

Minutes of the KSU Classified Senate
July 7, 2010

- I. President Becki Bohnenblust called the meeting to order.**
- II. Roll Call: Please make sure to sign in on the sign in sheet located with the meeting handouts**
 - A. *Present:* Becki Bohnenblust, Dale Billam, Paula Connors, Ramon Dominguez, Janet Finney, Jody Fronce, Doris Galvan, Brittany Green, Vickey Grochowski, Janel Harder, Annette Hernandez, Mardee Hutchinson, Gary Leitnaker, Brad Millington, Christina Nash, Lesa Reves, Rob Reves, Cherry Rosenberry, Lois Schreiner, Michael Seymour II, Maria Sweet, Lindsay Thompson, Ann Marie Treinen, Pam Warren, and Terri Wyrick
 - B. *Absent - Excused:* Connie Kissee, Hanna Manning, and Jackie Yonning
- III. Introductions and Welcome of New Senators:**
 - A. Becki Bohnenblust welcomed all new Senators. Each Senator was asked to give their name, their department that the Senator represents, and any office that they hold on Senate so that all the Senators could get to know each other.
- IV. Minutes:**
 - A. The minutes were reviewed. Lois Schreiner moved to accept the minutes as presented. Janel Harder seconded. Minutes were approved.
- V. Budget Report:**
 - A. Lois Schreiner presented the budget report. Noting that Chartwells was paid for the refreshments, Parking Services was paid for the permits that were issued, and the room rental and engraving was paid for from the Awards ceremony that was held in April 2010. Printing Services was also paid for the work that the department did for the Benefits Fair that was held in October 2009. Rob Reves made a motion to accept the report and Lesa Reves seconded the motion. Motion passed.
- VI. Assistant Vice President for Administration and Finance Report:**

Gary Leitnaker reported:

 - A. *Recognition Ceremony:* Gary was sitting next to the president during the recognition ceremony and the president wanted to up the amount that was given to the three classified staff winners of the Classified Award of Excellence. The amount given will be \$1,000.00. This money will be taxed and this is the most an employee can receive during the fiscal year so the winners that also won the department Employee of the year worth \$300.00 would only be allowed to receive an additional \$700.00 to meet the \$1,000.00 limit.
 - B. *New pay plan & market adjustments update:* Some people have not received a raise due to the market adjustment but will be seeing this at some point in time. We don't want to take away the raises that have been given to some of the employees. The state has been funding the market adjustments and as far as we can tell will continue to fund the market adjustments.
 - C. *Budget/layoff/furlough update:* There has been no discussion on furloughs or lay-offs and can take this off the agenda.

VII. Executive Council Report:

- A. *K-State will not host CSSC next year:* It was reported that Kansas State University would host CSSC (Classified and Support Staff Council) and Becki found out that we will not host CSSC. KU hosted last years CSSC meeting and switched with FHSU. This year Becki is asking FHSU to do the CSSC meeting instead of KU. Next year KSU will host the CSSC meetings and we should be back on the correct schedule.
- B. *Mentor Program:* Hanna Manning is working on a fact sheet that can be distributed to classified senators on acronyms and other information. Hanna will give us more details about the fact sheet at the next meeting.
- C. *President's Advisory Council Update – 2025 Vision focus Groups:* Becki is on the president's advisory council. The President wants to know "Where do we see KSU by 2025". The president would like to see K-State as one of the top 50 public research universities in the country. He needs our help to get us there. The President is getting a website to put the information that is collected from the focus groups. The university is being compared with 5 to 6 other universities. We are at the bottom of the list on most of the categories. Why do we care you might ask. We care because this is a way to attract students and our Faculty can receive awards based on performance. Arizona State University collects the data. The data that is collected comes from public and private institutions. KSU is compared to other Land Grant universities. We are not compared to KU because KU is not a Land Grant university and our university does not have a medical school.

VIII. Senate Standing Committees: A sheet was sent around for Senators to sign up for Classified Senate committees.

- A. *Campus Affairs Committee:* Janet Finney is the chair for this committee
- B. *Legislative Affairs Committee:* Terri Wyrick and Lesa Reves are the co-chairs for this committee
- C. *Recognition Ceremony Committee:* The co-chairs are Annette Hernandez and Brittany Green
- D. *Public Relations Committee:* Janel Harder is the chair for this committee.
- E. *Classified Employee Opportunity Fund –* Lois Schreiner is the chair for this committee.

IX. Campus Committee Reports:

- A. *Dependent/Spouse Tuition Task Force:* Dependants and spouses have been approved for seven credit hours of tuition per fall/spring semester not to exceed the K-State cost of attendance. Only eight semesters can be paid for through this program.
- B. *Higher Learning Commission:* The accreditation will be held in 2012. All Classified Staff will be aware of the accreditation at the time it is happening. Classified Staff might be asked to help out with this program. More information will be gathered at a later date.
- C. *Integrated Market Task Force –* Jeff Morris is the head of the Integrated Market Task Force. The committee is in the planning stages. One of the things they are working on is to streamline the websites around campus and to stream line the color purple. There are many different tones of purple being used and the task force would like to narrow that down.
- D. *K-State License Plates –* Brittany Green checked into getting a KSU license plate for her car and found out that the \$50.00 collected for the plate goes to student scholarships and not to athletics.
- E. *Safety Committee –* All areas around campus should be having safety meetings to protect students, staff, faculty, and the public. Be careful on the sidewalks because many people are tripping.

F. Recycling – The recycling committee meets every month. The campus is only recycling about 15% of what could be recycled. Campus recycling goes to Howie’s Recycling Center in Manhattan. Two of the recycling department staff members has asked about coming to talk with Classified Senate but had to reschedule for another time.

X. Old Business:

No old business.

XI. New Business:

A. *Senators Break Out Groups* – Becki asked all the Senators to break into groups of 4 to 5 and set goals and concerns that Classified Senate can tackle this coming year. Senators were also to come up with people that the Senate would like to come and speak at Senate meetings. The groups came up with the following ideas:

1. Aflac supplemental insurance has a great supplemental insurance program that could benefit our employees
2. Continue working on the Health Care Bridge
3. Bike Safety
4. Invite Karla Bylund from Human Resources to speak again at a Classified Senate meeting
5. Educate the campus about Classified Senate
6. Telecommunications – have calls forwarded from University operator(s) to the correct place(s).
7. Have a Google based search website for K-State – making our website user friendly
8. Invite Provost April Mason to speak at a Classified Senate Meeting
9. Invite First Lady Noel Schulz to speak at a Classified Senate Meeting
10. See what Classified Senate can do to put in place a work release program for employees that are getting an education through the employee tuition program. The goal would be to bring consistency to the program
11. Create a task force for the Employee Assistant Program
12. Increase recycling efforts
13. Gain knowledge about Zimbra
14. What can Classified Senate do to help the Police Department reduce robberies on campus
15. What kind of budget issue does Kansas State University have compared to other universities
16. What issues do Classified Employees have with NBAF
17. Snow removal and pot holes issues
18. Winter safety

XII. Parliamentary Appointment:

A. The by-laws were changed last year to include a Parliamentarian that is to be appointed each year by the President of Classified Senate. Becki Bohnenblust appointed Robert Reves to this position.

XIII. Adjournment:

A. Rob Reves moved to adjourn. Jackie Yonning seconded. Meeting adjourned.