

**Minutes of the K-State Classified Senate  
March 5, 2014  
Cottonwood Room, K-State Union**

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

**II. Roll Call**

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

**B.** Absent, Excused: Janet Finney.

**III. Minutes**

The minutes of the February 13 meeting were reviewed, John Wolf moved to accept the minutes as written, Michele Edwards seconded the motion. Motion passed.

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

Nothing to report

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

Gary Leitnaker reported that regulations for flex work schedules have been added to the PPM and the ASC handbook. If you scheduled vacation leave on a day that inclement weather is declared you are required to use your vacation leave as originally planned. Carol Marden conducted a study and found that some universities do not pay for inclement weather days. If your job is classified as essential to work on these days, HR will mark position descriptions accordingly.

Shanna Legleiter, the new Learning and Development Manager for HR stated she has been visiting with employees and getting a sense of what is needed for training and development. Senators discussed ideas of what would be helpful. She also said that if job related training is completed off-campus it needs to be reported in HRIS.

**VI. Executive Council Report**

Nothing to report

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

Janice Taggart reported she has been attending interviews for the new Director of Institutional Equity. She will be going to Iowa State on May 1<sup>st</sup> with President Schultz and other KSU representatives. ESU is voting today and Wichita State votes in April on going to University Support Staff.

**X. Senate Standing Committees**

**A.** Campus Affairs Committee – Carol stated that classified employees will receive a request to submit ideas for a new name for the Classified Senate when we change to University Support Staff as of July 1<sup>st</sup>. The new name and winner will be announced at the Awards Ceremony.

**B.** Legislative Affairs Committee – Lesa Reves stated that elections for new Senators are ongoing through March 15. Reminders to vote will be sent to classified employees through Qualtrics and the results will be published in K-State Today.

- C. Recognition Ceremony Committee – Doris Galvan reported that employees receiving awards at the Recognition Ceremony on April 30 will be getting letters this month.
- D. Public Relations Committee – Lindsay Thompson reported they are working on finding a time and location for a Town Hall Meeting with President Schultz and all classified employees.
- E. Classified Employee Opportunity Fund – Annette reported there was one textbook payout.

**XI. Old Business**

- A. Janice reported there is a draft of the Social Media Policy and a link for employees to respond in K-State Today.
- B. Julie Wilburn reported scholarship request forms from K-State Status of Women training opportunities are due.

**XII. New Business**

Senators discussed changing the times for Standing Committee meetings, no action was taken. Meetings will continue to be held during the Senate meetings prior to their reports.

**XIII. Campus Committee Reports**

- A. Alternative Service Committee – Carol reported the handbook has gone to the KBOR attorney for review and will be finalized prior to Cindy Bontrager presenting it to KBOR for approval this month. ASC will continue to meet once per month. John Hanes, Manager of Compensation and Classification will be at the next meeting to discuss pay plans.
- B. Climate Survey Committee – Kerry reported that a Focus Group of Classified Employees will meet on April 7 to develop questions for the Survey.
- C. Parking Services – John Wolf reported that the garage is changing to a K-TAG system in order to enter. The new equipment will be installed during spring break. Parking Services will be doing away with bi-annual parking permits. Discussion was held on the development of an App to notify students if spots are available in the garage.
- D. Recycling – Michael Ashcraft reported that a five year sustainability plan has been developed to increase and improve Campus-wide recycling.
- E. Service and Maintenance – nothing to report.
- F. Search Committees - Jan reported the VP for Human Capital interview scheduling is moving forward in order to have someone hired by mid May. Lesa reported the VP for Research Search Committee will be conducting KCI interviews.
- G. University Safety Committee – Met last week to review annual reports. Carol and Brittany will serve on the Smoking Policy Committee with SGA and Faculty Senate.

**XIV. Adjournment**

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

Respectfully submitted,

Susan Erichsen  
Classified Senate Secretary