

**Minutes of the K-State Classified Senate
November 6, 2013
Flinthills Room, KSU Union**

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

Rebecca Gould, Director Information Technology Assistance Center, and Zac Burns, Systems Administrator, spoke about the move to Office 365 in January 2014. They are encouraging everyone to attend one of the training sessions.
- III. Roll Call**
 - A. Present:** Dale Billam, Amy Capoun, Michele Edwards, Susan Erichsen, Janet Finney, Doris Galvan, Brittany Green, Janel Harder, Annette Hernandez, Kerry Jennings, Emily Johnson, Connie Kisse, Gary Leitnaker, Carol Marden, Lesa Reves, Rob Reves, Jen Schlegel, Michael Seymour, Michael Seymour II, Janice Taggart, Lindsay Thompson, Heather Tourney, Pam Warren, John Wolf, Terri Wyrick, Cathy Ohm (proxy).
 - B. Absent, Excused:** Mike Ashcraft, Sharon Maike, Brian Sheaves, Julie Wilburn.
- IV. Installation of New Members**

Janice Taggart installed three new members to the Classified Senate: Heather Tourney, Connie Kisse, and Emily Johnson
- V. Minutes**

The minutes of the October 2nd meeting were reviewed, John Wolf moved to accept the minutes as written, Rob Reves seconded the motion. Motion passed.
- VI. Budget/Treasurer's Report**

Annette Hernandez reported for the period October 1 thru October 31, 2013. Foundation account C-21151-CS has a balance of \$895.74; Foundation Account C-21155-CS has a balance of \$359.01; Foundation Account C-23750-CS Awards Ceremony has a balance of \$0; State Account NMAF205629 has a balance of \$2,801.73; for a total of \$4,056.48. President Janice Taggart approved the report as read.
- VII. Associate VP/Human Resources & Parking Services Report**

Gary Leitnaker reported Open Enrollment is over. He will be involved with a case on Friday before the Civil Service Board. Flex schedules should be determined between employees and supervisors. (Based upon comments from Pres. Schulz at one of the town hall meetings, flexible schedule policies will be reviewed.) If the vote to go to USS is affirmative, training will start ASAP for university employees and he has prepared a budget for the VP for Admin & Finance regarding extra support his staff will need.
- VIII. Executive Council Report**

Janice stated the Executive Council will meet with President Schulz next Wednesday and took suggestions from senate members for discussion at the meeting.
- IX. Classified Senate President's Report**

Janice attended the President's Advisory Council meeting, they heard a presentation about the airport expansion; major capital projects were discussed; received an update on the Office of Institutional Analysis. She also attended the Legislative Update meeting and the

campus tour on October 29. Attended a meeting on November 4 with KBOR and the executive members of Faculty, Classified and Student Senates, discussion included working with the Legislature and status of ASC.

X. Senate Standing Committees

- A.** Campus Affairs Committee – Carol Marden reminded new senators to have their pictures taken and submit bios for the website. Pictures can be taken at Dole Hall, November 19, December 2 and 17.
- B.** Legislative Affairs Committee – Lesa Reves reported Pizza and Politics will be November 14 at the Alumni Center. Regarding the position paper, committee members will be on a conference call tomorrow to finalize the details. At one on the Town Hall meetings an issue was brought up and she is preparing a response to that person.
- C.** Recognition Ceremony Committee – Doris Galvan had nothing to report.
- D.** Public Relations Committee – Lindsay Thompson thanked everyone for their input to the recent publication of the ROAR .
- E.** Classified Employee Opportunity Fund – Annette Hernandez reported three Meritorious Service Awards were granted.

XI. Old Business

Lesla Reves reported that as of last March there were 87 outstanding Classified Employee Performance Reviews, 59 from unclassified supervisors, 18 from classified supervisors and 10 employees did not have a supervisor at the time evaluations were due.

XII. New Business

- A.** The President’s Holiday Open House will be December 12, 16, and 17. A sign up sheet was passed around.
- B.** Volunteers are needed to serve with Kerry Jennings on the City-University Committee on November 22.
- C.** If the vote to go to University Support Staff is positive, committees need to submit reports prior to the December 4 Senate meeting.
- D.** The December 4 meeting will be held at the Frith Community Center starting at noon. We will have a \$10 gift card exchange and senators are asked to bring items for the Food Bank.

XIII. Campus Committee Reports

- A.** 2025 Sustainability Committee – nothing to report.
- B.** Budget Advisory Committee – Janice reported the charge was received from President Schulz on October 25.
- C.** Climate Survey Committee – Kerry Jennings and Pam Warren reported they met and discussed vendors. There will be open forums on what the survey should include.
- D.** Council on Parking Operations – John Wolf stated at the last meeting discussion was held on how to handle parking around Weber.
- E.** Faculty Senate Fringe Benefits – Kerry reported they are looking for an alternative compensation plan and ideas on handling overload pay and uniformity across colleges.
- F.** Peer Review – Lesa reported there was a hearing on October 4.
- G.** Recreational Services Council – they will be meeting next month.
- H.** Recycling – Jen Schlegal was just appointed to the committee yesterday.
- I.** Service and Maintenance – meeting had been cancelled.
- J.** Search Committees - Lesa reported the VP for Research committee received their charge on November 1st. Dale Billam stated there are four candidates interviewing during

the next two weeks for the Vice President for Administration and Finance position. Pam Warren stated they have started their 2nd search for a Department Head.

K. Alternative Service Committee –

- 1) Carol Marden encouraged attendance at the Town Hall meetings on November 15.
- 2) Be sure to vote November 19 – 21. The electronic ballots are secure and IT professionals are available in the Library to help with resetting passwords. They will step away once your password is set.
- 3) They have had an information booth outside the food court in the Union.
- 4) The President's Office will announce the results of the vote November 22.
- 5) According to statute, if there is an affirmative vote the Handbook will remain as a draft to allow continued input from effected employees.

XIV. Adjournment

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

Respectfully submitted,

Susan Erichsen
Classified Senate Secretary