

**Minutes of the K-State Classified Senate
November 5, 2008**

- I. **President Jennyfer Owensby called the meeting to order.**
- II. **Steve Broccolo and Amanda Tross** presented information on the K-State Alerts system. They discussed changes to the K-State Alerts system including: option to choose Manhattan, Salina or both campuses; and the option to receive a text message, automated voice message (incoming phone call) or both. They asked all Senators to encourage their constituents to sign up for the program.
- III. **Roll Call:**
 - A. *Present:* Becki Bohnenblust, Richard Brenner, Terri Eddy, Carolyn Elliott, Brittany Green, Janel Harder, Annette Hernandez, Tracy Ivy, Claudia Leeds, Gary Leitnaker, Melissa Linenberger, Hanna Manning, Wendy Michaels, Joe Myers, Barb Nagel, Jennyfer Owensby, Connie Reding, Rob Reves, Lois Schreiner, Peggy Selvidge, Richard Umscheid, and Libby Vathauer, John Wolf, and Terri Wyrick
 - B. *Absent:* Connie Emig, Connie Kisse, Nick Pecenka, and Darrin VanDorn
- IV. **Gary Leitnaker Report:**
 - A. *Jennifer Gehrt* will be returning to Human Resources as the Director of Human Resource Services. She has been working on the iSIS program.
 - B. *Budget* – Everyone has been watching to see what the budget does. There are a lot of variables with the budget.
 - C. *Statute 25-418* – Voting and leave statute information – There were several calls received yesterday regarding the statute. The statute requires that the employer has to insure that the employee has two hours available to vote. For those getting off before 5:00 p.m., with the polls closing at 7:00 p.m., most employees should have ample time. Attorney General Steve Six encourages supervisors to be lenient since there may be exceptional circumstances where it would take an employee more than two hours to vote (commuting, daycare, etc.) and to allow employees to use their annual leave to have additional time to vote if needed.
 - D. *Health Insurance* – Open enrollment went well. There were approximately 300 employees (unclassified & classified) who defaulted into the smoking group because they did not change their plan.
 - E. *Tax on Health Card* – For those who received a \$50 gift card for completing the Health Assessment, tax will be taken from the November 14 paycheck. It will show up on the paycheck as Benefit Earnings. Human Resources will send out a notice about the tax.
 - F. *A question was asked regarding political issues on campus.* There were several issues raised this year. A committee has been formed that will discuss what is allowed politically on campus. They will discuss what is and is not lawful and create a campus policy for future elections.
 - G. *Parking Garage Update* – The completion date is still scheduled for March 2009, but that will depend on the weather.
 - H. *Evaluation Process* – The Division of Personnel Services will conduct training for implementing the new evaluation process this week in Topeka. Alma Deutsch will be responsible for training supervisors and employees at K-State.

- I. *Hiring/reclassification Freeze Update* – The hiring and reclassification freeze is still in effect and no date has been indicated when it will end.

V. Minutes

- A. The minutes were reviewed. Carolyn Elliott noted that we did not receive a financial report for September. Tracy Ivy moved to accept the minutes with the addition of a note saying we did not receive the September financial report. Carolyn Elliott seconded. Motion passed.

VI. Treasurer's Report

- A. John Wolf reported that he had not received a financial report for September, but had a report for October. We had incurred expenses for the Benefits Fair. It was noted that he had not received an invoice for \$172.75 that was paid out. Melissa Linenberger moved and Carolyn Elliott seconded that we approve the financial report with the addition of the description for the \$172.75. Motion passed.

