

**MINUTES OF THE CLASSIFIED SENATE  
JULY 7, 2004**

- I. Roll call
  - A. Attending: Paula Connors, Pam Davis, Kristi Fronce, Bill Glover, Janel Harder, Doreen Kimbrough, Claudia Leeds, Laverna Leeson, Cheryl Martin, Pam Schierer, Linda Sorell, Loleta Sump, Marlene Walker, Jackie Yonning, Gay Youngman.
  - B. Excused: Eddi Devore, Sue Figge, Lori Hutchins, Beth Miller, Donna Rogers, Cathy Sandoval, Deb Stryker,
  - C. Unexcused:
- II. Gary Leitnaker, Human Resources
  - A. Gary spoke regarding in-grade pay increases, saying although it had passed, there was no associated funding and many employees were exempted due to being represented by employee organizations who elected not to sign waivers for it's use, including maintenance workers, clerical, police. Tech employees were unknown.
  - B. Health insurance for next year expected to have minimal increases.
  - C. Gary introduced Alma Deutsch, who presented the new performance review forms. Use of these forms is expected to begin in early September. There is one form that will be required, PER 47. There are also some attachments, PER-48, PER-49, PER-50, that will be optional. Priority outcomes have been eliminated. One new form that will not be required is the employee's listing of things they feel they have accomplished during the past year.
- III. Executive Council
  - A. Discussed the position paper that will be due in Oct. Gay stressed that work will need to begin right away to have it ready in time.
  - B. There is still a search going on for a closet for storage of senate supplies. Loleta is working on this.
  - C. Gay asked about the minutes on-line. Pam reported they had been sent and should be up to date.
  - D. Benefits Fair will be coming up soon. Need to discuss getting something as give-aways.
  - E. Gay would like to see more interest in senate. She suggested people invite guests to sit in the meetings occasionally to increase the visibility of Senate.
  - F. Officer elections need to be held for next years offices.
- IV. Minutes
  - A. The minutes of the May and June meetings had been sent out via email and had been approved.
- V. Budget Report
  - A. Marlene moved that the report be accepted as it appeared. Linda seconded. Motion passed.
- VI. Standing Committees
  - A. Codes & By-laws: revisions were all passed. Loleta will print final changes and make copies to be added to notebooks.
  - B. Education& Enrichment: no report
  - C. Elections: there are still 4 openings: 2 in Ag, 1 in Vet Med, 1 in Administration & Finance. The new senators need to be invited to the August meeting.
  - D. Personnel/Benefits: no report.
  - E. Public Relations: no report.
  - F. Recognition Ceremony: no report.
  - G. Campus Affairs: no report.
  - H. Legislative Affairs: nothing happening at this time.
- VII. Campus Committees
  - A. Peer Review: Gay gave names of people who were interested in serving to Char Shropshire. Hasn't heard anything back yet.
  - B. Recreation Council: no report.
  - C. Recycling: no report.
  - D. Advisory Committee on Campus Development & Planning Policy: no report
  - E. Training & Development Advisory Committee: no report.
  - F. Employee Tuition Assistance: now people can use Vo-Tech in addition to classes at K-State.
  - G. United Way: Loleta reported they are beginning to start on the fall campaign.
  - H. Council on Parking Operations: no meeting.

- I. Loleta needs names of people to serve on various committees such as Parking Appeals, Status of Women, Recycling, Council of Parking Operations. She asked anyone who was interested in serving on any committees to let her know. She explained that these didn't have to be filled by Senators, but could be any Classified Employee.
- VIII. Old Business
  - A. Diversification of Senate needs to be discussed for elections. There isn't much at this point. This is something the Elections committee should consider when filling vacancies.
  - B. People were asked if they had any questions for the legislators due to the upcoming elections.
- IX. New Business
  - A. Election of new officers for the upcoming session
    - 1. President-elect: Paula Connors
    - 2. Vice-President: Cheryl Martin
    - 3. Secretary: Kristi Fronce
    - 4. Budget: Linda Sorrell
    - 5. Campus Affairs Chair: Sue Figge
    - 6. Legislative Affairs Chair: Marlene Walker
    - 7. At-Large Member: Laverna Leeson
  - B. Pam Davis reported she has the poster used for the Benefits Fair. She would like to know what to do with it in regards to updating it. She will check into costs of various changes proposed.
  - C. The Codes & By-laws will need to be updated to reduce the number of at-large members on the executive council. Since the chairs of the Campus Affairs & Legislative Affairs committees have been added, it was felt that only 1 at-large member was needed.
  - D. Next months meeting will be a pizza lunch. Individuals will pay \$5 to cover the cost of pizza. The regular meeting will be at noon, August 11.
  - E. Dates for next years meetings need to be set, and rooms scheduled for them. Paula said she will take care of this.
  - F. Loleta read a letter from John Fairman of Printing Services informing Classified Senate of the need to be considered for printing of the Classified Employee Recognition Ceremony program. This was noted for the committee to keep in mind when planning next year's ceremony.
- X. Adjournment
  - A. Laverna moved to adjourn. Motion was seconded and meeting was adjourned.

Respectfully submitted,  
Pam Schierer