

**Minutes of the K-State Classified Senate  
May 7, 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: Dale Billam, Susan Erichsen, Janet Finney, Doris Galvan, Brittany Green, Jennifer Gehrt, Annette Hernandez, Kerry Jennings, Emily Johnson, Sharon Maike, Carol Marden, Cheryl Martin, Lesa Reves, Rob Reves, Janice Taggart, Lindsay Thompson, Heather Tourney, Pam Warren, Julie Wilburn, John Wolf, Terri Wyrick.

**B.** Absent, Excused: Mike Ashcraft, Amy Capoun, Michele Edwards, Janel Harder, Connie Kisse.

**C.** Absent: Michael Seymour, Michael Seymour II.

**III. Guest Speakers**

**A.** Mandi McKinley from K-State First and Jared Miller from Career Services talked about the 1st Year Program and Learning Communities, the K-State Book Network and the Guide to Personal Success (GPS) Program. Jared has been a mentor for the past year and discussed the opportunities involved with serving as a mentor and encourages everyone to volunteer. Last year they 380 students signed up and 186 mentors/guides.

**B.** Ameerah McBride from Affirmative Actions spoke about PPM 3010 and the Federal law change to include domestic violence, and stalking. Complaints have to be filed within 60 days and if it is a sexual violence case you can bring an advisor or attorney. Employees can register on-line for Title IX sexual harassment and assault training to be held on May 19. Anti-Discrimination training policy can be taken on-line and will be required for employees to complete once year.

**IV. Minutes**

The minutes of the April 2 meeting were reviewed, Annette Hernandez moved to accept the minutes as written, Lesa Reves seconded the motion. Motion passed.

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

Annette Hernandez reported for the period April 1 thru April 30, 2014. Foundation account C-21151-CS has a balance of \$2,304.83; Foundation Account C-21155-CS has a balance of \$422.26; Foundation Account C-23750-CS Awards Ceremony has a balance of \$2,550; State Account NMAF205629 has a balance of \$1,622.06; for a total of \$6,899.15. Dale Billam moved to accept the report, Lesa seconded. Motion passed.

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

Jennifer Gehrt reported she is working with K-State's legal counsel regarding Appeals Board procedures and USS payroll transitions. The Legislature approved a \$250 bonus to be paid in December to all state employees working full time and at least one year. Meetings are being held with HR Specialist regarding the new reporting procedures in accordance with the Alternative Care Act. Until the new VP for Human Capital is hired and a new pay plan is implemented, pay grades and position specifications will remain the same, but the steps will go away. In June, Departments will generate letters to each employee regarding salary, pay grade, etc.

**VII. Executive Council Report**

Nothing to report

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

Janice Taggart reported she attended President's Council and at the next meeting she will make a presentation about USS Senate. She also went to IA State for a campus visit with the Council. A flier about Emergency Response training was passed around and discussed.

**X. Senate Standing Committees**

**A.** Campus Affairs Committee – Nothing to report

**B.** Legislative Affairs Committee – Lesa reported the By-Laws are ready to be approved with one correction. She also noted that changes can be made at any Senate meeting as long as there is a quorum present.

**C.** Recognition Ceremony Committee – Doris thanked everyone for their help at the ceremony last week.

**D.** Public Relations Committee – Nothing to report

**E.** Classified Employee Opportunity Fund – Nothing to report.

**XI. Old Business**

Nothing to report.

**XII. New Business**

Lesla Reves moved to accept the emailed version of the University Support Staff Senate By-Laws dated May 7, 2014, with the change in Article X, Section 2 "Benefits Fair" to "Benefits Expo". Dale Billam seconded the motion. Under discussion. Motion passed with one abstention.

**XIII. Campus Committee Reports**

**A.** Alternative Service Committee – Nothing to report.

**B.** Climate Survey Committee – Kerry reported focus groups met on April 2 regarding feelings on campus and to formulate questions. Next meeting is in June.

**C.** Parking Services – Nothing to report.

**D.** Peer Review – Nothing to report.

**E.** Recycling – Nothing to report.

**F.** Service and Maintenance – Nothing to report.

**G.** Search Committees - Lesa reported the new VP for Research will be announced by the end of the week. Janice reported the VP for Human Capital committee will meet tomorrow to give their recommendation to the President.

**H.** Other - Terri reported the billing system for Facilities services will change in June.

**XIV. Adjournment**

June 4 meeting will be at the Frith Community Center.

Terri Wyrick moved to adjourn the meeting. Annette Hernandez seconded the motion. Motion carried.

Respectfully submitted,

Susan Erichsen  
Classified Senate Secretary