

## **ESU CLASSIFIED ASSEMBLY**

**Wednesday, February 13, 2008**

Members Present: Mary Conley, Kara Wolford, Taime Pitchford proxy: Cheryl Wooderson, Donna Breshears, Kathy Stayskal, Debbie Eagan, Janet Rees, Chris Parks, Art Gutierrez, Dan Arnold, Judy Anderson and Kim Gaines.

Members Absent: Jule Kirk

Mary Conley called the 2:15 p.m. meeting to order in the Memorial Union PKP room.

Cheryl O'Dell presented a Draft of the Change Management Policy that they want to implement for TCS. She stated that this policy consists of policies they use now and this is just a way to formalize these policies. This will be used during any major change to hardware, applications and systems software, procedures, environment and documentation.

Cheryl O'Dell presented a copy of the Policy on Acceptable Use of Computing and Information Technology Resources that has been updated as of January 23, 2008, Policy on Incident Response that has been updates as of February 11, 2008, Policy on Secure Disposal and Reuse Policy updated on February 11, 2008 and a new policy for Risk Assessment updated February 11, 2008

Dan Arnold presented a petition that was placed in his mailbox concerning the Proposed Annual Leave Increase. Mary and Art spoke about being contacted for the same issue. An email has been sent out to respond to these petitions and other questions concerning this increase. The course of action that was taken in response to these petitions was an email being sent out during the week of February 5<sup>th</sup>, 2008 explaining the process where this proposed increase has evolved from. Also Mary and Art have advised Ray Hauke concerning this issue and showed him the petition letter. It was decided and suggested to use more notification to explain issues to all Classified Employees.

Minutes from the January 9, 2008 meeting were read. Kathy moved and Chris seconded that the minutes be approved. The motion passed.

**OLD BUSINESS:**

Art Gutierrez will be meeting with Reginald L. Robinson, president and CEO of the Board of Regents to discuss the possibility of the Kansas Council of Classified Senates being able to meet with the BOR on a quarterly basis. He will report back on what has been decided.

Art Gutierrez and Mary Conley did not meet with President Lane this month. They did meet with Ray Hauke concerning the possible incentive that has been discussed previously with President Lane to offer to classified employees as a morale booster in lieu of a step increase from the state this year. Nothing has been decided yet.

Day on the Hill was February 4<sup>th</sup> the representatives that were able to attend reported on the 13 to 14 representatives, including local representative Don Hill and Peggy Mast, that they were able to speak to and their response concerning the Kansas Council of Classified Senates Proposition paper.

Mary Conley reported that the House Appropriations Committee held a meeting to set the Budget Preparation Guidelines on February 7, 2008. The committee adopted these guidelines concerning Classified employees and the proposed State Employee pay plan for this years budget. As stated in the document published after the meeting:

- *Fund the State Employee Below Market Pay Adjustment – Include the funding for the classified state employees below market pay adjustment as recommended by the Special Committee on the State Employee Pay Plan and the Governor.*
- *Base Salary Adjustment for State Employees – Include funding for a 1.5 percent base salary adjustment for all employees, rather than the 2.5 percent the Governor recommended.*
- *Longevity Pay for Classified Employees – Eliminate longevity pay for classified employees. The movement to a market pay compensation system along with annual base salary adjustments will shift the emphasis on state employee compensation to performance and away from a system that is just based on length of service.*

#### NEW BUSINESS:

Janet Rees asked about Summer Hours. Mary and Art stated that this had been discussed last year and that there is a policy in place concerning this. The policy is based on a department by department basis.

Mary reported that the VP Provost search has not started yet, but she would like everyone to send her an email if they have things that they would like her to look for in the possible candidates.

#### COMMITTEE REPORTS:

Newsletter Committee: The Newsletter was sent out at the end of January.

Membership Committee: Membership is full. Mary Conley did advise that there will be 4 representatives terms ending this year.

Seminar Committee: Chris Parks reminded everyone about the upcoming seminar in April. Bonnie Starr from Counseling Services will present on Biofeedback Friday, April 11 in the Flint Hills Room. There will be two sessions 10-11 am and 2-3 pm.

Campus Affairs: Donna Breashears and Kathy Stayskal reported that thank you notes for the prize donations for the Kansas Day events have been sent out. Mary thanked both individuals for their work on this event and the wonderful prizes.

Scholarship Committee: Kara Wolford reported that information has been sent out to all classified employees.

Legislative Affairs: Nothing additional to report.

Meeting adjourned at 3:30 pm

Submitted by Kim Gaines, Secretary

Next meeting will be on March 12, 2008 at 2:15 p.m. in the PKP Room of the Memorial Union.