

**Minutes of the KSU Classified Senate
December 7, 2011**

I. President Lesa Reves called the meeting to order.

II. Roll Call:

- A. Present:** Dale Billam, Becki Bohnenblust, Paula Connors, Ramon Dominguez, Susan Erichsen, Pat Fine, Janet Finney, Doris Galvan, Vickey Grochowski, Annette Hernandez, Will Hirsch, Kerry Jennings, Gary Leitnaker, Sharon Maike, Hanna Manning, Brad Millington Christina Nash, Lesa Reves, Rob Reves, Cherry Rosenberry, Lois Schreiner, Michael Seymour Sr., Maria Sweet, Janice Taggart, Lindsay Thompson, Pam Warren, and Terri Wyrick
- B. Absent - Excused:** Jody Fronce

III. Assistant Vice President for Administration and Finance Report:

Gary Leitnaker reported on a change in fees for Parking Services. Reserved stalls in the parking garage will be reduced from \$800 to \$600 effective January 1, 2012. He also reported the payroll deduction issues for Housing and Dining personnel has been addressed.

IV. President Kirk Schulz - President Schulz wished everyone safe and happy holidays. He reported on issues being discussed as we go into the legislative session. A request was submitted through the Board of Regents for five million dollars for Veterinary Medicine. The request includes renovations, new positions for faculty and staff, etc. This has the strong support from the Governor. Additional salary enhancements for faculty will also be requested. Another high priority that has been set by President Schulz and the presidents from other regent schools is what we can do for classified staff. They would like to see Regents institutions have the flexibility to offer enhancements for classified staff. They are predicting that KSU should see a flat budget with no decreases for this year.

President Schulz reported that the students will be meeting to discuss their tuition proposal. This year the proposal will go through the President's office for approval. They are looking at a 5-6% increase but will build a budget and make a final recommendation. If any classified employees have input on this or other issues it is very important that they send this to President Schulz through Lesa or by e-mailing him directly.

He reported on the great publicity that K-State has received from the Cotton Bowl. He is working with the KSU Foundation in the initial phase of a 7 to 8 year campaign to try and raise one billion dollars over that period. They are talking about projects that are needed on campus, including renovation projects.

One of the issues on campus is how the hiring process is handled. In January a letter will be sent to the campus discussing the steps that are being taken and how we could improve the process. Focus groups have met on how hiring is handled and a compiled report will be included with the letter. There will be no direct changes in January, but they would like comments from classified staff once the report comes out. We want to make sure that all the rules are followed but we need to expedite the process.

V. Minutes:

- A. The minutes were reviewed. A correction was noted changing the Foundation Account amount from \$164.41 to \$168.41. Kerry Jennings moved to accept the minutes as corrected. Dale Billam seconded the motion. The minutes were approved.

VI. Budget/Treasurer's Report:

- A. Annette Hernandez presented the Treasurer's Report. For the period of November 1-30, 2011, there is currently \$5,237.91 in the Foundation Account (C-21151-CS); \$176.41 in the Foundation Account (C-21155-CS); \$75.21 in the Foundation Account (C-23750-CS Awards Ceremony) and \$1,493.57 in the State Account (NMAF205629). The total funds available are \$6,983.10. The Treasurer's Report was accepted as presented.

VII. Executive Council Report

- A. Lois Schreiner reported on the search for the Dean of the College of Ag. Airport interviews have been completed and they are in the process of identifying candidates to come in.

VIII. Classified Senate President's Report

- A. Lesa Reves reported that Jody Fronce has agreed to serve on the Coordinating Committee for People with Disabilities and Pam Warren has agreed to serve on the Faculty Senate Fringe Benefits Committee. Lesa has been asked to serve on the search committee for the Director of Corporate Engagement.
- B. Lesa reported that she had been contacted by Betsy Cauble, past president of the Faculty Senate, regarding the possibility of some type of retirement recognitions for those employees that are not recognized through the system now. The President's Office is willing to help with a reception to make sure that everyone is included and appreciated for everything they do. Lesa suggested that sometime we may need to set up a committee to assist with this process, but we will not be in charge.

IX. Senate Standing Committees: Legislative Affairs and Recognition Ceremony Committee meetings were held for 15 minutes.

- A. *Campus Affairs Committee* – No report was given.
- B. *Legislative Affairs Committee* – Dale Billam reported that the Day on the Hill will be January 24. Everyone that wants to go is welcome, but we are required to take the day off and provide our own transportation. This year each Regent Institution is in charge of making their own appointments with the legislators. Pat Fine and Terri Wyrick volunteered to work on setting up the appointments for our group. Final plans will be made at the January meeting on who is attending and transportation. January 11 will be the day that name tags are delivered to K-State alumni that are in the legislature. February 16 is the date for Cats on the Capital and eight people have volunteered to help with this event.

Handling of the elections was discussed. Nomination forms will be sent for review and suggestions. An article on the election will be included in the February issue of the ROAR. The suggestion was made to post the nomination form to the website. Discussion was also held on updating the by-laws. Please look over the by-laws and make suggestions. Lois volunteered to update the by-laws with the changes and corrections. The by-laws will be updated no later than by the May 2012 meeting.

- C. *Recognition Ceremony Committee*: Annette Hernandez reported on the Recognition Ceremony which will be held April 25, 2012. Plaques have been selected. Please encourage nominations for the Classified Employee of the Year and Award of Excellence awards.
 - D. *Public Relations Committee*: No report was given.
 - E. *Classified Employee Opportunity Fund*: No report was given.
- X. Campus Committee Reports:**
- A. *Faculty Senate Fringe Benefits Committee*: Pam Warren reported on the work being done by this committee. One of the items is tuition assistance for 6 hours per semester for employees. They are also working to increase salaries and plan to do a review to find salary ranges of comparable positions at peer universities. There currently is a Committee for Women and a Committee for Families is being formed which will be separate from the Committee for Women. They are reviewing Theme 5 of the 2025 plan.
 - B. *Recycling*: Cherry Rosenberry reported on the Recycling Committee. They are gearing up for Recyclemania which will begin on January 22. The baler is currently up and working well for cardboard.
 - C. *Parking Operations*: Terri Wyrick reported that there is a Parking Operations meeting scheduled for December 8.
 - D. *Peer Review* – Becki Bohnenblust reported that one evaluation appeal had been handled.
 - E. *Safety & Maintenance*: Cherry reported on a telephone problem in their area. Report safety issues to Lesa Reves or Becki Bohnenblust. Discussion was held on the lack of progress in the area of bicycle safety.
 - F. *All University Campaign*: Terri Wyrick reported that the campaign ended with a 39% participation rate and raised over one million dollars. She thanked everyone for their participation.
- XI. Old Business:**
- A. *Position Paper*: Lesa reported that the position paper has been updated with all the signatures and has been approved.
- XII. New Business:**
- A. Lesa reported that Hanna Manning has accepted another position and will be leaving Classified Senate. She congratulated Hanna and asked her to make recommendations for a replacement.
 - B. Discussion was held on the possibility of another early retirement incentive program that may be offered in March. No official information has been received on this possibility.
- XIII. Adjournment:**
- A. Rob Reves moved to adjourn. Dale Billam seconded. Meeting adjourned.

Respectfully submitted,
Lois Schreiner
Classified Senate Secretary