

Classified Senate Meeting

Sept 3, 2003

Union 213

I. Roll Call

President Gay Youngman called meeting to order and asked everyone to introduce themselves, tell a bit about themselves and how they disseminate information to their constituents. Examples of dissemination were: lists serves, newsletters, bulletin boards, paycheck stuffers (Union), web pages.

Present: Paula Connors, Pam Davis, Loris Hutchins, Beth Miller, Sam Reyer, Donna Rogers, Pam Schierer, Connie Schmidt, Sharon Schroll, Ginger Schwerdt, Loleta Sump, Marlene Walker, Jackie Yonning, Gay Youngman.

Absent: Sue Figge (excused), William Glover, Janel Harder (unexcused).

Gay read a letter from Ann Marie Treinan who is resigning from senate, effective immediately, citing personal & job reasons.

II. Gary Leitnaker-Human Resources

Spoke about training across campus for self-service in HRIS to check paycheck, leave, and personal information. Coming soon: the ability to make changes on W-4s and sign up for training. Paychecks can be viewed a week prior to receiving them.

Also talked about meetings with the Department of Administration and the Department of Personnel Services in Topeka about reducing amount of rules and regulations regarding leave accruals, etc., allowing agencies to make some of their own regulations. This primarily concerns new employee orientation and developing a KSU-specific evaluation process. A Task Force with Jennifer Gehrt heading, has been set up to work on new forms, and to try to make evaluations a development tool rather than a punishment tool. Loleta, a Task Force member, added that random surveys will be done around campus asking about evaluation process.

III. Executive Council:

Met last week with only 3 attending. They discussed the newsletter, the frequency of publication and the possibility of having a budget for it. One

possible way to cut costs was to put it on the web, but limited access to computers for some employees, such as those in Facilities and Housing, is a concern. Also discussed having forums 2-3 times a year with Sue Peterson to talk about legislative issues. All classified employees would be invited.

The council would like to change the title of the Publicity committee to Public Relations. This will need to be voted on & by-laws would need to be changed, if approved.

Also discussed the visibility of the Classified Senate to classified employees as well as the apathy of not only the employees towards Senate but also the apathy of the senators themselves. The primary goal is to come up with ideas to overcome this issue.

The web page was discussed. Gay asked who maintains it now. Marlene said she had someone working on it, but they had been swamped and there was no progress at this time. We need to email her the committee names, changes, etc.

IV. Minutes

Pam was unable to get them out online prior to the meeting. Copies were handed out at the meeting. There was not a quorum available to approve so they will be held over until next month.

V. Budget Report

see attached.

VI. Standing Committees:

A. Codes & By-Laws: name change of Publicity committee and packets for new senators were discussed

B. Education & Enrichment: No report.

C. Elections: Ginger reported most vacancies are filled. There will be an election in one area. They hope to have all positions filled by October.

D. Personnel/Benefits: No report

E. Publicity: Discussed the possible name change of the committee

F. Recognition Ceremony: No report. Someone will need to get all the things from Ann Marie. Gay said she would like to see a notebook

developed for future reference for committees and senators. There was discussion regarding a web site just for senate with templates, lists, instructions, etc. Senators would have access to help with planning the ceremony and not have to worry about getting notebooks, instructions, etc. to new committee members.

G. Campus Affairs: No report. Since this is a new committee, it was felt the ones who signed up for it should stay for this year. Gay said she might have to resign from this committee or the Legislative Affairs.

H Legislative Affairs: This is another new committee so members will stay the same this year. No report.

VII. Campus Committees:

A. Peer Review. Nothing happening right now.

B. Recreation Council: Gay sent in 3 names as nominations to be on committee.

C Recycling: Pam reported desk-side containers may be ordered soon. Senators expressed an interest to get some of the containers when they arrive. Some grant money has been received which is going to be used for the containers. No news on the Wildcat.buy auction web site; it's unknown when it might be working.

D. Advisory Committee on Campus Development & Planning Policy: Lori reported they had their first meeting. Alumni Association and Human Ecology are doing feasibility study for a hotel & parking garage to be built with private money. Alumni had done a survey and discovered Manhattan is losing conferences due to condition and amount of space available. Discussion will follow on who can park there, how much it will cost, etc. Alumni indicated they might help pay for costs of shuttling people from Bramlage to campus during construction.

E. Training and Development Advisory Committee: No report.

F. Employee Tuition Assistance: No report. Gay reported earlier that she had attended a meeting in which they said there could be problems with the tuition waiver program as written because of equality for classified employees.

G. United Way: Loleta reported Oct 1 kickoff to be held at the Union Plaza from noon to one. There will be prizes, and games, including concrete bowling. Emphasis is on getting new and more donors with new ideas to accomplish this.

H. Council on Parking Operations. 3 names submitted to be on committee. No word.

VIII. Old Business

There was no old business

IX. New Business

A. Ann Marie has a lot of Senate items stored in her office. Sam volunteered to store them in hers. She will call Ann-Marie.

B. There is a meeting at of the Kansas Council of Classified Senates in Ft. Hays State on October 17. Gay asked for several people to volunteer to attend. Ginger Schwerdt, Loleta Sump, Connie Schmidt, Marlene Walker and Gay Youngman are interested in attending. Using a state van was discussed, but Lori Hutchins reminded us that it would not be allowed. Loleta volunteered a private van, possibly. They will need to leave very early as the meetings start at 8. Gay suggested they could be late and not leave till 6:30 am or so. She also stated that anyone interested could drive their own car & could even go the night before. It was also suggested that people could apply to their supervisors for Administrative Leave.

X. Adjournment.