VII. Executive Council Report:

- A. *CSSC Meeting Update* – Jennyfer reported on the CSSC meeting that was held in Wichita on October 30, 2008. The position paper that was approved was discussed. It was noted that there need to be changes on the first page regarding items we are asking for. It was noted that the state is going through some serious budget constraints and CSSC may need to reconsider what to ask for in FY 2010.
- B. *BOR Higher Education Forum Update* – This forum was held on October 8, 2008 at K-State. A presentation was given by the President of the Board, Reginald Robinson, on the importance of higher education to the economy and society.
- C. *President's Search Committee Update* – The committee is currently accepting applications through mid-November. Jennyfer was appointed to chair the Packet Sub-Committee and has been compiling information for the applicants.
- D. *City-University Fund Requests* – Jennyfer asked for any ideas for the City-University Fund. The deadline for proposals is November 21. Suggestions on possible fund requests were discussed.
- E. *Faculty and Classified Senate Meeting Update* – A breakfast meeting was held. Items discussed that were of joint interest included the budget; pay plans and funding of the plans; Kansas Health Policy Authority; Dependent Tuition Assistance for retirees; and the addition of a Classified Senate representative to the Faculty Salary and Fair Benefits committee.

VIII. Senate Standing Committees:

- A. *Campus Affairs Committee*: Becki Bohnenblust and Connie Reding reported that the committee plans to meet right after the Senate meeting concludes.
 1. Ride Share Website – Jennyfer met with Ben Champion, Fred Fairchild (Faculty Senate) and Lydia Peele (SGA) to discuss this program and the possibility of purchasing a program from an off-campus vendor. Ben Champion proposed this project to Dr. Rawson who indicated he would support this effort.
 2. Four 10-hour day work week discussion – Discussion was held regarding whether Classified Senate should send a letter to the departments or if that should come from higher administration. Various schedules and flex-time are offered by some departments. It was suggested that classified employees contact their supervisors regarding

this possibility. The Campus Affairs committee will discuss this further at their next meeting.

B. *Legislative Affairs Committee:*

1. Carolyn Elliott reported on the results of the survey that they handed out at the Benefits Fair on a Town Hall meeting. Of the 130 who replied, 112 would like to see a town hall meeting. This committee will work in conjunction with the Faculty Senate and SGA to set up a town hall meeting for the entire K-State community.

C. *Recognition Ceremony Committee:*

1. Peggy Selvidge reported that letters had gone out to the deans and department heads for the Employee of the Year awards. Discussion was held on how to get the information out to more people.
2. Discussion was held on possible changes for the Employee of the Year award process.

D. *Public Relations Committee:*

1. ROAR update – The next ROAR will be published in mid-November. If you have anything that you would like to see included, please let us know.
2. K-State Bragging Rights Website – If you have anyone that you would like to see recognized, please complete the Bragging Rights form and turn it in to Melissa Linenberger or Lois Schreiner. We would like to receive more forms.
3. Profiles – If you have not turned in your Senator profile, please do so as soon as possible.

IX. *University Committee Reports:*

A. *Parking Council* – Carolyn Elliott reported on the Parking Council meeting.

Discussion was held on the shuttle and how it should be utilized.

B. *Recycling* – Discussion was held on the recycling bins and how they are working in various departments.

X. *Old Business:*

A. *Classified Employee Opportunity Fund* – Rick Umscheid reported on the work of the committee for this fund. A draft of the proposed brochure was handed out and discussed. Currently plans are to meet monthly to review applications. The committee has done a great job in working out the details for this fund.

B. *Classified Senate Office Update* – There has been no change in locating an office for Classified Senate.

XI. *New Business:*

A. *Winter Holiday Party* – It was decided to have a winter holiday party at the next Classified Senate Meeting. Jennyfer will e-mail the Senators with more details on the party.

B. *Group Picture* – Carolyn Elliott noted that on other websites, there is a picture of the group and it was suggested that we take a group picture of the Classified Senate. It will cost \$50 - \$60 for Photo Services to take a picture of the group. Richard Brenner moved and Tracy Ivy seconded that we ask Photo Services to take a group picture. Motion passed.

XII. *Adjournment:*

A. Tracy Ivy moved to adjourn. Connie Reding seconded. Meeting adjourned.