

**Minutes of the K-State Classified Senate
August 7, 2013
K Ballroom, KSU Union**

I. President Janice Taggart called the meeting to order at 12:30 p.m.

II. Roll Call

A. Present: Mike Ashcraft, Dale Billam, Michele Edwards, Susan Erichsen, Pat Fine, Janet Finney, Annette Hernandez, Kerry Jennings, Gary Leitnaker, Kari Lindeen, Sharon Maike, Carol Marden, Lesa Reves, Rob Reves, Michael Seymour, Michael Seymour II, Janice Taggart, Lindsay Thompson, Julie Wilburn, John Wolf, Terri Wyrick, Connie Schmidt.

B. Absent, Excused: Amy Capoun, Doris Galvan, Brittany Green, Jen Schlegel, Brian Sheaves, Pam Warren.

III. Minutes

The minutes of the July 3rd meeting were reviewed. Michele Edwards stated her name is misspelled on the third page and needed corrected. Pat Fine moved to accept the minutes as amended. Lesa Reves seconded the motion. Motion passed.

IV. Budget/Treasurer's Report

Annette Hernandez reported for the period June 1 thru July 31, 2013. Foundation account C-21151-CS has a balance of \$597.98; Foundation Account C-21155-CS has a balance of \$309.01; Foundation Account C-23750-CS Awards Ceremony has a balance of \$0; State Account NMAF205629 has a balance of \$3,098.78; for a total of \$4,005.77. Pat Fine moved to accept the report, Lesa Reves seconded, motioned passed.

V. Associate VP/Human Resources & Parking Services Report

A. Gary Leitnaker reported HR is working with a consultant on the proposed Affordable Care Plan in order to assist Personnel Specialist.

B. Char Shropshire has been out of the office since June and if you have Employee Relations issues contact Gary or another HR staff member.

C. Suggestion Award applications are going to the committee to review for approval within the next couple of weeks.

VI. Executive Council Report

A. Jan reported Emporia State University (ESU) is the lead Classified and Support Staff Council (CSSC) institution this year, but due to officer turnover they are unable to handle the annual meeting. Other options are being discussed on where to hold the meeting.

B. She is still pursuing a replacement for the Local Agencies classified senator.

VII. Classified Senate President's Report

John Wolf and Lindsay Thompson will serve on the 2025 Sustainability Committee.

VIII. Senate Standing Committees

A. Campus Affairs Committee – Carol Marden reported when the gift catalog comes out later this week she will pick out items to be given out at the Senate's booth during the Benefits Expo. The list of items will be emailed to the Senate for a vote.

The website is ready to go live unless anyone has changes that need to be made. Rob Reves moved for the Classified Senate's new website to go live. John Wolf seconded the motion. Under discussion. Motion carried.

- B.** Legislative Affairs Committee – Lesa Reves reported the position paper for KSU is under consideration. The Senate By-Laws are being reviewed and hi-lighted for changes that will need to be made if we go to Alternative Service. She also suggested adding to the by-laws a set timeline for replacing senators that leave their term before it expires.
- C.** Recognition Ceremony Committee – nothing to report.
- D.** Public Relations Committee – nothing to report.
- E.** Classified Employee Opportunity Fund – Annette Hernandez stated that before any more Meritorious Service Awards can be paid, money has to be deposited into the account. She will look into other options for funding.

IX. Old Business

The letters were sent to President Schulz and the three new Board of Regents members.

X. New Business

- A.** Janet Finney suggested when members of the Kansas Legislature visit KSU this fall that they meet with the Classified Senate.
- B.** Regarding the Employee Suggestion form, Mike Seymour stated it would help simplify the process if the form could be filled out and submitted electronically along with attachments as needed. Then a confirmation of submission should be sent.
- C.** Carol Marden stated that as a result of the open discussion meetings held by ASC a Transition Plan white paper has been drafted. A copy of the draft was handed out to each of the Senators to provide feedback to her of any changes that need to be made.
- D.** Gary Leitnaker reported the state will be implementing new Performance Evaluation forms. HR staff will begin training in September. The PPM is being revised to clarify instructions on disciplinary measures as they pertain to evaluation rankings.

XI. Campus Committee Reports

- A.** Alternative Service Carol Marden confirmed that the outcome of the election will be based on a majority of votes cast by classified employees. The official election notice will come from University Administration. There will be a set time after the vote for employees to provide input regarding the outcome before any changes goes to KBOR for approval.
- B.** Faculty Senate Fringe Benefits – nothing to report.
- C.** Recycling – New paper towel dispensers are being installed throughout campus for a considerable cost savings to the university.
- D.** Council on Parking Operations – nothing to report.
- E.** Peer Review – nothing to report.
- F.** Service and Maintenance – nothing to report.
- G.** President’s Commission on Multicultural Affairs – nothing to report.
- H.** Search Committees - Dale Billam stated a firm has been selected to start recruiting for the VP for Administration and Finance.

XII. Adjournment

Pat Fine moved to adjourn the meeting. Terri Wyrick seconded the motion. Motion carried.

Respectfully submitted,

Susan Erichsen
Classified Senate Secretary