

**Minutes of the K-State Classified Senate  
October 1, 2008**

**I. President Jennyfer Owensby called the meeting to order.**

**II. USD 383 bond issue presentation** - The presentation is available, including the video, on the following website (<http://www.383bond.org/>).

**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
- B. *Absent:* Connie Emig, Connie Kisse, Nick Pecenka, Darrin VanDorn, John Wolf, and Terri Wyrick

**IV. Gary Leitnaker Report:**

- A. *Parking Garage Update* – The completion date is now scheduled for March, 2009, but that will depend on the weather. The shuttle will not run after the parking garage is finished, unless another source of funding can be found to continue it.
- B. *Benefits Expo* – Gary would encourage everyone to go to the Benefits Expo tomorrow. This year there will be a special session on “Living Well and Retiring Well on Less Than You Think,” as well as the Open Enrollment sessions.
- C. *DPS New Pay Plan* – They have not heard anything new on the pay plans or evaluation system. The general feeling was that the DPS presentation went very well.
- D. *Open Enrollment/Health Insurance* – It is recommended that everyone that can go to the session at the Benefits Expo to hear about the changes. Even if you decide to stay with the same insurance plan, you must sign up during open enrollment in order to receive the non-tobacco user discount (\$20/pay period).
- E. *Hiring/reclassification Freeze Update* – The hiring and reclassification freeze is still in effect and no date has been indicated when it will end. Exceptions can be requested for necessary positions. Discussion was held on the reclassification process.

**V. Minutes**

- A. The minutes were reviewed. Carolyn Elliott moved to accept the minutes as written. Peggy Selvidge seconded. Minutes were approved as presented.

**VI. Treasurer’s Report**

- A. John Wolf was not able to attend because of a FEMA meeting. No updated financial report was available. When it is available, John will e-mail it to Jennyfer and she will send it to the senate.
- B. Status on Classified Employee Opportunity Fund Committee – We need to proceed with the application and guidelines for how this money will be used. Jennyfer asked for a volunteer to chair the committee. Rick Umscheid graciously volunteered. Anyone who is interested in being on the committee should contact Rick. Items to be decided include what funds will be used for; what the

application process will be; criteria for different use of funds; who the applications will come to; who will make the final decision on the funds, etc.

## **VII. Executive Council Report:**

- A. *CSSC President's Meeting and BOR Presentation Update* – Jennyfer gave a presentation to the Board of Regents on behalf of CSSC. Jennyfer received numerous positive comments on the presentation, especially our points on how the reclassification/hiring freeze and new background checks policy impacts classified employees.
- B. *CSSC Meeting* – This meeting is scheduled at Wichita State University on October 30, 2008. We have three Senators going right now and can take up to five. If you would like to go, please let Jennyfer know by October 2. The position paper & formal resolution will be finalized at this meeting.
- C. *Board of Regents Higher Education Forum* – An invitation was received by the Executive Council to attend the Higher Education Forum. Several senators will attend. It was mentioned this may be a good opportunity to bring up the possibility of 4 10-hour days.
- D. *Classified Senate Office Update* – No progress has been made on acquiring an office for Classified Senate. Jennyfer will check on this.
- E. *President's Search Committee Update* – Ads have been placed for the President's position in several prestigious locations. Ads will be run in a variety of academic, diversity and main-stream press publications.
- F. *City-University Fund Requests* – A letter was received from President Wefald regarding the City/University Projects Fund. Each year K-State students and employees are asked for suggestions for projects for this fund. Requests must be received by November 21. If you have any project ideas that would benefit both K-State and the city of Manhattan. A city-wide shuttle was proposed as a possible project.

## **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. *Benefits Expo* – A sheet was passed around to help at the Benefits Expo for those who have not signed up. Promotional items for the expo were passed around. Becki is working on the display board. Bragging Rights forms will be available at the display as well as a questionnaire to be handed out regarding a Legislative Affairs town hall meeting. It was suggested that we also have a candy bowl. Richard Brenner suggested that next year Dining Services be contacted for baked items.
  2. *Four 10-hour day work week discussion* – There was an article in today's Collegain regarding this proposal. This is an option that each department can offer now. Employees do not have to wait for the university to switch to a 4-10 work week for main campus; however, it has to be approved through supervisor/departmental channels. It was suggested that a memo be written, and signed by Classified Senate & upper administration, encouraging departments to consider it as a possibility, especially during the winter and summer breaks.
  3. *Car Pool Website* – This committee is working in collaboration with Ben Champion on a car pool website. The State of Kansas has a car pool website that may be a possibility in the future if DPS can arrange to

include Regent employees. Currently, only SOK employees on the KanWin network (Topeka) can use the system.

4. K-State Alerts – Rick Umscheid noted that the emergency messaging system would have a booth at the Benefits Fair to sign people up. In the near future, employees will be able to receive an emergency message via text message or send an automated voice message to up to 3 different phone numbers. Testing is on-going, but they are working out all the bugs and hope to have it released soon.

*B. Legislative Affairs Committee:*

1. Carolyn Elliott reported that they will hand out the questionnaire at the Benefits Fair and will decide after they get the results if they will have a Town Hall meeting. She also asked senators to contact her if anyone has ideas for the committee to pursue.

*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. Nominations will be due in December. The ceremony will be held April 8, 2009 at McCain Auditorium. The Employee of the Year award process will continue to be the same as last year. The special sub-committee is currently reviewing that process for the following year.
2. Barb Nagel reported that the new sub-committee for the Classified Employee of the Year award met. They felt they needed input from the administration. Jennyfer and Barb will meet with Provost Nellis & Bruce Shubert to get their input on changes to the award.

*D. Public Relations Committee:*

1. K-State Bragging Rights Website – We have not receive any Bragging Rights forms to put on the website or in the ROAR. It was suggested that we send the link to this form on our website to the department head listserv.
2. *ROAR update* – The next ROAR will go out in November. If you have anything that you would like to see included, please let us know.

**IX. University Committee Reports:**

- A. Campus Security Measures & Policies Working Group – The emergency info site has been linked to the Classified Senate website. They are still working on the website which tells people what to do in a crisis situation.
- B. Parking Council – The September meeting was held. Carolyn Elliott was elected to serve as the financial chair for the council.
- C. Commission on Status of Women – Melissa Linenberger reported the committee has become more active. One of their goals is to install plastic holders in the bathrooms across campus which will include information on campus safety procedures.
- D. University Recycling Committee – Joe Myers will serve as co-chair for this committee. They are looking at more office recycling options. The recycling center was discussed. More information needs to be disseminated on recycling locations. It was suggested that this may be something we can include in the ROAR.

**X. Old Business:**

Sustainability Office – Jennyfer sent an e-mail regarding the Sustainability Conference that Ben Champion had talked about at the last Senate meeting. There will also be a Bicyclists Meeting held on October 16, from 6:00 – 8:00 p.m. at the City Hall lobby to meet with city officials. They will talk about the increased use of bicycles and what concerns there might be.

**XI. New Business:**

No new business

**XII. Adjournment:**

A. Tracy Ivy moved to adjourn. Carolyn Elliott seconded. Meeting adjourned.