

Minutes of the KSU Classified Senate
January 6, 2010

I. President Carolyn Elliott called the meeting to order.

II. Roll Call:

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

III. Gary Leitnaker Report:

- A. *Parking Garage* – The parking garage should be open for complete occupancy once the state completes certification of the elevators on Monday, January 11.
- B. *Job Climate* – No new lay-offs have been requested, although there are open positions in almost all departments on campus.

IV. Minutes:

- A. The minutes were reviewed. John Wolf moved to accept the minutes as presented. Jackie Yonning seconded. Minutes were approved.

V. Budget Report:

- A. John Wolf gave the financial report. We are still waiting on the invoice for the hand sanitizers given out at the Benefits Fair. Lesa Reves moved and Becki Bohnenblust seconded that we approve the budget report. Motion passed.

VI. Executive Council Report:

- A. *Minutes from Committee Meetings* – Carolyn Elliott discussed the possibility of chairs from the standing committees, as well as any campus-wide committee, provide minutes from the meeting to all the Senators. Discussion was also held on possibly putting these minutes on the website for future reference.
- B. *Additional Program Ideas* – Carolyn asked for suggestions for future programs for the Classified Senate meetings. Programs usually last 10-15 minutes. If you have any suggestions, please let Carolyn know.
- C. *Location Change for April Classified Senate Meeting* – Carolyn reported that the April meeting of the Classified Senate is scheduled in the Staterooms 1 & 2 of the Union. The possibility of a change of location was discussed. If you have any suggestions, please contact Lois. Brittany Green will check on the meeting room in Throckmorton. Discussion was held on the possibility of holding one meeting in Salina.
- D. *Thank You Award* – Discussion was held on the possibility of a special “Thank You” award to be presented at the 2010 Recognition Ceremony. There are several people who do a lot for the Classified Senate through-out the year, but are not Senators that we would like to recognize.

VII. Brian Niehoff Presentation:

Brian Niehoff, Interm Associate Provost, is currently serving as chair of the Steering Committee for the Higher Learning Commission. He provided a handout on the Higher Learning Commission. K-State has been accredited by HLC since 1916. This accreditation is an extremely thorough review of everything that goes on at K-State. The review is held every ten years. There are five areas that we must provide evidence for HLC criteria: A) mission and integrity; B) preparing for the future; C) student learning and effective teaching; D) acquisition, discovery and application of knowledge; and E) engagement and service.

We are currently in the *Self Study* component of the accreditation process. During this process we will be looking for evidence of progress, performance and effectiveness; documentation of activities; and data, if available.

A timeline for the accreditation includes: first draft of the report due by summer 2010; FY11 spent editing, formatting, sprucing up, and updating report; FY12 spent marketing HLC Self Study. The HLC team visit will be in spring 2012. It is important that we market this so that everyone on campus knows about the HLC.

There are approximately 30-35 people from the entire K-State community serving on the steering committee. If you have any questions or suggestions for the HLC, contact Brian Niehoff.

VIII. Senate Standing Committees:

A. *Campus Affairs Committee*: Janel Harder reported that the committee has not met this month.

B. *Legislative Affairs Committee*:

1. Jennifer Owensby reported that the Legislative Affairs Committee met and is working on the by-laws and codes. Discussion was held on the role of the at-large position of the Executive Council. The committee is considering the possibility of combining this role with a parliamentary role for the Senate meetings. Currently the at-large representative also serves as the chair of the Mentor program. The committee plans to send out the changes to the by-laws and codes, so that a vote can be held on the changes at the February Classified Senate meeting.

2. Jennifer Owensby also reported on the electronic voting system for the Classified Senate elections. Last year the AXIO system was used and worked very well. Paper ballots were printed and sent to employees in Facilities and Housing & Dining, because of a lack of access to computers for some of these employees. With the changes in the distribution of pay stubs to electronic version only, these employees will be allowed access to computers and discussion was held on the need for paper ballots for them. Mike Seymour moved that we go to electronic voting only for the Classified Senate election. Cherry Rosenberry seconded. Motion passed. The senate election will be held by electronic vote from March 1 – 15, 2010.

C. *Recognition Ceremony Committee*: Becki Bohnenblust reported that the committee will hold their meeting immediately following the Senate meeting. Discussion was held on the awards for retirees. It had previously been decided that we would list the names of retirees in the booklet, but not present any awards to retirees at the Recognition Ceremony. Human Resources had previously been asked to take care of retiree awards.

Discussion was held on continuing to present these awards at the ceremony. The committee will discuss how to handle the retiree awards at their meeting.

- D. *Public Relations Committee*: Lois Schreiner reported that the ROAR went out in December. The next issue is scheduled to go out in February and will include information on the elections. If you would like to spotlight someone in the Roar, please contact Lois.

IX. Campus Committee Reports:

- A. *8038 Campus Recycling Advisory Committee* – Cherry Rosenberry reported that Recyclemania will be from January 15 – March 17, 2010. She would like to encourage everyone to recycle.
- B. *8041 Council on Parking Operations* – Carolyn Elliott reported that the Council had discussed the parking for facilities by Nichols and will make arrangements for that.
- C. *8042 Parking Citation Appeals Board* – No report was given.
- D. *8073 K-State Classified Award of Excellence Committee* – Gary Leitnaker reported that an e-mail had been sent out from HR regarding the award.
- E. *8076 Classified Employee Peer Review* – There were no reviews.

X. Other Committee Reports:

- A. *Child Development Center Board* – Michael Seymour reported on the first meeting of the board. Discussion was held on concerns with the board and the contract that board members are asked to sign.
- B. *Dependent Tuition Task Force* – Becki Bohnenblust reported that the task force is moving ahead with changes.
- C. *Faculty Senate Fringe Benefits Committee* – Becki Bohnenblust discussed some of the issues addressed at the last meeting.
- D. *Classified Employee Opportunity Fund* – John Wolf reported that the meeting to implement the opportunity fund had to be re-scheduled.

XI. Old Business:

- A. *Sustainability Conference* – Discussion was held on the upcoming Sustainability Conference. Becki Bohnenblust moved that the Classified Senate pay for our representative from the Recycling Committee to attend the Sustainability Conference, if she would like to attend. Doris Galvan seconded. Motion passed.

XII. New Business:

- A. *Inclement Weather Policy* – Copies of the Inclement Weather Policy were handed out. Senators were asked to review the policy and make recommendations at the February meeting. These suggestions will then be given to President Schulz for his consideration. Discussion was held on the policy and some of the problems that were faced when the University did not close. The status of essential personnel was also discussed.
- B. *Snow Removal* – Problems with snow removal were discussed. There have been several accidents due to the condition of the sidewalks and parking lots. Discussion was held on how to handle this problem. It was suggested that Sandra Hoffman, who is the Safety Officer for Facilities, be contacted to address the issue.

XIII. Adjournment:

- A. Cherry Rosenberry moved to adjourn. Becki Bohnenblust seconded. Meeting adjourned.