

MINUTES
CLASSIFIED SENATE
08/12/03

The Classified Senate met Tuesday, August 12, at 2:30 p.m., in the Prairie Room, Memorial Union.

1. Call to Order

The meeting was called to order by President Cindy Cline.

2. Roll Call

Members present: Gloria Mlinek, Robert Degenhardt, Cindy Weigel, Deb Allen, Tom Martin, Donna Augustine, Cheryl Schmeidler, Jordan Munsch, Simone Werth, Leanna Fross and Cindy Cline

Members absent: Angela Barger, Darlene Schippers, Kathleen Albert, Phil Woodford, and Joe Geist

Alternates present: Lesly Rupp and Kathy Herrman (for Darlene Schippers)

Guests present: Tom Kuhn

3. Approval of July 2003 Minutes

Deborah Allen and Donna Augustine made and seconded a motion to approve the minutes of the July 8, 2003 meeting. The motion passed.

4. Treasurer's Report

Account balances for Classified Senate:

Endowment Scholarships	Beginning Balance	\$ 3,136.32
	Contributions	+ 103.00
	3 Summer '03 Scholarships	<u>- 567.00</u>
	Ending Balance	\$ 2,672.32
Hospitality Fund	Beginning Balance	<u>\$ 19.69</u>
	Ending Balance	<u>\$ 19.69</u>
OOE	Beginning Balance	\$ 398.40
	60% FY '04 OOE	+376.00
	Travel Expense-ESU mtg	<u>- 88.70</u>
	Ending Balance	\$ 685.70
	(40% reserve = \$251.00)	

5. Committee Reports

Orientation: Simone Werth sent welcome letters to Laure Gross, Accounting & Information Systems and Shirley Wright, Student Fiscal Services. Jennifer Sauer transferred to the Library and Colette Gnad transferred to Sociology & Social Work. Jessica Hofaker separated from Student Fiscal Services.

Legislative: There was nothing to report for this committee.

Social: Bruce Shubert was sent a congratulatory, going away card from Classified Senate.

Scholarship: Gloria Mlinek reported that five applications were received for the Classified Scholarship and scholarships were awarded to Wanda Hinton, Kristen Lindsten, Deborah Storer, Carrie Longpine, and Darlene Cole for the fall semester.

6. New Business

- A. Cindy Cline asked if any senators needed notebooks for Classified Senate papers. Everyone has a notebook.
- B. Name tags were distributed. Leanna Fross needs a name tag yet and Jordan Munsch's name tag will be corrected.
- C. Cindy asked Cheryl Schmeidler to send a hard copy of the Classified Senate Code and an updated constituency list to all senators.
- D. Cheryl Schmeidler represented FHSU at the Kansas Council of Classified Senates meeting at Emporia State on July 26. Fifteen classified employees representing KSU, WSU, PSU, FHSU, KU, and ESU were in attendance. Ground rules were established for the annual meeting to prepare the Council's Position Paper. Each school will have one vote on the items to be included on the position paper. No proxy voting will be allowed. If a school does not have representation at the meeting, that school will have no vote. A simple majority of the schools in attendance is required to adopt the final form of the position paper. The host school will provide a moderator to facilitate the preparation of the position paper and will prepare and distribute the agenda, minutes and position paper that is finalized.

It was voted to have two interim meetings of the Kansas Council of Classified Senates each year in addition to the annual fall meeting to prepare the Position Paper. The interim meetings will be held at Emporia State University in March (in the middle of the legislative session) and during the summer. The annual position paper meeting will be in the fall on a rotational basis among the six regents' schools. The fall meeting this year will be at FHSU. ESU is scheduled to host the fall 2004 meeting and WSU is scheduled to host the fall 2005 meeting.

Other discussion included the vote among classified employees at KU whether to remain state employees or switch to being Regents employees, Legislative Information Day and the possibility of additional health insurance costs.

7. Old Business

A. Fall Meeting

It was decided to leave the Fall Position Paper meeting date on Friday, October 17. The tentative itinerary is to begin at 8:00 a.m. and be finished by noon. It was the consensus of the group that it would be appropriate to provide a working lunch for those in attendance. The meeting may extend into the afternoon. Cindy will check with the President's Office to see if hospitality funds would be available to cover refreshments and lunch. Cindy will make room reservations for the meeting and ask Dr. Hammond to welcome the group to campus.

Tom Kuhn indicated that he supports release time for senators to attend the meeting. He will verify if release time will be allowed and respond to Cindy.

A subcommittee chaired by Donna Augustine was formed to take care of welcome packets and name tags for those attending. This committee will also send out invitations and select the menu. Leanna Fross, Deborah Allen and Simone Werth volunteered to assist with plans.

Cheryl Schmeidler will secure a moderator for the meeting. Dick Heil, Shala Bannister, Steve Culver and Micki Armstrong were suggested as possible contacts to serve as the moderator.

B. Pens for Employees

Kathy Herrman volunteered to check prices on pens to be given to employees after the fifth year of service at FHSU. She will also check with the Personnel Office to find out the number of employees that are reaching that anniversary to determine how many pens should be ordered. A two-year supply is recommended so the pens do not dry out. It was noted that length of service awards may not be given prior to five years of service.

C. Printer Cartridges

Cindy Cline will talk to Mike Nease about replacing printer cartridges for the computers that were provided around campus last year for classified employees to use.

8. Announcements

The next meeting will be on Tuesday, September 9, 2003, 3:30 p.m., in the Prairie Room, Memorial Union.

9. Adjournment

There being no further business, Tom Martin and Leanna Fross made and seconded a motion for adjournment. Motion carried and the meeting was adjourned at 3:10 p.m.

Submitted by Cheryl Schmeidler

