

**Minutes of the K-State Classified Senate**  
**August 6, 2008**

**I. President Jennyfer Owensby called the meeting to order.**

**II. Roll Call:**

- A. *Present:* Becki Bohnenblust, Terri Eddy, Carolyn Elliott, Connie Emig, Brittany Green, Janel Harder, Annette Hernandez, Tracy Ivy, Connie Kissee, Claudia Leeds, Melissa Linenberger, Hanna Manning, Wendy Michaels, Joe Myers, Barb Nagel, Jennyfer Owensby, Lois Schreiner, Peggy Selvidge, Richard Umscheid, Libby Vathauer, John Wolf, and Terri Wyrick
- B. *Absent:* Richard Brenner, Gary Leitnaker, Nick Pecenka, Connie Reding, Rob Reves, and Darrin VanDorn

**III. Gary Leitnaker Report:**

Gary had another commitment and was not able to attend the meeting.

**IV. Minutes**

- A. The minutes were reviewed. Carolyn Elliott moved to accept the minutes as written. Peggy Selvidge seconded. Minutes were approved as presented.

**V. Treasurer's Report**

- A. No Treasurer's Report was available at this time.
- B. Discussion was held on the All-University Campaign Fund. Preliminary guidelines are being drafted on how to spend this money and a memo of understanding has been written. Classified Senate needs a process on how to receive nominations, distribute awards, etc. Tracy Ivy moved and Janel Harder seconded that we set up an All-University Campaign committee. Motion passed. John Wolf was asked to serve as Chairman of this new committee. He will e-mail all Senators to see who would like to serve on the committee.

**VI. Executive Council Report:**

- A. *Classified Leave Enhancement* – Jennyfer reported that there is a 304 hour cap for vacation leave for classified employees regardless of the number of years of employment. This is, officially, the same 304 hour cap for unclassified employees. Classified employees will stop earning leave once they reach 304 hours. They must use vacation hours before reaching the 304 cap if they do not want to lose hours. It was noted that the Union has decided not to follow this new policy.
- B. *Hiring Freeze Memos* – Jennyfer distributed the memos received from Governor Sebelius, Duane Goossen (Budget Director), Reginald Robinson (BOR President) and President Wefald regarding state budget issues. There is currently a hiring and reclassification freeze for positions on campus. It is not known how long the freeze may last. Discussion was held on whether this will have any affect on implementing the new pay plans. At this time, we do not foresee any problems with the pay plans going forward with funding.

- C. *Retirement Health Care Bridge* – Jennyfer reported that she had been contacted regarding this as an option for classified employees. It is currently not a possibility for classified employees. The Board of Regents is considering it for unclassified employees but it has not been approved. The health care bridge would allow a department to pay up to 3 years of the employer share of health care for unclassified employees retiring at ages 55-59, who have at least 10 years of service, if they get approval from their department head, dean and vp/provost office. For this option to be available for classified employees, it would take legislation to move classified and support staff health care benefits out of the Civil Service System. At this time, Classified Senate feels that is not in the best interest of most classified employees. It may be something to look at in a few years if it is approved for unclassified employees.
- D. *Background Checks Policy Update* - This policy will be implemented on September 1, 2008. There will be trainings held next week with future trainings planned for the fall. The form that will need to be completed is currently available on the Human Resources website. Validity is the company that will be doing the actual background checks. With the short implementation time for this policy, this will be a learn-as-you-go process. Everyone is asked to let the committee know if there are any problems or flaws that need to be addressed.
- E. *NBAF Update* – Jennyfer made a presentation at the forum. The feeling of the group was generally positive with some genuine concerns from those opposed. A decision is scheduled to be made in late October.
- F. *CSSC (Classified and Support Staff Council) President's Meeting* – A meeting will be held for the classified senate presidents on September 9 at Wichita State to work on the presentation that will be given to the Board of Regents at their next meeting.

## VII. Senate Standing Committees:

- A. *Campus Affairs Committee*: Becki Bohnenblust reported that the committee plans to meet right after the Senate meeting concludes. Items they will discuss include:
  1. Website to promote carpooling at K-State – discussion was held on whether to try and set up our own system or purchase a system from companies who provide this service.
  2. Four 10-hour day work week discussion - While K-State has no plans to drop to a 4-day work week, Classified Senate could send a memo to departments asking them to be considerate of employee commuting expenses by offering a 4-10 work week under our current flex-time policy. Many departments will not be able to offer it due to their size and number of employees. However, the memo could inform managers who may not be aware that it is an option they can implement now (flex-time) if their office can rotate hours between employees to meet their coverage requirements.
  3. Bragging Rights Website – A similar page was found on another university website. Discussion was held on whether we would like to start something like this, how it would be monitored, etc.

- B. *Legislative Affairs Committee*: Joe Myers reported that their next meeting will be August 20. Carolyn Elliott reported that they are working on a town hall meeting to be held in November right after the elections. They also welcomed the new Senators.
- C. *Recognition Ceremony Committee*: Barb Nagel reported on a new sub-committee that will meet to find ways to improve the Classified Employee of the Year award. The ceremony will be held April 8, 2009 at McCain Auditorium.
- D. *Pubic Relations Committee*: Lois Schreiner reported that the next issue of the ROAR will go out next week. Please contact Lois or Melissa with stories you would like to see in the next issue.

**VIII. University Committee Reports:**

- A. No reports were given.

**IX. Old Business:**

- A. President's Search Committee – Jennyfer reported that the first meeting of the search committee will be held August 18. She will keep the Senate informed as much as she can. However, some of the information will be confidential until the interview process begins.
- B. Ben Champion, K-State Director of Sustainability, will be presenting to Classified Senate at the next meeting. He will be going over plans for the university.

**X. New Business:**

- A. Discussion was held on the \$4 visitor parking fee charged to all visitors on campus. The fee is charged to people applying for positions as well as contractors and other visitors to campus. Discussion was also held on the price of parking permits for faculty and staff. The possibility of continuing the shuttle service with a reduced permit rate was also discussed.
- B. Reclassifications and pay issues from some of the custodial positions was also discussed. Some positions with more responsibility are now at the same level and pay as other positions. Discussion was held on whether this was an issue for the Division of Personnel Services in Topeka.
- C. The Executive Councils from Faculty Senate and Classified Senate meet a couple times a year to discuss common issues. Jennyfer will check with Faculty Senate to see when a meeting could be scheduled for this fall.
- D. Items to be given away at the Benefits Fair were discussed. Campus Affairs Committee will look into potential items to be given away.

**XI. Adjournment:**

- A. Becki Bohnenblust moved to adjourn. Connie Kissee seconded. Meeting adjourned.