

# Classified Senate Meeting

June 11, 2014

**Present** – Stacy Salters (Secretary), Johnnie Buchanan-Spachek, Sheryl McKelvey, Robbie Norton, Renea Goforth, Michelle White, Carrie Wyatt, Shirley Lewis, Shaleah Fields, Angela Linder, Walter Main, Anton Hubl, Brian Carter, Shelly Kellogg, Mike Hinkle, Matt Houston, Randy Sessions (VP), Connie Basquez, Ali Levine (President), Connie Wells

**Excused absent** – Stephanie Sauls, Micah Thompson, Denecia Angleton, Angie Tucker, Matthew Albers, Sherry Alexander, George Schroeder, Amy McClintock, Brenda Achey, Christina Clarkson

**Unexcused absent** – Addie James, Jennifer Williams

- I. **Introductions of all present**
- II. **Presentation of a plaque to Renea Goforth for her previous service as President** (*added to the agenda*)
- III. **Constituent Lists**
  - Lists will be ready soon
  - They will email addresses to be used throughout the year to send updates to your constituents
  - Ali Levine is working on access to the Listserv to contact classified staff. There was discussion regarding the feasibility of getting access.
- IV. **Classification and Compensation Review Committee – meeting July 1 - Webinar**
  - Due to the vote moving classified staff to university support staff, Frankie Kirkendoll (formerly Frankie Brown) contacted Ali Levine regarding the Classification and Compensation Review Committee. This committee will be charged with selecting an outside corporation to review state pay plans, assigning salary ranges, current titles & reviewing FLSA. One firm that has been mentioned is C-Biz (the same firm that KU used).
  - Randy Sessions will be on the committee as the Alternative Service Committee representative. Ali Levine & Brian Carter will be on the committee as classified staff representatives. There will also be unclassified staff representatives on the committee. According to the Shelly Kellogg, the plan is to review unclassified staff after reviewing classified staff. This will update all positions on campus. This project will last several years.
  - The most common questions/concerns raised were:
    - **Job Description/Specification** - Who will update job descriptions (individual responsibilities), job specifications (minimum requirements of the job) and when? Will the university jobs be compared to similar local jobs & what jobs would those be? Will this be the responsibility of the new corporation or each employee or supervisor? Clarification would like to be gained regarding the timing to eliminate duplication of work by employees and supervisors. There was general concern that staff are being evaluated based on job descriptions/specifications that do not fit the job they actually do & will the changes fix that?
      - It is recommended that all employees review job descriptions/specifications to ensure that they are accurate when they come under review by the company that is hired. All employees should have copies of both. A copy can be obtained from supervisor or by contacting Shelly Kellogg or Libby Gilbert in HR. Please provide position number.
    - **Pay Scale/Salary Range** - How will the new pay scale be established? Will it be based on salary surveys & can we have a copy of those salary surveys? Will it look similar to KU's broad band salaries? Would it be possible to get a copy of KU's pay scale before the committee meeting as a comparison? Perhaps it would be a good idea to ask KU their experience with the company.
- V. **Ombudsperson/Representatives for Dispute Resolution**
  - Ali Levine was contacted by Francisco Gonzalez regarding an ombudsperson/representatives for dispute resolution. He would like to duplicate the same scenario used by faculty senate to resolve disputes before they go on to a grievance committee. He asked if there was anything specific that we would request for training to resolve conflicts. What issues come up? Who would the classified senate recommend for this position?
  - The consensus was that most issues would be nothing different than any other staff member. Clarification is needed regarding the responsibilities of the Ombudsperson before the senate could recommend anyone.
- VI. **ASC Update – Randy Sessions**
  - KBOR Meeting, June 18 or 19

- The proposal has been sent to Jolene Miller at KBOR. Randy Sessions has seen a copy of her recommendation for approval. She wanted more details regarding the vote count. It's tentatively on the agenda for the 19<sup>th</sup>. It has been approved by President Bardo & Ted Ayres. It will be effective for FY15 which starts June 8 (payroll July 4).
- President Bardo will also be asking KBOR for an increase in tuition to help fund pay raises. If both USS proposal & tuition increase are approved then a 3% across the board pay raise will be implemented to all classified staff. The longevity bonus will also be rolled into pay.
- Ali Levine - the website verbiage will change after KBOR approval, classified to university support staff. This is why nothing was sent out to the staff with names of the new senators since it might cause some confusion. Per Shelly Kellogg, this will take some time to get completely changed because of the large quantity of changes.

## VII. **Senate Committees**

- Ali Levine asked that everyone review the current committee list. Are there any that we want to eliminate or add?
- **Community Service**
- **Constitution**
- **Elections**
- **Food Advisory** – this went away when RSC contracted out to Sodexo. Motion to remove this committee made by Robbie Norton and seconded by Michelle White, motion passed.
- **Heskett Center Board** – the Board still exists, it's a 3 year term. There was question about the usefulness of the Board. Contact Christine Schneikart-Luebbe for more information about the Board.
- **Library Appeals**
- **Newsletter**
- **Position Paper/Legislative Issues** - Ali Levine suggested that we might still want to do a paper for KBOR. The regent schools will decide whether or not to present a unified position to take to KBOR. It is not a good time to speak to KBOR when they come for a campus visit because their time is dominated by the faculty & the unclassified professional representatives. Renea Goforth suggested talking to President Bardo about a position paper & find out his perspective before eliminating the committee.
- **Rhatigan Student Center Board** – Mike Hinkle indicated that the RSC Board has requested that there are no changes to the members until everything is completed with the building to eliminate the need to bring new people up to speed on the changes.
- **Shocker Pride Celebration**
- **Shocker Scholarship**
- **Traffic Appeals**
- **Welcoming Committee**
- **Wellness Committee**
- NEW
  - Grievance Committee may not be needed based on what happens regarding the new ombudsman that Francisco Gonzalez wants to establish.
  - Tuition Committee - Brian Carter would like to see a Tuition Committee added to continue the push for free tuition for all full time employees, their spouse & their dependent children. He would like to see this committee to include representatives from the faculty and the unclassified staff as well. CIC.edu may be an option but he thinks that we can create our own using CIC as a model. Ohio States also has a nice program.

## VIII. **Approve May Meeting Minutes**

- CORRECTION to the May minutes
  - Brenda Achey should be excused from the meeting since she contacted Renea Goforth about not being there
  - Michelle White's last name should be capitalized on page 2
- Motion to approve the May minutes with the 2 corrections made by Robbie Norton seconded by Sheryl McKelvey, motion passed.

## IX. **As May Arise**

- None

## X. **Move to adjourn – Shelly, second Robbie, all in favor, meeting dismissed**

- Motion to adjourn made by Shelly Kellogg and seconded by Sheryl McKelvey, all in favor meeting dismissed.