internal coordination
- allows decision making process to continue when President is off campus
- gives the Executive Vice President a large span of control
- enhances student centeredness

III. The Task Force recommends that the following concerns be considered when choosing a final model:

- internal communication and coordination
- teamwork/cross-functional coordination
- timely decision making
- streamlined organization
- sense of community
- supporting each other and mutual respect

ADDENDUM:

During the second meeting as the two new models evolved, the Task Force discussed functional responsibilities for each of the major areas delineated in the two models.

Based upon that discussion of current functional units, the following was delineated:

Academic Affairs

- Academic Deans
- University Division
- Registrar
- Admissions
- Career Services
- Honors Program
- Library
- Multi-Cultural Affairs

Student Affairs

- Residence Life
- Orientation
- Financial Aid
- Student Union
- Bookstore
- Dining Services
- Disability Services
- Intra-Mural Sports
- International Student Services
- Disciplinary Matters

Business & Finance

- Information & Data Services
- Nutter Center
- Human Resources
- Physical Plant
- Environmental Safety
- Bursar
- Comptroller
- Budget & Regents
- Purchasing
- Payroll
- Public Safety

Institutional Advancement

- Alumni
- Fund Raising
- Media & Community Relations
- University & Community Marketing



Wright State
University

Office of the University Faculty
Dayton, Ohio 45435
513/873-2039

DATE: April 8, 1994

TO: Dr. Harley E. Flack, President,
Wright State University

FROM: *Edgar A. Rutter*
Dr. Edgar A. Rutter, Chair,
University Budget Review Committee

SUBJECT: Compensation Increase, Fiscal Year 1994/95

Now that the State of Ohio is unlikely to impose further mid-year reductions in Wright State's funding, Budget Review believes that all augmentations to the University's budget, including a compensation increase, should again be considered at the same time. We understand that the exact amount of tuition income and State subsidy are subject to some uncertainty but do not think that this justifies continuing to delay raises until mid-year.

Budget Review approved the attached resolution concerning the amount of a compensation increase for fiscal year 1994-95 and the process for implementing the increase at our meeting on April 8. We recognize that there are both financial and operational difficulties in returning to the practice of implementing raises for fiscal-year employees on July 1 and for faculty on academic-year contracts on September 1. The Committee believes that our proposal address the transition in a manner that is financially responsible, practical, equitable to the University's employees, and consistent with the compensation policy adopted by the Board of Trustees.

Drs. MacDonald, Sayer, and I are looking forward to discussing this matter with you on April 13.

→
Attachment

cc: Dr. Blair
Ms. Brookey
Dr. Hutzel
Dr. MacDonald
Dr. Sayer
Ms. Wallace-Johnson

University Budget Review Committee
Resolution on Employee Compensation

Be it resolved that:

1. WSU employees, except those belonging to the Bargaining Unit, receive a 3% across the board salary increases starting in July, 1994 for employees with fiscal year contracts and in September, 1994 for employees with academic year contracts. The university should return to a full merit based schedule starting July/September, 1995.

2. Ranges for classified and unclassified staff be moved to allow all employees to receive the full 3% increase.

3. The compensation policies for classified and unclassified staff be reviewed by a committee representing various stakeholders. The review should include salary ranges, performance evaluations and market surveys.

Adopted Unanimously by UBRC
April 8, 1994



Charter of the Professional Staff Advisory Council

Section I—Name and Membership

All Wright State University unclassified personnel, except hourly unclassified, shall be defined as professional staff. The Professional Staff Advisory Council shall be composed of members elected from the professional staff.

Section II—Purpose

The purpose of the Professional Staff Advisory Council shall be to represent its members to the university by:

1. promoting their general welfare;
2. reviewing, initiating and making recommendations on appropriate university policies and procedures;
3. encouraging and facilitating communication among members; and
4. providing professional development opportunities.

Furthermore, one of the prime responsibilities of this council shall be to serve the educational community. This shall include creating and maintaining an environment conducive to the teaching, learning, research and service functions of higher education. The recommendations of the council shall be submitted to the university president.

Section III—Membership

All professional staff (as defined above) shall be eligible to vote and hold offices.

