

MINUTES OF THE CLASSIFIED SENATE
September 1, 2004

I. Roll Call

- A. Attending: Paula Connors, Pam Davis, Eddi Devore, Susan Ekstrum, Sue Figge, Kristi Fronce, William Glover, Vickey Grochowski, Debbie Hedrick, Richard Herrman, Claudia Leeds, Laverna Leeson, Gary Leitnaker, Cheryl Martin, Beth Miller, Roxana Ortiz, Cyreathia (Sam) Reyer, Linda Sorell, Deb Stryker, Loleta Sump, Marlene Walker, John Wolf, Gay Youngman, Susan Ekstrum, Pam Davis, Cathy Sandoval
- B. Excused: Janel Harder, Theresa McCarthy, Cathy Sandoval
- C. Unexcused: Dorene Kimbrough
- D. Everyone introduced themselves and told why they joined classified senate. Loleta asked if anyone needed new notebooks. Kristi made a list of those senators who needed new name tags.

II. Gary Leitnaker Report – Division of Human Resources

- A. Gary reported that training would begin in two weeks on the new performance review system. He also told us that the current Human Resource Information System will be upgraded in six weeks. He indicated there was nothing new to report from the State. A good news item was that there were two unclassified employees who recently received 40 year awards from the State for service.

III. Executive Council

- A. Loleta encourages us to be very task oriented this year. She would like to see some things documented specifically with regard to the Classified Recognition Ceremony.
- B. We all need to begin setting some goals to accomplish this year in Classified Senate.
- C. Everyone should to be on one of the two committees – Campus Affairs or Legislative Affairs.
- D. Loleta explained that the Classified Affairs committee is working on the Benefits Fair. Sue then told us about some of the prize giveaways. It had been determined that we need about 500 items. Notepads and inkpads from Printing Services are possible low cost items. Sue distributed a sheet of possible prizes to purchase from some companies. Those companies were Western Associates and Best Impressions. Artek Promotions was also mentioned as a possibility. It was decided that a budget of \$500 would be appropriate for the Benefits Fair.

IV. Minutes

- A. Minutes from the August meeting were distributed. Laverna moved to approve. Sam seconded the motion. The minutes were approved and will be given to Kathy Kugle to put on the Classified Senate web site.

V. Budget

- A. The budget report was read by Linda.
- B. We discussed the cost of the display board. Susan indicated the cost would be \$170. It would be a permanent display board, but the pictures would be interchangeable. The \$500 budgeted for the Benefits Fair does not include the display board. Laverna made a motion that we spend no more than \$500 on the Benefits Fair giveaways excluding the display board. Sue seconded. The motion was approved. It was decided that the Campus Affairs committee will approve the Benefits Fair giveaways. They will also get the pads from Printing Services.

VI. Senate Standing Committees:

- A. Campus Affairs – Sue announced that after the Benefits Fair was over, we will begin work on the Classified Recognition Ceremony.
- B. Legislative Affairs – Marlene reported they have not met and do not have the position paper prepared. Discussion was then held regarding how many senators should be present during Legislative Day. Marlene reported on the numbers from other agencies. Emporia State has 6 or 7 senators attend. Ft. Hays has 2 to 3. Wichita State has 10 to 15. Pittsburg State has all senators attend. Marlene indicates we must request approval from the President and have approval from the supervisor. KSU is the only agency using leave to attend. Marlene moved that we be given leave and have a van provided to attend Legislative Day. Gary indicates it may be a problem because lobbying on State time is not approved. Marlene had contacted Sue Peterson and she was not available. She will try to get with her in October or November. She indicated that the Legislative Affairs committee will meet in September to begin preparation for the position paper. Cheryl moved that we develop a letter of request to the President regarding time off and a van for the senators who want to attend. Linda seconded. It was suggested that we amend Marlene's previous motion.

Laverna moved to amend the first motion and include that we send a letter to the President requesting the time off. Marlene seconded. The motion was approved. Marlene will begin a draft

Eddie distributed and gave some comments on Parliamentary Procedures.

VII. Campus Committee Reports

- A. Peer Review – No report.
- B. Recreation Council – Mary Evans will be on the committee.
- C. Recycling – No report.
- D. Advisory Committee on Campus Development & Planning Policy – No report.
- E. Training and Development Advisory Committee – Pam received a letter listing those who would be on the committee.
- F. Employee Tuition Assistance – No Report.
- G. United Way – Loleta indicated that there would be a booth for United Way at Purple Power Play on Poyntz. They were also preparing for the October events.
- H. Council on Parking Operations – Laverna indicated that someone is needed for the Appeals Board. Sue indicated Anne Reves from Human Ecology is interested in filling that vacancy.

VIII. Old Business – Loleta indicated that we are still waiting for a storage room in Kedzie for Classified Senate items. We also discussed that we need to determine a way to get committee reports when the person appointed by Classified Senate isn't an actual Classified Senate member.

IX. New Business – Bill announced KAPE will be having a Labor Day picnic. There will be speakers and political candidates in attendance. He also suggested we invite Doug Musick back to give a presentation to Classified Senate like he did last year. Loleta then encouraged us to bring some issues regarding classified employees to the meetings. Sue indicated she has experienced a problem with Premier Blue. Eddie mentioned we should discuss insurance options upon retirement. The tuition waiver was also discussed. Pam then asked if we could go ahead and order the display board for the Benefits Fair. Loleta told her to move forward with that.

X. Adjournment – Eddie moved that we adjourn. Pam seconded the motion. The motion carried.

After the adjournment, Loleta presented a plaque to Gay in appreciation for her service as Classified Senate President last year.