

Minutes of the KSU Classified Senate
October 7, 2009

- I. **iTAC Program Information** – Rebecca Gould and Betsy Edwards presented information on the iTac program and its benefits to classified employees. There are many different programs available, but they all start with your eID and password. Passwords should be kept secure. iTAC will never ask for your password in an e-mail. Printing in computer labs is available to all students, faculty and staff using their K-State eID and password. \$10 is allocated per person each fall and spring semester and \$5 each summer. Most students use this printing service, but classified employees do not always take advantage of it. For more information on all their services, stop by the IT Help Desk at 214 Hale Library or contact them at 532-7722; helpdesk@k-state.edu.

- II. **Classified Senate Photo Re-Shoot** –Senators were asked to move to Forum Hall of the Union for a photo re-shoot. The photo will be posted on the Classified Senate website.

- III. **President Carolyn Elliott called the meeting to order.**

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

- V. **Gary Leitnaker Report:**
 - A. Parking Garage – The grand opening of the parking garage will be held on October 29, 2009 at 10:00 a.m. They are still working on parts of the garage and no completion date was reported.
 - B. Lay-offs – No new lay-offs have been requested.
 - C. Benefits Fair – Gary encouraged employees to attend the Benefits Expo and the information sessions held in conjunction with it.
 - D. H1N1 Sick Leave – Human Resources received an executive order effective October 18th regarding sick leave for employees who do not have enough leave to cover the time they are away from work for illness. Employees will be allowed to borrow against future sick leave, after all other leave balances have been exhausted, up to 80 hours.

- VI. **Minutes**
 - A. The minutes were reviewed. Rob Reves moved to accept the minutes as presented. Connie Kissee seconded. Minutes were approved.

- VII. **Budget Report**
 - A. John Wolf gave the financial report. Connie Kissee moved and Melissa Linenberger seconded that we approve the budget report. Motion passed.

VIII. Executive Council Report: Carolyn Elliott reported on the following from the Executive Council meeting:

- A. New Senator – Due to the resignation of Rick Umscheid to take an unclassified position, Connie Jordan from Human Resources has been appointed to finish his term.
- B. Committee Appointments – Becki Bohnenblust was appointed to the Dependent Tuition Waiver Task Force and to the Faculty Salary and Fringe Benefits committee. Cherry Rosenberry was appointed to the Status of Women committee. Jennyfer Owensby was appointed to the search committee for the Vice President for Marketing and Communication. A sign-up sheet was circulated for Senators to indicate what campus committees they were involved with.
- C. Inauguration – Carolyn was complimented on the excellent job she did for the Classified Senate in her presentation at the inauguration.
- D. Grant Funded Work Release Time – Carolyn circulated an e-mail that she received from the University of Vermont regarding work release time for grant funded employees to attend campus meetings. No one on Senate knows of a grant funded classified employee in this situation, so we could not be of assistance.
- E. Sustainability Conference – The next Sustainability Conference will be held January 29-30, 2010. Last year, Senate voted to pay for 2 Senators to attend. Senators were asked to contact Carolyn if they are interested in attending next year.
- F. SGA Minutes – Carolyn noted that she receives the minutes from the SGA meetings and they begin their meetings with the Pledge of Allegiance. Senators were asked to bring it up during New Business if they want to recite the Pledge of Allegiance during Classified Senate meetings.
- G. CSSC (Classified and Support Staff) Committee meeting –The following Senators attended the meeting: Terri Wyrick, Jennyfer Owensby, Mike Seymour, Cherry Rosenberry and Lois Schreiner. Terri reported about the meeting. The position paper & potential changes for the KPERs retirement pension were discussed. The House Appropriations Committee will meet to discuss the future of KPERs on October 13th. Connie Kisse, Becki Bohnenblust and Mike Seymour indicated that they might be able to attend this public forum.
- H. KBOR (Kansas Board of Regents) meeting was held on September 17th. Carolyn Elliott and Terri Wyrick attended. Discussion was held on the information presented by Dennis Constance, CSSC representative.
- I. HLC (Higher Learning Council) – This committee is responsible for preparing the report for K-State's national accreditation. Jennyfer Owensby reported the steering committee is in the planning stages to develop a larger campus-wide committee. It is crucial in the accreditation process for the whole campus to be involved.
- J. Campus Planning and Development – An e-mail received from Joe Myers, a previous Senator, on the Campus Planning and Development Advisory committee was discussed.
- K. Benefits Fair – Carolyn encouraged all the Senators to take part in the Benefits Expo and if possible help at the Classified Senate booth.
- L. Transition Audit Committee – Carolyn reported the committee is still currently going over all the documents from the audit.

