

**Minutes of the KSU Classified Senate
February 3, 2010**

I. President Carolyn Elliott called the meeting to order.

II. Roll Call:

- A. *Present:* Becki Bohnenblust, Terri Eddy, Carolyn Elliott, Janet Finney, Jody Fronce, Doris Galvan, Brittany Green, Janel Harder, Annette Hernandez, Connie Jordan, Connie Kisse, Claudia Leeds, Gary Leitnaker, Hanna Manning, Jennyfer Owensby, Lesa Reves, Cherry Rosenberry, Lois Schreiner, Michael Seymour II, Darrin VanDorn, John Wolf, Terri Wyrick and Jackie Yonning
- B. *Absent - Excused:* Jean Bramwell, Connie Emig, Mardee Hutchinson, Melissa Linenberger, and Rob Reves

III. Sustainability Task Force Presentation:

Bruce Snead and Ben Champion discussed the KSU Sustainability Task Force. They presented the K-State Sustainability Task Force Executive Summary as well as the Sustainability Policy and Implementation Principles from the Kansas Board of Regents.

The Task Force charge was to “Develop a comprehensive set of recommendations and responsibilities to chart K-State’s sustainability efforts for the future.” In June of 2008, Ben Champion was hired as Director of Sustainability. They discussed the recommendations made by the task force. Some of the recommendations include both short-term and long-term actions. The classified staff will play an important role in the goals of the Task Force.

The 2nd annual Sustainability Conference was held and was a big success. Several other universities and community colleges were represented with the goal of a state-wide sustainability community. Ben Champion encouraged K-State to become part of an informal listserv network. To sign up for the listserv, you need to:

e-mail: listserv@listserv.ksu.edu

Leave the subject line blank

In the body of the message, type “subscribe KSU-sustain”

When asked about the possibility of a carpool system, Ben Champion discussed various options for the system. More work is still needed on this project. Also discussed were the lighting meters that have been installed in some offices.

IV. Assistant Vice President for Administration and Finance Report:

- A. *New pay plan update:* There is an attempt to get a market adjustment for those positions that are extremely out of market, but the chances are slim that any other adjustments will be given in the next fiscal year (FY 2011). Discussion was also held on the 1-year delay of the implementation of group 1 and the effect of this on the pay plan.
- B. *Budget/layoff/furlough update:* Gary Leitnaker reported that there has only been 1 layoff in the last year.
- C. *H1N1 Update:* The trends indicate an increase in the number of flu cases. They are encouraging everyone to follow the recommendations previously discussed including hand-washing, etc.

V. Minutes:

- A. The minutes were reviewed. Jennyfer Owensby moved to accept the minutes as presented. Jackie Yonning seconded. Minutes were approved.

VI. Budget Report:

- A. John Wolf reported that no budget report was available this month.

VII. Executive Council Report:

- A. *Minutes from Committee Meetings* – Carolyn Elliott reminded the committee chairs to send the minutes from their meetings to the Public Relations Committee so that they can be added to the website.
- B. *Additional Program Ideas* – Carolyn reported that President Schulz will be coming to the March meeting. If you have any other program ideas, please let Jennyfer know.
- C. *Location Change for April Classified Senate Meeting* – Discussion was held on the location for the April meeting. It was decided to hold the meeting in Staterooms 1 & 2 of the Union.
- D. *Thank You to Carolyn Elliott* – Carolyn Elliott has accepted an unclassified position and resigned from the Classified Senate. Carolyn was thanked for all her hard work on the Senate and her leadership. Carolyn passed the gavel to Jennyfer Owensby, who will finish out the year as President.

