

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

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

**II. Guest Speaker**

Roberta Maldonado-Franzen, Interim Director, Affirmative Actions introduced Ameerah McBride as the newly hired Investigator/Deputy Title IX Coordinator at KSU. There will be an open house for everyone to meet her on January 16 in 214 Anderson Hall.

The Human Capital functions will change as of July 1, 2014, and will be called the Office of Institutional Equity (OIE). This change is consistent with how other universities are operating.

Mandatory training for all KSU employees, including RA's, is being developed. The training will be on-line and offered in various modules. The training can be done in person if needed. There is now an on-line Search Committee Training on Affirmative Action's website. This training covers the process for hiring unclassified employees.

**III. Roll Call**

**A. Present:** Mike Ashcraft, Susan Erichsen, Doris Galvan, Brittany Green, Annette Hernandez, Kerry Jennings, Emily Johnson, Gary Leitnaker, Carol Marden, Lesa Reves, Rob Reves, Jen Schlegel, Michael Seymour II, Janice Taggart, Lindsay Thompson, Heather Tourney, Pam Warren, Julie Wilburn, John Wolf, Terri Wyrick.

**B. Absent, Excused:** Amy Capoun, Michele Edwards, Janet Finney, Connie Kisse, Sharon Maike, Michael Seymour, Brian Sheaves.

**IV. Minutes**

The minutes of the December 4 meeting were reviewed, Lesa Reves moved to accept the minutes as written, Annette Hernandez seconded the motion. Motion passed.

**V. Budget/Treasurer's Report**

Annette Hernandez reported for the period December 1 thru December 31, 2013. Foundation account C-21151-CS has a balance of \$3,021.63; Foundation Account C-21155-CS has a balance of \$383.76; Foundation Account C-23750-CS Awards Ceremony has a balance of \$0; State Account NMAF205629 has a balance of \$1,701.93; for a total of \$5,107.32. Lesa moved to accept the report, Terri Wyrick seconded. Motion passed.

**VI. Associate VP/Human Resources & Parking Services Report**

Gary Leitnaker reported the new Employee Assistance Program (EAP) will have three on-line sessions for examples of what they have to offer.

The State is dictating a different procedure for how to handle premium deductions for Plan C in January since there are three paydays during the month.

Shanna Legleiter started yesterday as the new Manager of Learning and Development. She plans to attend the February Senate meeting.

Lesla Reves asked Gary to talk to Cindy Bontrager regarding the construction workers parking around Vet Med and how this affects customers loading and unloading animals, Gary replied that he would send an email to Darwin Abbott and Cindy regarding the situation.

Pam Warren made a request for emails regarding training opportunities go out only once a week or just put in K-State Today.

**VII. Executive Council Report**

Nothing to report

**VIII. Classified Senate President's Report**

Janice attended the workshop regarding enrollment issues with the President's Council and others. She thanked everyone who helped with the Holiday Open House at the President's home.

**X. Senate Standing Committees**

**A.** Campus Affairs Committee – Carol reported the website is up-to-date and the responsibility for the upkeep should now go back to the Public Relations Committee per the bylaws. The ongoing collaboration between the Alternative Service Committee (ASC) should fall under this committee and members should attend the ASC meetings. Campus Affairs will start developing a mentor program for new Senators.

**B.** Legislative Affairs Committee – Lesa reported that the Day on the Hill is January 30 and this committee will request leave to attend. They plan to meet with Sue Peterson prior to this date. Nomination forms are to be submitted February 1 – 20 for Classified Senate seats up for reelection this year.

**C.** Recognition Ceremony Committee – Doris reminded everyone that February 28 is the deadline to receive Employee of the Year nomination forms from each college and administrative units. The Employee Recognition Ceremony is April 30

**D.** Public Relations Committee – Lindsay stated that the committee plans to publish the ROAR during the 1<sup>st</sup> week of February. Articles will include Day on the Hill, Position Paper, ASC, Classified Senate President's notes, health insurance updates, and feature Facilities and Housing employees.

**E.** Classified Employee Opportunity Fund – Annette reported two Meritorious Service Awards were paid last month.

**XI. Old Business**

Carol Marden brought up the topic of a Joint Town Hall meeting with President Schulz and all classified/USSE employees, held annually. Discussion included how many times per year, best time regarding budget planning and when it would best fit with the President's schedule, also which of the standing committees would be responsible. Due to questions regarding the best time to schedule the town hall meeting, President Taggart charged the Public Relations Committee to research the best meeting times and other pertinent information and report back to the Senate next month.

**XII. New Business**

**A.** Lesa Reves mentioned KBOR's recent policy on social media and how they have stepped back to look the situation over some more.

**B.** Carol Marden passed around a sign-up sheet to serve on the Appeals Board. This Board will be set up by July 1, training will be in the spring, Cindy Bontrager will decide who will serve.

**XIII. Campus Committee Reports**

**A.** 2025 Sustainability Committee – nothing to report.

**B.** Budget Advisory Committee – next meeting January 16.

**C.** Climate Survey Committee – Pam reported a video conference with an outside consultant will be on January 16.

- D. Council on Parking Operations – nothing to report.
- E. Faculty Senate Fringe Benefits – nothing to report.
- F. Peer Review – nothing to report.
- G. Recreational Services Council – nothing to report.
- H. Recycling – nothing to report.
- I. Service and Maintenance – nothing to report.
- J. Search Committees - Lesa reported the VP for Research Committee is currently screening 39 applications.
- K. President's Commission on Status of Women – Jen Schlegel reported there is funding available for any non-faculty employee to receive professional development training. The application is on the website. Matching funds from your department is a requirement.
- L. Alternative Service Committee –
  - 1) Carol reported PPM 4220.085 regarding full-time employees working flex-time has been drafted.
  - 2) The request for approval to go to University Support Staff will go to KBOR in March.
  - 3) The new pay plan will take about two to four years until final completion.
  - 4) Classified employees need to brain storm and vote on a new title or name prior to June.

#### **XIV. Adjournment**

Annette Hernandez moved to adjourn the meeting. Mike Ashcraft seconded the motion.  
Motion carried.

Respectfully submitted,

Susan Erichsen  
Classified Senate Secretary