

**EMPORIA STATE UNIVERSITY
CLASSIFIED ASSEMBLY MEETING**

Wednesday, September 10, 2008

1:30 p.m.

Xi Phi Room of Memorial Union

Minutes

Call to Order at 1:30 p.m.

Donna Breshears

Members Present:

Connie Baumgardner - Academic Affairs
Donna Breshears, Chair - Foundation/MU/Athletics
Debbie Eagan - Residential Life
Kim Gaines, Secretary - Physical Plant
Jacqueline Lutz - Enrollment Management
Mike Mercer - Building Services (Academic)
Chris Parks - Physical Plant
Taime Pitchford, Co-Chair - Fiscal Affairs
Janet Rees - Student Affairs/ESU Police
Shari Scribner - Graduate Studies/Library/SLIM
Kathy Stayskal - TCS/ESU Press
Kara Wolford - Academic Affairs
Judy Anderson

Approval of August 20, 2008 minutes

Chris Parks moved to approve the minutes and Debbie Eagan seconded the motion.

Reports

Taime advised that she will be traveling to Wichita to the CSSC Presidents' Mtg on 09-11-08 concerning the Board of Regents upcoming presentation on September 18th.

Newsletter:

Janet and Mike will be on the newsletter committee. They will be getting with Kim Gaines to get the information and the program from last year.

Membership:

Debbie Eagan stated that all the positions are full at this time.

Seminar:

Kathy and Jackie have visited about ideas. Kathy stated that so far they are thinking of having a seminar on Risk Assessment. They will be looking into this and getting back with us.

Campus Affairs:

They are still reviewing their options, and will be getting more information from Donna about Kansas Day.

Legislative Affairs:

Taime and Donna stated that there is nothing new at this time to discuss. They did meet with President Lane this month.

Scholarship:

Nothing new at this time

Director of Human Resources:

Judy Anderson went over the background check policy. It is for all positions except temporary, and student hourly. If anyone has questions please contact Judy.

Kathy asked a question about the pamphlet that went out to all classified employees and the classified employee supervisors. Judy confirmed that it is for classified employees only and unclassified supervisors received it also, because they will need to attend as well. Judy did state that the first meeting has not been announced yet and they will be sending out information about the meeting when it becomes available.

New Business

Donna supplied a draft copy of the proposed changes to be made to the classified assembly's policy and procedure. The Assembly then went over the changes that have been proposed. They will be voted on at the Assembly's October meeting.

- The mission statement has been removed from the end of the document and will be located at the beginning.
- (#6. Paragraph 1) Officers of the Assembly shall consist of a Chair, a Co-Chair, and a Secretary. The election of officers shall be the first order of business of the last Assembly meeting during the month of June and will be chaired by the outgoing Assembly Chair. The officers shall serve a one year term. Terms of office shall commence in August. If a vacancy should occur in any Assembly office, the Assembly shall fill that vacancy, for the remainder of the original term and shall be elected from the Assembly.
- (#6. Paragraph 3) Money available to the Assembly is a \$300 allotment from the President's office for printing; and can be accounted for through the Office of the Secretary to the Vice President of Administration and Fiscal Affairs.
- (#6. Paragraph 5) The Secretary of the Assembly shall keep minutes of all meetings of the Assembly, distribute copies of the minutes to all Assembly members, the University President and at the end of the year to the "University Archives" area of the William Allen White Library, and carry on official correspondence at the direction of the Assembly.
- (Committee Duties) Scholarship – shall manage annual awarding of ESU's "Classified Personnel Dependent/Child Scholarship Fund." The Committee shall also be involved in promoting awareness of this scholarship and continued contributions by ESU classified personnel.

Other:

The meeting schedule was discussed and it was decided that Classified Assembly will meet the second Tuesday of every month in the PKP room if it is available at 9 a.m. The only exception will be Monday Nov. 10th at 9 a.m.

Open Forum:

Taime asked to make sure that everyone received the recent email that was sent out and requested it be sent on to constituents. All members present said yes.

A question was asked to Judy Anderson concerning a retiring individual's sick leave (if they want to donate it, how is that handled)? Judy advised to contact her.

Taime announced that the Women's Symposium is coming up and she has more information concerning this event if anyone is interested.

Adjourn: 3 p.m.