The membership of the council shall be composed of eleven elected members. The constituencies from which council members shall be chosen is defined as:

1. academic
2. academic support
3. student/public services and auxiliaries
4. institutional support and plant
5. externally funded projects

The number of representatives for constituencies one through four shall be proportional to the number of staff in those constituencies. There shall be three members elected from the second and fourth constituencies; two members shall be elected from the first and third constituencies. Constituency five shall be represented by one elected member. Members of the council shall be elected for three-year terms, with one-third being elected each year. Members may not hold consecutive three-year terms. See attachment for the outline of the constituencies.

Section IV—Officers and Committees

Officers of the Professional Staff Advisory Council shall be a chair, a chair-elect, and a secretary. The secretary shall be elected each year by the council. The secretary and the chair-elect shall be elected from all members of the council. At the conclusion of the chair's term, the chair-elect shall become the chair for the next year.

Duties of the Officers

The chair shall preside at all meetings, and the chair (or designate) shall represent the professional staff to all appropriate bodies and individuals.

The chair-elect shall assume all responsibilities of the chair in case of the chair's absence or resignation.

The secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary shall distribute the minutes of the Professional Staff Advisory Council meetings to the professional staff and keep the membership informed of activities of the council.

Section V—Meetings

Meetings of the Professional Staff Advisory Council shall be held on a monthly basis. An informational meeting of the entire professional staff shall be called by the council each spring quarter. Special meetings of the full professional staff may be called by the university president, upon the request of fifty professional staff or a majority of the members of the Professional Staff Advisory Council. The secretary shall provide at least two weeks notice of all meetings. A quorum for transacting business shall be sixty professional staff members.

Section VI—Elections

The first election shall be held after the university president approves this charter. The annual election shall be held during the spring quarter prior to the annual meeting. The nomination ballot will contain the names of all the members who are in the constituency. The election ballot shall have two names placed on the ballot for every position. The individuals receiving the highest number of votes on the nomination ballot will be those placed on the election ballot. In case of a tie on the nomination ballot, more than two names per position may appear.

On the first election, of those elected for the constituencies with three members, the individual receiving the highest number of votes in the election shall serve three years; the individual receiving the second highest number of votes shall serve two years; and the individual receiving the third highest number of votes shall serve one year.

For those constituencies that have only two members, the individual receiving the highest number of votes shall serve three years and the individual receiving the second-highest number shall serve two years. The fifth constituency shall elect its one member for a one-year term in the first election and thereafter for a three-year term.

Upon resignation of a member, the council shall appoint a representative from that

Outline of Constituencies

I. Academic

Center on Economic Education
Economics
Credit Workshops—Main Campus Education
Credit Workshops—Off Campus Education
Education
Health-Physical Education-Recreation
Art and Art History
Art Gallery
English
Music
Theatre Arts
Microbiology/Immunology—Science and Mathematics
Biological Sciences
Chemistry
Computer Science—Engineering and Computer Science
Computer Engineering
Mechanical Systems Engineering
Geological Sciences
Mathematics and Statistics
Physics

Psychology
Honors Program
Anatomy—School of Medicine
Anatomy—School of Medicine Donated Body Program
Magnetic Resonance—School of Medicine
Microbiology/Immunology—School of Medicine
Biomedical Imaging Lab
Community Medicine—School of Medicine
Dermatology—School of Medicine
Emergency Medicine—School of Medicine
Family Practice—School of Medicine
Medicine—School of Medicine
Medicine in Society—School of Medicine
Obstetrics and Gynecology—School of Medicine
Pathology—School of Medicine
Psychiatry—School of Medicine
Surgery—School of Medicine
Cox—Administration
Education—Library and Communication Science
NCRE—Research

II. Academic Support

Business/Administration—Dean's Office
Education and Human Services—Dean's Office
Instructional Materials Center—Education
Arts for Handicapped
Liberal Arts Administration—Dean's Office
Nursing Administration—Dean's Office
Science and Mathematics Administration—
Dean's Office
Engineering and Computer Science—Dean's Office
Electronic Shop—Science and Mathematics
Electronic Shop—Engineering and Computer Science
Instrument Shop—Science and Mathematics
Glass Shop—Science and Mathematics
Instrument Shop—Engineering and Computer Science
Glass Shop—Engineering and Computer Science
Statistics Consulting Center—Science and Mathematics
Graduate Studies Administration—Dean's Office
Graduate Studies—Program Evaluation
School of Professional Psychology Admin.—
Dean's Office
School of Medicine Administration—Dean's Office
Academic Affairs—School of Medicine
Administrative Affairs—School of Medicine
Administrative Support Services
Word Processing—School of Medicine
Communications—School of Medicine
Support Operations—School of Medicine
Facilities Operations—School of Medicine
Business Office—School of Medicine
Medical Education—Veterans Administration—SOM