IX. Senate Standing Committees:

- A. *Campus Affairs Committee:* Janel Harder reported that the committee met and has everything ready for the booth at the Benefits Expo tomorrow. A work schedule and samples of the give-away items was circulated. This is a great time for employees to talk to Senators and discuss what issues they would like to see Classified Senate address. The next committee meeting will be October 19.
- B. *Legislative Affairs Committee:*
1. Terri Wyrick conducted the election for the new Vice-President. Discussion was held on the by-laws and eligibility for the position. Rob Reves moved that a unanimous ballot be cast for Jennyfer Owensby to serve as Vice President. Annette Hernandez seconded. Motion passed.
 2. KBOR Meeting – Terri Wyrick reported that the faculty and unclassified positions and KBOR staff voted to not give themselves a raise for this year.
 3. Legislative Affairs Committee Co-chair – Rick Umscheid has served as co-chair of this committee. With his resignation from the Senate, Jennyfer Owensby has agreed to serve as co-chair.
 4. Position Paper – The position paper voted on at the CSSC meeting was discussed. The position paper includes items that we will like to see the legislature pass for classified and support staff employees. Discussion was held. John Wolf moved that we remove from the position paper Item 4. Motion failed for lack of a second. Senators were asked to discuss the position paper with their constituents and be prepared to discuss and vote on it at the November meeting. Tentative dates for future CSSC meetings to discuss the paper are November 12 and December 10.
 5. Legislative Day – Terri Wyrick reported that CSSC discussed changing the way we organize legislative day. It was suggested that instead of setting up appointments with the legislators that we host a coffee at the Capitol for them to stop by. More information is needed on this approach. Terri will check with the Student Senate to see how they do it.
 6. The next meeting will be the last Wednesday of the month (October 28). Contact Terry Wyrick if you have any items you would like addressed.
- C. *Recognition Ceremony Committee:* Becki Bohnenblust reported that the committee will hold their meetings immediately following Senate meetings on the first Wednesday of each month. The Recognition Ceremony will be April 28, 2010.
- D. *Public Relations Committee:* Lois Schreiner reported the next issue of the ROAR will go out in November. If anyone has items for the ROAR, please send them. Discussion was held on how often the ROAR should be published. It was decided to keep the ROAR as a quarterly publication.

X. Installation of new Vice President and Senators: Carolyn installed Jennyfer Owensby as the Vice President. All Senators elected this year were installed and given the oath of office.

XI. Mentor Report: Hanna Manning reported on the progress of the mentor program.

XII. Campus Committee Reports:

- A. *8038 Campus Recycling Advisory Committee* – Becki Bohnenblust reported that she will be stepping down from the committee. Cherry Rosenberry was appointed to take her place on the committee
- B. *8041 Council on Parking Operations* – Carolyn Elliott reported on the progress of the Parking Garage and some of the issues they had faced with the garage. The next meeting of the Council will be October 15.
- C. *8042 Parking Citation Appeals Board* – Discussion was held on some parking issues.
- D. *8076 Classified Employee Peer Review* – Rob Reves reported employees new to the Peer Review Committee completed the required training session(s).

XIII. Old Business:

- A. *Child Development Center* – Previously there was a tabled discussion on supporting the Child Care Center. Since they have moved forward with the center, Melissa Linenberger moved and Becki Bohnenblust seconded that we take it out of Old Business. Motion passed.
- B. *Principles of Community* – There were no suggestions for Carolyn to take to the next meeting.

XIV. New Business:

- A. *Parliamentarian* – Discussion was held on appointing a parliamentarian to the Senate. The Legislative Affairs committee will look into this while working on the by-laws.

XV. Adjournment:

- A. John Wolf moved to adjourn. Janel Harder seconded. Meeting adjourned.