

**Minutes of the KSU Classified Senate
December 2, 2009**

I. President Carolyn Elliott called the meeting to order.

II. Roll Call:

- A. *Present:* Becki Bohnenblust, Terri Eddy, Carolyn Elliott, Connie Emig, Janet Finney, Jody Fronce, Doris Galvan, Brittany Green, Janel Harder, Annette Hernandez, Mardee Hutchinson, Connie Jordan, Connie Kissee, Claudia Leeds, Gary Leitnaker, Hanna Manning, Lois Schreiner, Michael Seymour II, Darin VanDorn, John Wolf, Terri Wyrick, and Jackie Yonning
- B. *Absent - Excused:* Jean Bramwell, Melissa Linenberger, Jennyfer Owensby, Lesa Reves, Rob Reves, and Cherry Rosenberry

III. Gary Leitnaker Report:

- A. *Parking Garage* – The elevators for the parking garage are scheduled to be ready by December 18. The goal is to have the parking garage complete by the start of spring 2010 semester.
- B. *Job Climate* – No new lay-offs have been requested, although there are open positions in almost all departments on campus. From the governor's budget reduction plan, the KSU portion will be approximately \$600,000. No furloughs are anticipated with this budget.

IV. Minutes:

- A. The minutes were reviewed. Terri Eddy moved to accept the minutes as presented. Annette Hernandez seconded. Minutes were approved.

V. Budget Report:

- A. John Wolf gave the financial report. Becki Bohnenblust moved and Jackie Yonning seconded that we approve the budget report. Motion passed.

VI. President Kirk Schulz:

President Schulz joined the meeting. He talked about some of the changes at the University. We have hired April Mason as our new provost, she will join us in January. We are finalizing the search for the Vice President for Communication and Marketing. They are currently doing airport interviews and will be holding open forums for the candidates selected to interview on campus. They will be starting the search for a CIO and Vice Provost for Information Technology Services.

They will be hosting an annual Holiday Open House for KSU employees at the President's Home and encourages everyone to stop by.

He discussed the mid-year budget cut and his discussion with the governor for next year's budget. The budget will still depend on the state's revenues and they do not expect any significant budget increase for the next 3 to 4 years.

Discussion was held on the options that were presented to save the targeted \$15 million. They are looking through all the options very thoroughly and will hold another open forum in February. He does not see any significant cost savings in combining colleges at this time.

When asked about student tuition, President Schulz remarked that they work through the Board of Regents and would expect only a cost of living increase of approximately 3 to 3.5% for tuition.

President Schulz welcomes any comments and suggestions from employees. You can comment to him directly or if you prefer, send your comments to Carolyn Elliott and she will pass them on to the President.

VII. Executive Council Report:

- A. *New Senator* – Carolyn Elliott introduced Doris Galvan who is our new Senator. She is from the College of Engineering.
- B. *Cards of Encouragement* – It was decided in lieu of canned items for the bread basket, that we would donate money for a classified employee who lost their home in a fire.
- C. *Legislative Meeting* – Carolyn reported on the meeting that members of the Classified Senate had with Pat George, Lee Tafanelli, and Pat George on Monday, November 30. Some of the items that were discussed were KPERS, the position program, health care bridge and budget concerns for the upcoming years. They were supportive of the funding for the pay plan. They pointed out that for each dollar of revenue, approximately 50 - 54¢ goes for K-12 education; 15 - 16¢ for higher education; 15 - 16¢ to social services; and the remainder divided among other projects. They did indicate that each institution would be able to decide on budget cutting options, such as furloughs. The longevity bonus was discussed. It is not available for those hired after July 1, 2009.
- D. *Position Paper* – Carolyn reported on the updated position paper and budget concerns for the upcoming year. Carolyn and Jennyfer Owensby met with the rest of CSSC via conference call on the paper and this was the final draft. Hanna Manning moved and Jackie Yonning seconded that we accept the position paper. Motion passed.
- E. *University Committee on Governmental Issues* – Connie Jordan has been appointed to this committee.
- F. *Audit Oversight Committee* – The information from the audit oversight report is now on-line for anyone that is interested in reading it.
- G. *President's Cabinet/President's Advisory Council* – Carolyn reported that the council had met. One of the things discussed was the utilization of Zimba for calendars. This will be adopted in the coming year. If anyone has suggestions on the use of the calendar, please let Carolyn know. Discussion was held on options for calendar use.
- H. *City/University Project Funds* – Carolyn discussed the City/University Project Fund deadline. This may be something for Classified Affairs to work on in future years.
- I. *Child Development Center Board* – A Classified Senator is needed to serve on the Child Development Center Board. The board meets from 4:00 – 5:30 p.m., the third Wednesday of each month. Mike Seymour volunteered to serve on the board.
- J. *Award of Excellence Selection* – The form for the Award of Excellence will be sent to the listserv. Carolyn presented the nomination materials to the Dean's Council on Monday. The original deadline was the first Friday in December. Due to the short notice this year, the deadline has been changed to January 22, 2010 for nominations for this year only. Becki Bohnenblust reported that the Departmental Employee of the Year Award forms had been sent to the departments. The deadline for the departmental employee of the year is February 12.