VIII. Senate Standing Committees:

- A. *Campus Affairs Committee*: One of the items they have been discussing is bicycle safety. Discussion was held on working with Faculty Senate and Student Senate on this issue.
- B. *Legislative Affairs Committee*:
1. KBOR Presentation – On February 19, 2010 at 3:15 p.m. the Classified Senate has been invited to meet with the Kansas Board of Regents. This is a great opportunity for us to support classified employees and ask for their support for the market adjustments. If you will be able to attend, please let Jennyfer know by Feb. 5. Jennyfer reported that we would like to develop a brochure, similar to the one KU handed out during the Day on the Hill, to hand out at events such as the KBOR meeting. Connie Kisse moved and Terri Wyrick seconded that Jennyfer go ahead with the development of the brochure through Printing Services. Motion passed. Discussion was held on topics that we want to cover with the KBOR.
 2. Day on the Hill – Terri Wyrick reported on the Legislative Day on the Hill that was held. KU lined up appointments with some of the key legislative leadership and then they held a Meet and Greet in the afternoon. This event was very successful. They have scheduled the next Day on the Hill for March 9, 2010.
 3. Did You Know – Terri Wyrick reported on a new factsheet that is being developed on “Did You Know” which will be designed to highlight K-Stater’s who have made a difference. This factsheet will include success stories of faculty, staff or students that benefitted the university, our community, our state or our nation. Senators were asked to email Teri Wyrick (twyrick@ksu.edu) by Feb. 11 if they have any suggestions for the fact sheet. The first “Did You Know” factsheet will be distributed to legislators on State Higher Education Day on February 16, 2010.

4. Classified Senate Election - We are currently working on information to be sent to all classified employees in colleges or units with vacant senate seats next year. They will also work on appointing a new senator for the Vice President of Student Life to fill Carolyn's seat.
- C. *Recognition Ceremony Committee*: Becki Bohnenblust reported that the committee will hold their meeting immediately following the Senate meeting. They have been working on Years of Service and Retiree awards as well as the invitation letters.
- D. *Public Relations Committee*: Lois Schreiner reported that the next ROAR will go out in February. Items that will be included are: election information, recognition ceremony information, President's Notes, Did You Know and Spotlight. If you have anything you would like added, please let Lois know.

IX. Other Committee Reports:

- A. *Dependent Tuition Task Force* – Becki Bohnenblust reported that they hope to have their recommendations completed by March. Recommendations will include that each dependent and spouse receive a bank of 15 credit hours per year for four years. They hope this will be an incentive to recruit new faculty/staff to K-State and retain employees who are already here. Their recommendation will also include that the current 3 hours per semester is given as a waiver and without regard to other scholarship and grants that the dependent/spouse receives up to a limited amount.
- B. *Faculty Senate Fringe Benefits Committee* – No meeting was held this month.
- C. *Classified Employee Opportunity Fund* – Jennyfer reported that John Wolf has resigned as chair of the committee due to conflicts with his schedule. Lois Schreiner has agreed to serve as chair of the committee. We are currently working on the forms to use and will hold a committee meeting in February.

X. Campus Committee Reports:

- A. *Recycling Committee* – Cherry Rosenberry reported that Recyclemania is continuing and encourages everyone to recycle. She attended the Sustainability Conference and reported on some of the items that she learned at the conference.
- B. *Parking Council* – John Wolf reported that the Parking Council met and discussed some of the student parking issues and suggestions.

XI. Old Business:

- A. *Inclement Weather Policy* – Discussion was held on the Inclement Weather Policy including how the policy affects personnel especially in Facilities. This is an area that Classified Senate needs to address. Faculty Senate has already submitted suggestions to President Schulz. Senators were asked to send suggestions to Terri Wyrick (twyrick@ksu.edu). Terri will compile them to be presented to President Schulz at the March meeting.
- B. *KSSU Staterooms for April meeting* – It was decided that the April meeting will be held in the Union Staterooms 1 & 2.

XII. New Business:

- A. *Executive Leadership* – The executive leadership for Classified Senate was discussed. With Carolyn’s resignation as President, discussion was held on the role of the Vice President position. Terri Eddy moved and Annette Hernandez seconded that Jennyfer Owensby be asked to complete the term as President. Motion passed. It will be recommended to the Legislative Affairs Committee for consideration that we combine the positions of Vice-President and President-Elect with the understanding that the Senator elected as Vice President will serve as President the next year.
- B. *Iowa Proposal* – Discussion was held on what Iowa is doing to encourage their state employees to take early retirement.
- C. *Thank you* – Lesa Reves thanked Classified Senators for all the encouragement, letters and support given to her family with the recent loss of her mother.

XIII. Adjournment:

- A. Lesa Reves moved to adjourn. John Wolf seconded. Meeting adjourned.