

**Minutes of the KSU Classified Senate
January 5, 2011**

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, Connie Kissee, Gary Leitnaker, Hanna Manning, 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:* Jackie Yonning

III. Minutes:

A. The minutes for December 2010 will be sent out to senators and will be approved at the next senate meeting.

IV. Budget Report:

A. Lois Schreiner stated that there were eleven deposits to the professional development account totaling \$414.97 and \$14.82 was given out for textbook reimbursements. There were four deposits made to the awards ceremony account totaling \$34.00 and the charges for the candy purchased for the Benefits Fair was deducted totaling \$18.15. There is another account for the awards ceremony which had no changes in November 2010 and the state account paid out \$400.00 for a room rental expense that was used to host the CSSC meeting in October. The total funds available as of November 30, 2010 are \$8,680.82.

V. Associate Vice President for Administration and Finance Report:

Gary Leitnaker reported:

A. *Changes to Pay Deductions:* The Federal Government reduced the Social Security OASDI deduction from 6.2% to 4.2%. This reduction will be in place for one year.

B. *Employee Health Care Plan:* The new cards for the employee health care plan have been mailed. If you do not receive your card, a duplicate card can be requested. This year co-pays have increased, out of pocket money has increased, and the deductible has increased.

VI. Executive Council Report:

A. *Classified Employee Award of Excellence:* The University President would like to increase the award amount given to the employees that receive the "Classified Employee Award of

Excellence” from \$1,000.00 to \$2,000.00. At this time, it cannot be increased because there is an award limit given to employees that is placed by an executive order. Classified Senate President Becki Bohnenblust would like to have the pictures of the winners of the awards put on the jumbo-tron at the games. The president’s office is working with Becki to get tickets to one of the games as a prize for the winners of the award. Nominations for the “Classified Employee Award of Excellence” are due to Human Resources by January 28th. This award is advertised in the Human Resources newsletter that goes out to Personnel Specialist. Becki would like to see the award get a bigger promotion and have a greater visibility to all campus faculty, staff, and students. Nomination can be made by faculty, staff, and employees and do not have to be made by the supervisor of the employee.

- B. *Board of Regents Meeting:* Becki Bohnenblust is scheduled to give a report at the Board of Regents meeting scheduled for January 20, 2011.

VII. Senate Standing Committees: Committees to break out in sessions to discuss important issues.

- A. *Campus Affairs Committee:* The Campus Affairs Committee reported that the committee has been working on the parking permit problem that was addressed at the last Classified Senate meeting. The committee has come to the conclusion that reducing the rate of the bottom salaried employees would create an unfair advantage to the higher paid employees; they would be paying an excessive amount of money for a permit. To instate this change would have to be voted on by Faculty Senate and Student Senate. The Campus Affairs Committee believes that Faculty and Student Senate would not agree to the change. A plan similar to the one that Campus Affairs has been working on was proposed back in July 2008 and did not pass through the Parking Council. The Parking Council came up with the tiered system that is in place to compensate the lower salaried employees. The money that is paid for the permits is tied to repaying the bonds that built the parking garage. Becki created a special committee to work on the parking permit issue that consists of Connie Kisse, Terri Wyrick, Lindsay Thompson, and Christina Nash with Connie as the chair of the committee. Another issue that was discussed about parking was that temporary employees can no longer get a temporary permit when the employee first comes to work for the university. This places a hardship on the new employee. All senators agreed that this should be brought up at the next Parking Council meeting. Ann Marie, the Classified Employee representative, would make sure this issue is addressed at the next meeting. The Parking Council meets monthly. Janet Finney has been working on the Inclement Weather policy and reviewed the policy at other universities. She will send out two policies for review to all the senators and the policies will be discussed at the next Classified Senate meeting. An important note on the current policy is, Section C which states that essential personnel will receive comp time when employees have to work because of inclement weather.
- B. *Legislative Affairs Committee:* The Legislative Committee discussed getting a table at the capitol. This would make the CSSC participants visible. Connie and Terri will set up the appointments. Connie reported that the website with the legislators contact information has been down and on rare occasions, it was up. She thought that this was because the site was being updated. Some of the committee members were going to go to the “Day on the Hill” on January 25th, but some committee members were not sure at the time and would get back

to Becki. Elections for new senators are coming up and the nomination ballots need to go out by February 1, 2011. Christina Nash volunteered to get the labels and the nomination forms out to the areas that the senate terms are ending.

- C. *Recognition Ceremony Committee:* The Recognition Ceremony committee will meet and look at the plaques to be given to employees at the recognition ceremony in April 2011. The committee will send a request to Susie Auten to inform all departments that it is time to choose an employee to receive the departmental "Employee of the Year" award.
- D. *Public Relations Committee:* Janel stated that the Roar needs to go out and she is waiting for a couple of articles from senate members. Becki will be meeting with the Communications and Marketing department heads and will let them know the intent and purpose of the Classified Employee brochure.
- E. *Classified Employee Opportunity Fund:* There have been five submitted applications to the fund since last month and the applications will be reviewed by the committee.

VIII. Campus Committee Reports:

- A. *Governmental Issues:* The committee will be going to Topeka in January to distribute name plates to new legislators in January. The committee will also be going to Topeka in February for "Cats in the Capital". At this event, the committee gives out Call Hall ice cream and will discuss issues that pertain to students and other campus concerns.
- B. *Safety and Service Committee:* The committee discusses safety issues and some of the issues take months to resolve. Anyone that has a safety issue please make Becki Bohnenblust or Lesa Reves aware of the problem, so that the issue can be taken to the committee.
- C. *President Advisory Committee:* The committee discussed dead zones for cell phones and radios on campus and will be addressing this issue. One of the dead zones is at Justin Hall. With funding the Power Plant could resolve this issue. All campus employees and students need to be aware of the dead zones so that they will be able to get better reception.
- D. *Women of K-State:* There has been several lunches held at the K-State Union Recreation Center. Attendance could be higher. Becki encouraged all women to attend so they could learn about other women on campus and their contribution to the university. All women contribute to the university and this is a chance to get to know others on campus and have some fun.

IX. Old Business:

- A. *Fort Hays State Senate:* The Classified Senate President tried to resign at Fort Hays State University but couldn't because there wasn't anyone to take over the position. Kansas State University Classified Senate was willing to help them promote their Classified Senate but they refused at this time. Fort Hays State is working on changing their by-laws so that the

employees that want to participate in Classified Senate can. Fort Hays State will be represented at the Classified and Support Staff Council “Day on the Hill”.

- B. *“Day on the Hill”*: Electronic signatures of all the Classified and Support Staff presidents have been added to the position paper and it is ready to be printed to take to the “Day on the Hill”. The “Day on the Hill” is scheduled for January 24th.
- C. *Christmas at the Presidents Resident*: The K-State Union provided catering for the Christmas party held at the Presidents resident. One concern for classified employees was that, classified employees were invited at a different time than unclassified employees. The reason for this was for crowd control. It was suggested that all employees should attend at the same time.

X. New Business:

- A. *There was no New Business*

XI. Adjournment:

- A. Dale Billam moved to adjourn the meeting. Annette Hernandez seconded the motion. The meeting was adjourned.