- K. *All University Campaign* – The All University Campaign was successful and more funds should be deposited into the Classified Employee Opportunity Fund. The committee for this Opportunity Fund includes John Wolf, chair; Jean Bramwell and Brittany Green from the Classified Senate.
- L. *Regional Planning Organizations Open House* – Connie Jordan attended the open house in Clay Center and presented information on the organization. This is a three county initiative including Riley, Geary and Pottawatomie Counties. This organization will serve as a voice for state and federal funding.
- B. *CIO and Vice Provost for Information Technology Services Search Committee* – Carolyn reported that she received a list of the search committee and there was not a classified senator on the committee. Discussion was held on Classified Senate being a voice in the search committees. This appears to be an oversight by the committee and Classified Senate was later asked for a volunteer to serve on the committee. John Wolf offered to serve on the committee for Classified Senate.

VIII. Senate Standing Committees:

- A. *Campus Affairs Committee*: Janel Harder reported that the committee has not met this month.
- B. *Legislative Affairs Committee*:
 - 1. Terri Wyrick reported that the committee had met and discussed several issues. She distributed a brochure and card from the Kansas Coalition of Public Retirees and discussed their goals.
 - 2. The committee would like to encourage all classified employees to write personal letters (no standard forms) to their legislators and encourage them to stand behind classified employees. In January, KSU plans to present K-State name plates to all the legislators who are K-State grads and invited anyone who is interested to attend when they are presented. Terri Wyrick reported on the Student Advocates Valuing Education (SAVE) message they will be sending to the legislature.
 - 3. Corrections to the by-laws were presented. The legislative committee is still working on updating the by-laws but would like to go ahead with approval for changes to Section 4, Article 5 which deals with the election procedures. The proposed change would be as follows: February 1 – 20 – receive nominations with voting from March 1 – 15. Discussion was held on some changes to the wording. John Wolf moved that we accept the changes to the election section of the by-laws as amended. Connie Kissee seconded. Discussion was held. Motion carried.
- C. *Recognition Ceremony Committee*: Becki Bohnenblust reported that the committee will hold their meeting immediately following the Senate meeting. Information on the Department Employee of the Year award has gone out to all the departments and they have already received some nominations.
- D. *Public Relations Committee*: Lois Schreiner reported the next issue of the ROAR was not completed in November, but will go out in December. Discussion was held on some ideas to include in this issue of the ROAR.

IX. Campus Committee Reports:

- A. *8038 Campus Recycling Advisory Committee* – Carolyn Elliott reported that Cherry Rosenberry would like to remind everyone of Recyclemania which will go from January 17 – March 27, 2010. She would like to encourage everyone to recycle.
- B. *8041 Council on Parking Operations* – Carolyn Elliott reported on the discussion regarding closing the Nichols Hall lot. The council also discussed the use of wheel locks for those who owe over \$200 in fines or have 5 parking tickets. Service parking for facilities vehicles is something that needs to be considered by the Parking Council.
- C. *8042 Parking Citation Appeals Board* – No report was given.
- D. *8076 Classified Employee Peer Review* – There were no reviews.
- E. *Dependent Tuition Task Force* – Becki Bohnenblust reported on some changes coming to the current policy. The new guidelines would take out the restrictions for grants and scholarships received. Some aspects of the waiver were not being implemented correctly and this will be corrected.
- F. *Faculty Senate Fringe Benefits Committee* – Becki Bohnenblust reported on the meeting. Faculty retirement currently includes 5.5% from employees; and 8.5% by KSU. The faculty will be requesting that the KSU portion be increased to 10% but this has to be approved by the Board of Regents.

X. Old Business:

- A. *Women's K-State Task Force* – Carolyn Elliott reported that the Women's Task Force held a basketball event. The K-State Women's Task Force has a logo (description is a tapestry of women with the K-State power cat in the center). There is also a Historical Committee working on plans for the 150 year celebration of K-State in 2013.
- B. *K-State Classified Award of Excellence* – Carolyn Elliott reported that there was an article about the new award in the Collegian. The forms for this award are being sent to all departments and classified employees.
- C. *Principles of Community* - Carolyn Elliott reported that she will send out the approved message. She discussed the changes in the format. If you have any suggestions or comments, please let Carolyn know.
- D. *HLC Report* – Carolyn reported for Jennyfer Owensby that they are continuing to work on dividing out tasks for this report.

XI. New Business:

- A. *No new business was reported.*

XII. Adjournment:

- A. John Wolf moved to adjourn. Jackie Yonning seconded. Meeting adjourned.