

**EMPORIA STATE UNIVERSITY
CLASSIFIED ASSEMBLY MEETING**

Tuesday, March 10, 2009

9:00 a.m.

PKP Room, Memorial Union

Minutes

Attendees: Judy Anderson, Donna Breshears, Debbie Eagan, Kim Gaines, Jackie Lutz, Mike Mercer, Taime Pitchford, Janet Rees, Shari Scribner, Kathy Stayskal and Kara Wolford. Connie Baumgardner and Chris Parks were absent.

Called to Order (Donna Breshears)

Approval of February 10 and February 24, 2009 minutes

Stand approved as read

Reports

Newsletter (Janet Rees, Mike Mercer)

Deadline for submission of ideas/articles – March 13; plan to publish first week of April

Membership (Chris Parks, Debbie Eagan) – no change

Seminar (Jackie Lutz, Kathy Stayskal)

- Kim Gaines will provide possible topics based on information received from her affiliation with Butler Community College
- Jackie Lutz suggested stress relief ideas be presented by ESU Health & Physical Education
- Judy Anderson will contact the State of Kansas Wellness Director for potential presentation
- CARE presentation pending

Campus Affairs (Connie Baumgardner, Shari Scribner)

Nothing to report

Legislative Affairs (Taime Pitchford, Donna Breshears)

Nothing to report

Scholarship (Kara Wolford, Kim Gaines)

Applications will be reviewed and employment verified. Drawings for four, \$200 awards scheduled for April. (GPA criteria is clarified as outlined in the Classified Personnel Dependent/Child Scholarship Fund Gift Agreement Amendment handout)

Human Resources (Judy Anderson)

HR training will be provided for supervisors of Classified employees regarding the Performance Review process to begin this Fall. Information may be viewed at www.da.ks.gov/pmp

Other Business (Donna Breshears/Kim Gaines/Taime Pitchford)

- Distributed the Classified Employee Development Fund Gift Agreement for review.
- Informational document describing the Classified Employees' Foundation Funds was presented and may be sent to all constituents.
- Kim reported on the upcoming Facilities fundraiser: One-half of the proceeds will be directed to the Classified Dependent Scholarship fund and the other half allocated for distribution in 2011 if fund proceeds are not available. Fliers to be distributed April 01. Donna and Taime will follow up with Sodexo regarding hot dogs; drinks will be provided by the Foundation
- Taime attended the President's pre-KBOR briefing – Classified Assembly involvement in a holiday season canned food drive was solicited by the Faculty Senate

Legislative Liaison Report (Peter Brodie)

Attending Legislative session in Topeka – no report

Adjourn

Next Meeting: Tuesday, April 14, 9:00 a.m., PKP Room of the Memorial Union