

**EMPORIA STATE UNIVERSITY
CLASSIFIED ASSEMBLY MEETING**

Wednesday, August 20, 2008

1:30 p.m.

PKP Room of Memorial Union

Minutes

Members present: Connie Baumgardner, Donna Breshears, Debbie Eagan, Kim Gaines, Jackie Lutz, Chris Parks, Taime Pitchford, Janet Rees, Shari Scribner, Kathy Stayskal, and Kara Wolford.

Outgoing members present: Art Guitierrez, Jule Kirk, Mary Conely, Dan Arnold

The May 14, 2008 minutes were approved as read.

Donna introduced herself as the new Chair of Classified Assembly, and Taime Pitchford as the Co-Chair of Classified Assembly.

New members were recognized, and each member of Classified Assembly introduced themselves and stated where they worked.

Donna then introduced John Dougherty, Legislative Liaison for Emporia State University.

John Dougherty, Legislative Liaison for ESU, gave a brief overview of what he does. His agenda is set by the administration. Looking ahead at legislature activities for 08-09, he noted pressure now from Governor Sebelius concerning future budget issues. Also, concerns about the general state of the economy, and a teacher shortage. John reminded us he is also the internal auditor for ESU; if there are any fraud issues or concerns, he has a confidential phone number (#5741).

Donna thanked John for coming, and noted he will be attending regularly as his time allows. She noted we appreciate his assistance in keeping us informed of legislative happenings, especially as it pertains to classified employees.

Our outgoing classified assembly members were recognized for their years of service:

Dan Arnold

Jule Kirk

Mary Conley

Art Gutierrez

Each were given an ESU folder with a pen and a card, signed by Classified Assembly members.

Reports:

Taime reported on the Joint Classified Senate Meeting, where they discussed getting a possible member on the Pay Plan Committee, background checks on new employees, and possibility of flex time (10 hr. days). Discussed the position paper for this year.

Threat Assessment Workshop Report:

Donna attended this all day workshop. The morning was spent hearing about and discussing the VA Tech tragedy. We were informed of things we must be aware of here with students. Based on the outcome of the Virginia tech tragedy, universities need to address how we must react, and take care of students.

A special committee – CARE (Consultation, Assessment, Resources, and Education) was formed earlier this year at ESU. This program will be officially unveiled in December and become operational next spring. The chair of the CARE committee is Lynn Hobson. As President Lane noted yesterday if anyone receives a call from a member of the CARE Committee asking for information about a student please give them any information you have.

Classified Employees Vacation Change:

In essence, those with 10-15 years of service will see an increase in leave this year and those with 5-10 years of service will see an increase next year.

Classified employee vacation leave cap will work the same as the unclassified employee vacation leave cap. Once a classified employee reaches 304 vacation hours, that employee will not earn any additional vacation leave until they use hours, reducing their leave balance. If employees do not want to lose vacation hours, classified employees will now need to make sure they take vacation leave BEFORE they reach the cap of 304 hours. This is an important change to the way classified employees accrue vacation leave that was not clearly outlined within the Regent policy. Their policy stated the changes were to align classified vacation leave with unclassified vacation leave. We no longer have the ability to convert vacation to sick leave.

Classified Employees KPERs change:

All employees with 5 years PAID service into KPERs on July 1, 2009 will be vested. That means an employee w/5 years of service (5 years paid into KPERs because they bought back their first year) will become vested next summer. New hires after July 1, 2009 will not need to buy back their 1st year because they will start paying into KPERs on their first day of employment.

Any active member with five to ten years of service in the current plan will vest that day. The rest of the active members in the current benefit structure will vest as they reach five years of service credit. A half year of service rounds to one year, just like it does now (4.5 round to 5).

Board of Regents Upcoming Presentation:

We now have representation at 2 BOR meetings a year. CSSC, Classified Support Staff Council, consisting of (K State, KU, Emporia State, Fort Hays State, Pittsburg State, and Wichita State) will give an oral presentation to the board during the September 2008 and January 2009 meetings. This will be a brief 3-5 minute presentation and we will need to be prepared to answer questions from board members. This presentation will be regarding topics we want the Board to be aware of or to take action on for classified employees. Thoughts at this time we would like to include are: "thank you for

creating CSSC and the leave enhancement package.” We believe it is important to keep the first presentation with the BOR positive and up-beat.

New Business:

Everyone reviewed the POLICIES AND PROCEDURES FOR CLASSIFIED ASSEMBLY by reading through them together.

Committee Assignments & Orientation:

It was noted each member of Classified Assembly will serve on a committee, as noted in the Policies and Procedures.

Membership – Chris Parks, Debbie Eagan

Classified Employee Seminar – Kathy Stayskal, Jackie Lutz

Campus Affairs – Connie Baumgardner, Shari Scribner

Legislative Affairs – Donna Breshears & Taime Pitchford

Newsletter – Janet Rees

Scholarship – Kara Wolford, Kim Gaines

It was noted we need to revise our Policies and Procedures as it does not include the Scholarship Committee as a standing committee, although we have had it for several years. This will be discussed at our September meeting.

Donna and Taime will be attending a fall CSSC meeting, at which time the Position Paper FY2010 will be finalized. We will then bring it back to our Classified Assembly meeting for approval.

Donna noted that she and Taime meet with President Lane monthly. If anyone has concerns he/she would like to have Donna and Taime bring to the meeting with President Lane, please let them know.

Judy Anderson, Human Resources Director, distributed a pamphlet about the changes that will be made in the Employee Performance Review System. These will be distributed to all classified employees on campus soon. Informational employee sessions will be held in September and October, followed by Supervisor/Manager Training. The new process is expected to be implemented in 2010.

Meeting Adjourned: 2:30 pm