

**Minutes of the K-State Classified Senate
December 2013
Frith Community Center**

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

II. Guest Speaker

Sue Peterson, Director of Governmental Relations for K-State, congratulated Carol Marden and the Alternative Service Committee for the great job they have done. Sue would like the Senate to let her know of changes that may need to be made regarding her role for continued support. She participated in the Kansas Legislature's fall biannual campus tour, which was a good visit with plenty of feedback. She has been providing data and information to the Legislature, including a meeting with Senator Abrams from Arkansas City about education and performance measures. On December 11, she will be attending a summit with KBOR and Representative Marc Rhoades will be present. The most important standpoint for higher ed is to get back the budget cuts taken in June. Regent Chair Fred Logan has been submitting articles to newspapers in Kansas regarding how the budget cuts are affecting education. Governor Brownback is up for re-election and we should listen to his State of the State address on January 15.

III. Roll Call

A. Present: Mike Ashcraft, Dale Billam, Amy Capoun, Michele Edwards, Susan Erichsen, Doris Galvan, Brittany Green, Janel Harder, Annette Hernandez, Kerry Jennings, Emily Johnson, Connie Kisse, Gary Leitnaker, Sharon Maike, Carol Marden, Lesa Reves, Rob Reves, Jen Schlegel, Michael Seymour, Michael Seymour II, Janice Taggart, Lindsay Thompson, Heather Tourney, Pam Warren, Julie Wilburn, John Wolf, Terri Wyrick.

B. Absent, Excused: Janet Finney, Brian Sheaves.

IV. Minutes

The minutes of the November 6 meeting were reviewed, Lesa Reves moved to accept the minutes as written, Pam Warren seconded the motion. Motion passed.

V. Budget/Treasurer's Report

Annette Hernandez reported for the period November 1 thru November 30, 2013. Foundation account C-21151-CS has a balance of \$1681.47; Foundation Account C-21155-CS has a balance of \$369.01; Foundation Account C-23750-CS Awards Ceremony has a balance of \$0; State Account NMAF205629 has a balance of \$2,755.73; for a total of \$4,806.21. Connie Kisse moved to accept the report, Lindsay Thompson seconded. Motion passed.

VI. Associate VP/Human Resources & Parking Services Report

Gary Leitnaker reported Shanna Legleiter will start in January as the new Learning and Development Manager. An Appeal for Dismissal went to the Civil Service Board, the decision was upheld. Representatives from Oracle Peoplesoft are currently doing a health check on our system. They will be meeting the next couple of days about electronic time-keeping documents. Everyone is encouraged to continue submitting classification updates. The HR staff is working to match up classifications with the State's current list.

VII. Executive Council Report

Janice stated the Council met with President Schulz on November 13. He was presented with a letter from the Senate stating our appreciation of his efforts in support of all supervisors of classified employees attending supervisory training. Discussion was held regarding the alternative service vote and how employees would be notified of the outcome. Regarding the list of suggestions for employee incentives, he is holding off on recommendations until after the vote.

VIII. Classified Senate President's Report

Janice attended Pizza and Politics last month. She met with the four finalist candidates for the VP for Admin and Finance position along with the leadership members of the Faculty and Classified Senates and SGA. Attended President's Council meeting, items discussed included a report regarding student retention by gender and race; IT Services concern about storage of data; email system will change on January 6; update about the ASC; the December meeting will be a workshop about the strategic enrollment report.

X. Senate Standing Committees

- A. Campus Affairs Committee – nothing to report.
- B. Legislative Affairs Committee – Lesa Reves suggested everyone should read the CJ online article about KPERS posted on December 3.
- C. Recognition Ceremony Committee – nothing to report.
- D. Public Relations Committee – nothing to report.
- E. Classified Employee Opportunity Fund – nothing to report.

XI. Old Business

If you signed up to help at the President's Open House you need to arrive about 15 minutes early to receive your assignments.

XII. New Business

Lesa Reves moved for the Senate to approve the Position Paper as presented by CSSC (Classified Support Staff Council); Rob Reves seconded the motion. Under discussion. Motion carried: 22 approved, 1 opposed, 2 abstained.

XIII. Campus Committee Reports

- A. 2025 Sustainability Committee – nothing to report.
- B. Budget Advisory Committee – Susan Erichsen reported the committee is looking at how tuition income is distributed. Janice added they will also be looking at procedures for processing requests for funding
- C. Climate Survey Committee – nothing to report.
- D. Council on Parking Operations – Terri Wyrick reported parking spots are decreasing due to building construction. Options for future spots were discussed along with the possibility of bus shuttle services starting up again
- E. Faculty Senate Fringe Benefits – nothing to report.
- F. Peer Review – nothing to report.
- G. Recreational Services Council – nothing to report.
- H. Recycling – meeting had been cancelled.
- I. Service and Maintenance – meeting had been cancelled.
- J. Search Committees - Lesa reported the VP for Research committee has finalized the job description and a search firm has been hired. Dale Billam stated they will make the recommendation for the VP for Administration and Finance position tomorrow to President Schulz.

K. Alternative Service Committee –

- 1) Carol Marden reported that classified employees need to provide their input for the Employee Handbook by December 24. Changes made to the handbook will be made in a separate document.
- 2) A plan for the governance change needs to be put into place, Senate member proposals will be introduced and discussed at the January meeting. (i.e. should a core or steering committee be formed to oversee changes and work with HR on the transition?)
- 3) The current ASC will begin the phase out/transfer process to Senate. Exception will be continued involvement with HR and Senate on establishing the new pay plan for University Support Staff.
- 4) It was recommended that a joint meeting be held with Senate and ASC.

XIV. Adjournment

Rob Reves moved to adjourn the meeting. Lesa Reves seconded the motion. Motion carried.

Respectfully submitted,

Susan Erichsen
Classified Senate Secretary