Courier Service—School of Medicine
Hospital Affairs—School of Medicine
Health Sciences Library
Laboratory Animal Resources—School of Medicine
Interdisciplinary Teaching Lab
Library—Lake Campus
Learning Resources Center
General Library—Administration
General Library—COLS Project
General Library—Acquisition
General Library—Archive/Special Collections
General Library—Cataloging
General Library—Circulation
General Library—Public Service
General Library—Reference
General Library—Serials
General Library—Technical Service
Black Culture Resource Center
UMS—Administrative Services
UMS—Instructional Services
UMS—Production Services
UMS—Technical Services
Instructional TV
AC Computing Resources
Information Center
Television Center
Telecommunication E
University Division
Office of Research and Sponsored Programs
Vice President of Faculty

III. Student/Public Services and Auxiliaries

Center for Professional Development
Physical Fitness Life Program
IRIS Program
Graduate Admissions
Student Support Services—SOPP
Student Affairs and Administration—SOM
Weekend Intervention Program
Frederick A. White Center—Administration
Frederick A. White Center—Pharmacy
Frederick A. White Center—Clinical Lab
Frederick A. White Center—Radiology
Frederick A. White Center—Medicine
Student Health Clinic—School of Medicine
Student Services—L/
CCE Kettering Center
Community Music Division
Pre-College Program Workshops
Vice President for Student Services
University Placement Services
Pre-College Program
Financial Aid Administration
Handicapped Student Services
International Program
International Student Exchange Program
Intermural Sports
Physical Education Facility Administration

Registrar's Office
Student Development
Student Employment
Student Information System
Undergraduate Administration
On-Campus Housing
Softball
University Center
Central Campus Bookstore
Lake Campus Bookstore
Intercollegiate Athletics Administration
Camps/Conferences
Cheerleading Program
Baseball
Basketball—Men
Volleyball—Women
Soccer—Men
Tennis—Men
Wrestling
Swimming—Men
Swimming—Women
Golf
Cross Country
Nutter Center—Operations
Student Auxiliary/Ent—Administration

IV. Institutional Support and Plant

L/C Administration—Dean's Office
Governing Board
President
Corporate and Military Relations
Vice President for Business/Finance
Vice President for Information Resources Management
Accounts Payable Office
Affirmative Action
Alumni Affairs
Budget and Regents Report
Bursar's Office
Bursar—Student Loan Collection
Central Stores—ESPM
Administrative Information Systems
General Accounting
Cost Studies and Accounting
University Computing Services
Development
Government Relations
University Relations
Financial Systems Development
Planning and Institutional Research

Mailing Department
Office of Legal Affairs
Office Systems
Parking Services
Payroll Office
Department of Human Resources
Printing Service
Publications Project Coordinator
Purchasing Office
Department of Environmental Health and Safety
Department of Public Safety
Transportation Services
Labor Relations/Policy Development
Conf. And Continuing Education M/
University Communications
Editing and Design
Physical Plant Administration
Custodial Services
Engineering and Construction Services
Grounds Maintenance
Maintenance and Repair of Buildings
Plant Operations Support Services

V. Externally Funded

Biochemistry
Microbiology/Immunology
Biological Sciences
Chemistry
Tiernan Research Operations
Computer Science
Electrical Systems Engineering
Mechanical Systems Engineering
Biomedical Engineering
Geological Sciences
Physics
Psychology
Graduate Studies
Professional Psychology
Anatomy—School of Medicine

University Research Center
Biochemistry—School of Medicine
Physiology—School of Medicine
Community Medicine
Emergency Medicine
Medicine
Weekend Intervention Program
Obstetrics and Gynecology
Pediatrics
Pharmacology/Toxicology
Cox Heart Institute
NCRE
University Division
Handicapped Student Services
Vice President for Academic Affairs

Annual Meeting
Professional Staff Advisory Council
Monday, June 13, 1994, 3:30 pm
Upper Hearth Lounge

ALL PROFESSIONAL STAFF ARE
ENCOURAGED TO ATTEND.

AGENDA