

**Minutes of the K-State Classified Senate  
September 4, 2013  
Cottonwood Room, KSU 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, Susan Erichsen, Pat Fine, Janet Finney, Doris Galvan, Jennifer Gehrt, Brittany Green, Janel Harder, Annette Hernandez, Kerry Jennings, Emily Johnson, Sharon Maike, Carol Marden, Lesa Reves, Rob Reves, Michael Seymour, Michael Seymour II, Brian Sheaves, Janice Taggart, Lindsay Thompson, Pam Warren, Julie Wilburn, John Wolf.

**B.** Absent, Excused: Michele Edwards, Kari Lindeen, Jen Schlegel, Terri Wyrick.

**III. Minutes**

The minutes of the August 7th meeting were reviewed. Carol Marden requested the following amendment for the last sentence on XI.A. to read as: "There will be a set time after the vote for employees to provide input regarding the plan before an affirmative vote goes to KBOR for approval." Pat Fine moved to accept the minutes as amended. Rob Reves seconded the motion. Motion passed.

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

Annette Hernandez reported for the period August 1 thru August 31, 2013. Foundation account C-21151-CS has a balance of \$347.05; Foundation Account C-21155-CS has a balance of \$324.01; Foundation Account C-23750-CS Awards Ceremony has a balance of \$0; State Account NMAF205629 has a balance of \$2,991.78; for a total of \$3,662.84. President Janice Taggart approved the report as read.

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

**A.** Jennifer Gehrt reported the new Classified Employee Performance Review forms are ready for use starting October 1<sup>st</sup> for new hires. HR has scheduled training sessions for supervisors and employees during September.

**B.** The search for the Director of Learning and Development was stopped due to the lack of resources.

**C.** Regarding the electronic submission of the Employee Suggestion form, HR is still looking into the best type of software needed to make this happen.

**VI. Executive Council Report**

**A.** Janice reported the Regents CSSC will meet on September 16 to finalize the position paper for presentation to the State Legislature in January.

**B.** A joint leadership meeting was held this morning with Faculty, Classified and Student senates.

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

At the last President's Cabinet meeting, presentations were made on student admission standards; industry outreach to collaborate with KSU; Sunday, September 8 is K-State day at the State Fair; and Cindy Bontrager reported on the budget.

## **VIII. Senate Standing Committees**

- A.** Campus Affairs Committee – Carol Marden reported the annual Benefits Expo will be October 3 from 9:00 a.m. to 2:00 p.m. We will be handing out tote bags with the Classified Senate logo. A sign-up sheet was passed around for Senators to work at the booth. ASC will have a booth near the Senate booth for referral of questions related to USS/ASC.
- B.** Legislative Affairs Committee – Lesa Reves reported the position paper is ready for approval and handed out copies to everyone present.
- C.** Recognition Ceremony Committee – Doris Galvan had nothing to report.
- D.** Public Relations Committee – Lindsay Thompson reported they are preparing the November edition of the ROAR and to contact her or Terri Wyrick if you have suggestions for articles.
- E.** Classified Employee Opportunity Fund – Annette Hernandez had nothing new to report.

## **IX. Old Business- none**

## **X. New Business**

- A.** Lesa Reves moved to accept the KSU Draft of the Position Paper for 2014-2015 for the CSSC meeting on September 16 with the following statement added to # 2. “Fully fund to completion the market adjustments approved by the Kansas Legislature in HB2916 in the 2008 legislative session.” Pat Fine seconded the motion with the amendment. After discussion, motion carried.
- B.** Kerry Jennings recommended a letter be drafted to send to KSU Administration recommending that unclassified supervisors of classified employees attend supervisory training. Lesa Reves seconded the motion with an amendment to include faculty supervisor attendance and proper completion of evaluations needs to be stressed in the training sessions. After discussion, motion carried.
- C.** Rob Reves moved to form a committee to draft the letter with Kerry Jennings as Chair, Lesa Reves as a member and one other member at the President’s choosing. The letter should be sent to all Senate members for review. Dale Billam seconded the motion. Motion carried.
- D.** Kerry Jennings will serve on the Climate Survey Committee with Janice Taggart and Pam Warren.
- E.** Amy Capoun stated that there are seven handicap employees working in her building and there are only three parking spaces available. She was advised to contact John Wolf or Terri Wyrick on the Parking Service Committee for a resolution.

## **XI. Campus Committee Reports**

- A.** Faculty Senate Fringe Benefits – Pam Warren will not be able to attend the meeting next week, Kerry Jennings will attend in her place.
- B.** Recycling – Mike Ashcraft reported that the game day was a big day for recycling.
- C.** Council on Parking Operations – Will meet later this month. It has been reported that the new parking permits are melting and you can trade the old one in for a new one at Parking Services.
- D.** Peer Review – Training for committee members will be in September.
- E.** Service and Maintenance – Brian Sheaves reported triangles have been painted on sidewalks across campus to indicate where bicyclers are to dismount.
- F.** President’s Commission on Multicultural Affairs – nothing to report.
- G.** Search Committees - Pam Warren reported they are starting a new search for Department Head. Dale Billam stated the position announcement has been posted for the Vice President for Administration and Finance.

**H.** Alternative Service Committee – Carol Marden shared with the Senate concerns of our constituents that the ASC learned during the open discussion group meetings and how they are being addressed in the White Papers.

- 1) From the Compensation White Paper, the majority of employees want pay based on performance as well as across the board COLAS, they want to be recognized and adequately compensated for the work they do.
- 2) Extreme increases or little to no increases would need to be justified and would be monitored by Human Resources.
- 3) Those employees who "meet expectation" or higher would be eligible for a merit/performance increase as well as an across the board increase.
- 4) Another concern was that funding for USS increases would go to technology or to enhance other employee salaries. This is NOT possible due to budget allocations and restraints.
- 5) ALL employees will receive a longevity bonus after 10 years of service, including employees that started after June 2008. Longevity bonuses will be included in base when calculating pay increases. Longevity bonuses will still be administered as a lump sum.
- 6) Position Descriptions have to be kept current so employees can be adequately compensated.
- 7) A trigger for reviewing position descriptions has been placed on the last page of the new Employee Performance Review.
- 8) Senate will be asked for input on the new pay plan as it is being developed. Increased compensation for lead workers will need to be addressed as well as supervisors who receive less than those they supervise.
- 9) The Recruitment White Paper has been abolished since the University has formed a committee to address recruitment issues.
- 10) Comments from Senate members:
  - a) Mike Seymour has concerns regarding position descriptions and how easily they could be changed if we go to USS vs. staying with State Civil Service. The state will still have guidelines which will not change and in which the university will follow. Position description can be changed even now and will continue if there is an affirmative vote for USS. This is a benefit to adequately compensate employees for tasks performed.
  - b) Mike Seymour will bring back to the Senate next month a description of what Civil Service means regarding protection for employees, etc.
  - c) Janet Finney asked for clarification in the ASC minutes regarding information going to KSU leaders prior to the entire university. Clarification is voting results will be sent to classified senate and then to the university. The vote is being tabulated by KSU Planning and Analysis.

## **XII. Adjournment**

Pat Fine moved to adjourn the meeting. Lesa Reves seconded the motion. Motion carried.

Respectfully submitted,

Susan Erichsen  
Classified Senate Secretary