

**Minutes of the K-State Classified Senate
September 3, 2008**

I. President Jennyfer Owensby called the meeting to order.

II. Ben Champion, Director of Sustainability – He introduced himself and told a little about the position. Plans are in place for a comprehensive, interactive website as well as a statewide sustainability conference that is being planned for January 23. The office is in the planning stages of determining the best way to take the lead in sustainability. The possibility of a carpool website was discussed. They are currently working on determining the best approach for this and how to promote it effectively. His office will work with the Campus Affairs committee on this project. The possibility of the implementation of a 4 – 10 hr work week was also suggested. He knew of other organizations that were working on this, but there is nothing in the planning process in place right now. This is an interesting idea but would need to be part of a broader plan. The Recycling project was also discussed. Some of the buildings on campus have received the blue recycling baskets, but others have not. This is a good start but there is still a long ways to go on this project. The Stewardship sub-committee is promoting sustainability and has offered suggestions to the selection committee for the new president.

III. Roll Call:

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

IV. Gary Leitnaker Report:

- A. *Position Administration Manager* - Gary introduced Karla Bylund who is the new Position Administration manager in Human Resources. Karla gave a little background information. She is looking forward to meeting people and getting acquainted with the system. The new pay plan will offer some challenges and advantages for this position.
- B. *DPS Presentations* – There will be presentations by DPS on September 9, 2008 at 10:00 a.m. and 1:00 p.m. These presentations will cover the new pay plan and evaluation system. Brochures on the new pay plan were handed out
- C. *Parking Garage Update* – Concrete has been poured on the first level of the parking garage. The scheduled contractual completion date is mid-February, 2009, but the most feasible date will be sometime in April. Use of the shuttle service is down from last year, but there has been an increase in bicycles. There are no plans to continue the shuttle service once the parking garage is finished. There has been some discussion on the expansion of the Edwards shuttle service.
- D. *Background Checks Policy Update* – All positions now must have a background check. If the report is clear, the department will be contacted by HR to let them know they can go ahead and hire for the position. If there is a “hit” for any reason, then Gary and Clyde will look at the reason and make a decision on whether the position can be offered. The background check will add about 24-48

hours to the hiring process. They do not expect to have very many “hits.” Discussion was held on whether background checks could be done on all candidates coming in to interview for faculty positions instead of just the one that it is offered to. Unfortunately, HR is only allowed to do one background check per position.

- E. *Hiring/reclassification Freeze Update* – The freeze of hiring and reclassifications is still in effect and no date has been indicated when it will end. Some of the classes are frozen (group 1) already because of the new pay plan implementation.

V. Minutes

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

VI. Treasurer’s Report

- A. John Wolf gave the Treasurer’s Report. We had a deposit of \$2,000 into the Foundation Account from President Wefald.
- B. Discussion was held on how to use the money in our account most effectively for classified employees. Expenses we have coming up include:
 - 1. Paper for the ROAR – We are about out of paper for printing the ROAR. We send hard copies to employees in Facilities and Housing & Dining. We are currently printing about 700-800 copies. Discussion was held on what type of paper to buy. Carolyn Elliott moved to purchase purple paper to use for the ROAR. Connie Reding seconded. Becki Bohnenblust amended the motion to purchase whatever type of paper deemed necessary at the discretion of the Public Relations Committee. Rob Reves seconded. Motion passed. Discussion was held on the amended motion and it passed.
 - 2. Software for the laptop – We need to update software on the laptop that was donated to the Classified Senate. Jen will check with ITAC and then check prices to see what is needed to purchase for the upgrade. Janel Harder moved that Jen check prices and then purchase whatever software is needed for the upgrade. Melissa Linenberger seconded. Motion passed.
 - 3. Benefits Fair – Items to be given away at the Benefits Fair was discussed.
 - 4. Recognition Ceremony – Additional expenses for moving the Recognition Ceremony to McCain Auditorium was also discussed.
- C. Status on Classified Employee Opportunity Fund Committee – John Wolf is chair of this committee. He will e-mail all Senators to see who would like to serve on the committee. This fund was established from the All University Campaign for professional development and leadership of classified employees. This committee will decide on criteria for the award.
- D. Connie Reding moved and Carolyn Elliott seconded to approve the Treasurer’s Report as presented. Motion passed.

