

**Minutes of the K-State Classified Senate
February 13, 2014
Cottonwood Room, K-State Union**

I. President Janice Taggart called the meeting to order at 9:30 a.m.

II. Guest Speakers

Jo Masberg-Tomlinson and Ron Jackson, Program Coordinators from the Division of Continuing Education, presented information about the On Track Program for full-time employees taking college classes. Postcards will be sent to employees regarding upcoming information sessions. Their HR representative will also be in attendance to answer questions about tuition assistance.

III. Roll Call

A. Present: Dale Billam, Amy Capoun, Michele Edwards, Susan Erichsen, Janet Finney, Doris Galvan, Janel Harder, Annette Hernandez, Kerry Jennings, Emily Johnson, Connie Kisse, Gary Leitnaker, Sharon Maike, Carol Marden, Lesa Reves, Rob Reves, Michael Seymour, Janice Taggart, Lindsay Thompson, Pam Warren, Terri Wyrick, Lois Schriener (for John Wolf).

B. Absent, Excused: Mike Ashcraft, Brittany Green, Cheryl Martin, Michael Seymour II, Heather Tourney, Julie Wilburn, John Wolf.

IV. Minutes

The minutes of the January 8 meeting were reviewed, Rob Reves moved to accept the minutes as amended with the first sentence of section VI. Changed from "how to help with problems" to "what they have to offer." Annette Hernandez seconded the motion. Motion passed.

V. Budget/Treasurer's Report

Annette Hernandez reported for the period January 1 thru January 31, 2014. Foundation account C-21151-CS has a balance of \$2,850.47; Foundation Account C-21155-CS has a balance of \$393.76; Foundation Account C-23750-CS Awards Ceremony has a balance of \$0; State Account NMAF205629 has a balance of \$1,693.93; for a total of \$4,938.16. Kerry Jennings moved to accept the report, Lesa Reves seconded. Motion passed.

VI. Associate VP/Human Resources & Parking Services Report

Gary Leitnaker reported that emails will be sent either weekly or bi-weekly regarding all training sessions held by HR.

The Peer Review panel had one hearing and one hearing was averted prior to mediation. Regarding the inclement weather leave for last week, per PPM 3035.040: Employees on authorized leave, holidays, or off days are not affected by these emergency procedures and will continue in that status.

Discussion was held regarding snow removal on campus, Facilities is in charge of streets and sidewalks, Parking Services contracts to have the lots cleared.

VII. Executive Council Report

Nothing to report

VIII. Classified Senate President's Report

Janice attended President Schultz Faculty Advisory Council meeting. The University's General Counsel spoke at the meeting, Bill Spiegel gave a report regarding K-State's recycling program and Ron Trewyn reported on research efforts. She also attended the Faculty Senate Open Forum and attended the Day on the Hill in Topeka.

X. Senate Standing Committees

A. Campus Affairs Committee – Carol reported members of the committee attended the Alternative Service Committee meeting yesterday and will continue to attend the monthly meetings until the transition is complete. Gary, along with President Schulz and Cindy Bontrager are preparing a letter to update employees on the status of the transition. Carol is willing to do Q & A sessions with departments if they are interested in what ASC is doing.

B. Legislative Affairs Committee – Lesa reported 8 representatives from KSU attended the Day on the Hill in Topeka on January 30. Cats in the Capital will be all day on February 19, we will be serving KSU cookies and ice cream.

Nominations for Classified Senators are taking place February 1 thru 20. Elections will be held March 1 thru 15. The term will be from June 2014 thru May 2017.

C. Recognition Ceremony Committee – Pam reported funds have been donated from Varneys, the Union Bookstore and the President to purchase door prizes for the Employee Recognition Ceremony on April 30

D. Public Relations Committee – Lindsay reported that the best times to have an Open Forum for Classified Employees with the President on budget matters would be the end of February or the 1st part of March. Discussion was held on the best time of day, location, how long the forum would be, video streaming, employees submitting questions prior to the event if they can not attend, and alternating times each year.

E. Classified Employee Opportunity Fund – Annette reported one Meritorious Service Award was paid last month along with three textbook purchase requests.

XI. Old Business

Discussed under committee reports.

XII. New Business

A. After a vote via email from the Classified Senate approving the Social Media Resolution, President Taggart signed and forwarded the document to Julia Keen, President of Faculty Senate for her to present to KBOR on February 12.

B. Regarding a name change for classified employees effective July 1, the legal name the State will recognize is "University Support Staff". However, we can have our own working title for KSU Employees that differentiates us from Faculty and Unclassified Professionals. Discussion was held on what this should be. Carol Marden as chair of Campus Affairs and ASC will send out a request for all employees to come up with a name. The top 4 or 5 titles will be submitted for employees to vote on. The result will be announced at the Awards Ceremony on April 30, and the person(s) submitting the winning title will receive an award.

C. When the by-laws are updated this year we will look at changing the names of all committees to show a better representation of what they are accomplishing along with updating responsibilities. Carol recommended that Campus Affairs' include oversight of ASC.

D. Mike Seymour requested that the new policy manual address the concerns regarding how the use of inclement weather is granted and how essential employees are defined.

XIII. Campus Committee Reports

A. Alternative Service Committee –

- 1) Carol reported the handbook has been updated regarding mandated placement of University Support Staff; flexible working hours; and performance reviews.
 - 2) The Appeals Board will be housed under the VP for Admin & Finance until the VP for Human Capital is hired. If you wish to serve on this Board, contact Susan Thomas in the VPAF office. They are looking for classified and unclassified employees.
- B.** Climate Survey Committee – Kerry reported they are looking for individuals to participate in a 90-minute focus group meeting to determine the best questions to use in the survey.
- C.** Parking Services – nothing to report.
- D.** Peer Review – Included with Gary’s report.
- E.** Recycling – nothing to report.
- F.** Service and Maintenance – nothing to report.
- G.** Search Committees - Jan reported the VP for Human Capital will have their first meeting next week. Lesa reported the VP for Research Committee is preparing to conduct conference calls.

XIV. Adjournment

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

Respectfully submitted,

Susan Erichsen
Classified Senate Secretary