

**Minutes of the K-State Classified Senate
February 4, 2009**

I. President Jennyfer Owensby called the meeting to order.

II. Child Development Center – Bernard Pitts, Assistant Vice President of Student Life, gave a presentation on the proposed Center for Child Development. He presented information on the history of the day care center and the proposed plans for the new Center for Child Development facility.

III. Roll Call:

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

IV. Gary Leitnaker Report:

A. *Furlough and Layoff Discussion* – Gary presented the Furlough Informational Plan Key Points listed below. He emphasized that this is just a guideline. No decision on furloughs will be made until budget information is received from the state legislature. The actual process of implementing furloughs has not been determined. Whether or not K-State can offer a salary-based tier furlough system will depend on if the Kansas Legislature mandates a furlough (no flexibility) or if the furlough is mandated by K-State (more flexibility). The furlough is only a temporary solution to recover enough cash to cover the budget cuts. If budget cuts are deep enough to trigger furloughs, K-State will also need to look at permanent strategies to cover the cuts to our base budget in future years. Please email jennyfer (jennyfer@ksu.edu) if you have any input or suggestions on the furlough option.

- A. If a financial emergency arises at Kansas State University every effort will be made to seek cost savings that have the least negative impact on employees and it may authorize voluntary and involuntary furlough plans.
1. Written notice will be provided to each employee in a position identified for Furlough at least 30 days before the activation of the Furlough.
 2. Employees who are furloughed will be placed on leave without pay for a specified number of hours within a specified time frame.
 3. Furloughs can be designated geographically or by organizational unit.
 4. All classified positions will be considered for furlough, except those specifically designated as essential to safeguard and maintain the resources of the University.

5. Employees specifically assigned to a project funded by a grant may be exempt if a Furlough would jeopardize fulfillment of the conditions of the grant.
 6. The FLSA status for exempt employees who are furloughed must be temporarily switched to non-exempt status for the duration of the furlough.
 7. An employee's social security and retirement contributions will be affected under a Furlough but all other benefits, including the accrual of vacation and sick leave, will continue.
 8. A Furlough will not affect the employee's continuous service, pay increase anniversary date, or eligibility for authorized holiday leave or pay.
 9. Employees who are Furloughed may be eligible for unemployment benefits when they become partially unemployed (i.e. hours worked have been reduced). Eligibility is based on Kansas Employment Security Law. Upon being furloughed, an employee may file a claim or contact the Kansas Department of Human Resources at 1-800-292-6333 for additional information concerning eligibility for unemployment insurance benefits.
- B. Kansas Administrative Regulations (K.A.R.), Article 1-14-11 governs Furlough Leave without pay for the State of Kansas. These regulations are available online at <http://da.state.ks.us/ps/documents/regs>
- B. *Parking Garage Update* –The completion date is still scheduled for May 2009. There is no talk of stopping the building now due to budget restraints. The shuttles will be discontinued after the garage is complete except for the original shuttle that runs from Edwards Hall to the Union to the Foundation and returns.
- C. *Leadership Studies Building* – The parking lot across from Shellenberger has been taken out for the new Leadership Studies building.

V. Minutes

- A. The minutes were reviewed. Carolyn Elliott moved and Melissa Linenberger seconded that we approve the minutes as presented. Motion passed.

VI. Treasurer's Report

- A. John Wolf gave the financial report. Carolyn Elliott moved and Tracy Ivy seconded that we accept the treasurer's report. Motion passed.

VII. Executive Council Report:

- A. *President's Search Committee Update* – Jennyfer reported that the names have been forwarded to the Board of Regents. All three candidates have great qualities for the position. One of the candidates withdrew from consideration. The Board of Regents will interview the candidates and make their final decision sometime this month. Once a contract has been signed, the Board of Regents will issue a press release announcing the new President.

VIII. Senate Standing Committees:

- A. *Campus Affairs Committee:*
1. Ride Share Website Update: Nothing to report at this meeting

B. *Legislative Affairs Committee:*

1. Legislative Day Update – Legislative Days were held January 27 & 28, 2009. While most were supportive of the classified employees, budget is a constraint. It was suggested that CSSC may need to look at an alternative to Legislative Day.
2. Election – Nomination forms are being worked on to send out for the upcoming Classified Senate election.

C. *Recognition Ceremony Committee:* The ceremony will be held on April 8, 2009 in McCain Auditorium.

1. Peggy Selvidge reported that the committee had met. With the new location, there will be a few changes in the program, such as changes in the door prizes and invitations.

D. *Employee of the Year Award Special Committee:*

1. Barb Nagel presented information on the Employee of the Year award as well as the new K-State Classified Award of Excellence. The Employee of the Year award will stay in place as it has in the past, awarded by K-State departments. The new award will be presented to three classified employees: one each in the area of Office and Clerical; Technical and Professional; and Service and Maintenance. She presented an award application for the new award as well as draft policies. The Senate will vote at the March meeting on the proposal.

E. *Public Relations Committee:*

1. Melissa Linenberger reported that the next issue of the ROAR will go out in February. If you have any articles for the ROAR, please contact Melissa or Lois.

F. *Classified Employee Opportunity Fund Special Committee:*

1. Richard Umscheid reported the committee continues to work with the Foundation on this fund and will send an e-mail when the application becomes available on-line.

IX. University Committee Reports:

- A. *Sustainability Conference* – Carolyn Elliott and Joe Myers attended the conference. They commented on how informative the conference was. Carolyn will e-mail her report to the Senate. They would encourage others to attend the conference next year. The Sustainability Task Force has been meeting weekly.
- B. *Parking Council Update:* Carolyn Elliott reported that the planned completion date is May. The Parking Council will be given a tour of the parking garage at their next meeting.
- C. *Recycling Committee Update:* Becki Bohnenblust reported on the committee meeting. We are currently participating in Recyclemania which is a friendly competition between universities on the amount of recycling collected. <http://www.recyclemaniacs.org/overview.htm>. Joe Myers reported that the recycling center has some space set up in the Wind Erosion Lab area.

X. Old Business:

- A. *There was no old business.*

XI. New Business:

A. *Commission on Status of Women* - Melissa Linenberger reported that the commission has openings for two classified employees. Please contact Jennyfer, jennyfer@ksu.edu, if you are or know of anyone interested in serving on this committee.

XII. Adjournment: Connie Kissee moved and Janel Harder seconded that we adjourn. Motion passed.