



Classified Assembly Members

Below is a list of the classified assembly members and their contact numbers.

Administration and Fiscal Affairs: Natalie Spellman - 5369

Student Affairs/Police and Safety: Janet Rees - 5465

ESU Alumni & Foundation/Memorial Union/Athletics:

Roger Heineken (limited term) - 5291

Academics (includes Teachers College/LA&S/School of Business):

Mary Conley - 5432 and Mary Lopez - 5385

ESU Press/TCS: Kathy Stayskal - 5297

Enrollment Management/Trio Programs: Jule Kirk - 5127

Library Services/SLIM/Graduate Studies & Distance Learning: Art Gutierrez - 6205

Building Services: Dan Arnold - 5331

Physical Plant: Edward Brooks - 5010 and Doug Cushenberry - 5331

Residential Life - Marc Magathan - 6748

Please feel free to contact any member with your concerns or questions. Art Gutierrez and Mary Conley are serving as Co-chairs of the assembly.

Jackie Scott is the Human Resources ex-officio to the Classified Assembly.

Upcoming Events

January 12, 2007

At the monthly meeting of the Classified Assembly, President Lane will be our guest speaker. Please feel free to attend this meeting. (This is not an open forum though, so you will not have the chance to ask questions of the President.)

February 2007

150 Anniversary Celebration for Emporia - The Classified Assembly may have some additional events planned for this celebration. Stay tuned!

Legislative days - We are unsure of the date for legislative days. Please talk with your representative if you are interested in attending this annual event. (This is where we travel to Topeka to visit with the State Legislature about Classified employee issues)

Tuition Assistance Program

Changes have been made to the tuition assistance program for classified employees at Emporia State University. All employees are eligible who: (1) have been employed by Emporia State University for at least one year continuously in either a full-time, benefits-eligible position or a part-time (at least 20 hours per week), benefits-eligible position; and (2) have a current performance evaluation of "satisfactory" or are meeting performance expectations.

Employees on leave of absence without pay will not be eligible for assistance while on leave. Employees receiving financial aid through other programs (excluding staff fee reduction program) within the University may not be eligible for assistance under this program.

Employees who have received assistance in a prior semester or summer session must have satisfactorily completed the course or seminar supported by this program in order to receive continued support.

Applications for course tuition assistance must be submitted to the Equal Opportunity Office no later than ten (10) working days before enrollment begins. Forms for requesting tuition assistance are available from the Equal Opportunity Office and from the Office of Human Resources or by clicking the link below. One copy of the completed form endorsed by the appropriate supervisor(s) should be submitted. After appropriate review(s), the Tuition Assistance Advisory Board will notify the applicant of its decision.

For more information go to: <http://www.emporia.edu/humres/tuition.htm>

Classified Employees Useful Websites

Classified Assembly: <http://www.emporia.edu/classa/>

ESU: <http://www.emporia.edu/>

State of KS Employee Resources: <http://www.kansas.gov/employee/>

Classified Personnel Dependent/Child Scholarship

Did you know that there is a scholarship at ESU specifically for dependents of classified employees? The scholarship was established in 1987, but many ESU employees are not aware of it! The Classified Assembly plans to continue support of the scholarship, with our goal to establish and maintain the fund at a balance that would allow more than one scholarship to be awarded each year.

Classified Assembly members have decided to become more involved in awarding this scholarship. Jule Kirk has been appointed as the Scholarship Coordinator for the Classified Assembly. We will hopefully be developing a new application for dependents to complete and submit to the Classified Assembly for review. Our goal is to distribute information to all classified employees within the next month to enable dependents to apply for this scholarship for fall of 2007.

Watch for future information. If you have ideas, questions, suggestions, or comments regarding the scholarship, please contact your area's representative as listed on the front page of this newsletter.