VII. Executive Council Report:

- A. *President Wefald \$2,000 Donation* – Jennyfer shared a letter that was received from President Wefald on the \$2,000 donation and possible uses for the money.
- B. *CSSC President’s Meeting* – Jennyfer reported that the CSSC President’s Meeting has been re-scheduled for September 11, 2008, at WSU. The original date was September 9, but that conflicted with the DPS presentations. Jennyfer was nominated by this committee to present to the Board of Regents on September 18.

- C. *Classified Senate Office Update* – The room that had originally been suggested for the Classified Senate office in Kedzie Hall is not available. There is strong support in the administration for an office, but space is very limited right now. We will keep looking for office location.
- D. *President's Search Committee Update* – The committee has held two meetings so far. The initial meeting was to discuss what the committee was looking for in a president and getting to know the campus. The second meeting followed John Hicks' visits with different groups on campus and discussed their findings. One of the biggest points was the shape of our facilities and how run down some of the buildings are becoming. Some of the thoughts expressed in looking for a new president are a person that will take us in the right direction, but still be approachable. The new president should have business savvy but also a healthy balance between business and academia. The committee will now begin work on a position description. They will continue to ask for input.

VIII. Senate Standing Committees:

- A. *Campus Affairs Committee:* Becki Bohnenblust reported that the committee plans to meet right after the Senate meeting concludes.
 - 1. Benefits Fair – The Benefits Fair will be held on Thursday, October 2, 10:00 a.m. – 3:00 p.m. in the KSSU Ballroom. She circulated a sign-up sheet for senators to help work at the Classified Senate booth. They are looking for items to give away during the fair. Expenses could be from \$500 - \$1000 depending on what they buy.
 - 2. Four 10-hour day work week discussion – There will be a three to four question survey handed out at the Benefits Fair regarding this. The survey will also be added to the Classified Senate website, to get as much input as possible.
 - 3. Car Pool Website – This committee will work with Ben Champion and his office on this website.
 - 4. Bragging Rights Website – This was deferred to the Public Relations Committee.
- B. *Legislative Affairs Committee:* Carolyn Elliott reported that they are trying to determine if classified employees want a town hall meeting and so they will have a survey to handout at the Benefits Fair. It was decided that the initial time frame of November will not work and so they are considering holding the meeting in December. They have worked on a list of legislators to invite. The possibility of an informal meeting with the legislators who come to campus for other visits was also discussed.
- C. *Recognition Ceremony Committee:*
 - 1. Barb Nagel reported that the new sub-committee for the Classified Employee of the Year award met. There were 18-20 people at the meeting. It was decided that the department/college would go ahead and give the Employee of the Year award and a new award would be developed to be given by the Senate. In order to avoid confusion, the awards will stay status quo for next year while the new award is being developed. The ceremony will be held April 8, 2009 at McCain Auditorium. Peggy Selvidge reported that they met at McCain and everything seems to be in order. She will check with Kistner's on renting flowers for the event.

D. Public Relations Committee:

1. *K-State Bragging Rights Website* - Lois Schreiner reported that the Bragging Rights section has been added to the website and was included in the ROAR. A form was developed for people to submit items for the Bragging Rights section. Items will then be added to the website and put in the ROAR.
2. *ROAR update* – The next ROAR will go out in November. It was suggested that a section be added to the ROAR asking a question, such as a historical question about KSU. For everyone that responds with the right answer, their name will be added to a drawing for a prize. Possible prizes could be gas card, Call Hall ice cream certificate, cinnamon rolls from Derby, etc. The prize should be in the area of less than \$20.00 due to IRS reporting issues. The committee will look at different options and report back at the next meeting.

IX. University Committee Reports:

- A. Melissa Linenberger reported that she is going to be on the Commission on the Status of Women from KSU as a student. This group has a lot of good ideas for the coming year.
- B. Barb Nagel resigned and Jennyfer Owensby was appointed to the Campus Security Measures and Policies Working Group. Discussion was held on the Emergency Information website. Information needs to get out on what KSU is doing on emergency notifications. It was suggested that a link be put on all websites to the Emergency Information page. Another option to get out information is the radios used by facilities, but there needs to be training in this area.
- C. Parking Council – The next meeting will be in September. If you have any comments or suggestions, please get them to Carolyn Elliott or Connie Reding, who serve on the Council. Parking fees and the tier system were also discussed.

X. Old Business:

No old business

XI. New Business:

No new business

XII. Adjournment:

- A. Connie Reding moved to adjourn. Carolyn Elliott seconded. Meeting adjourned.