

**Minutes of the KSU Classified Senate
September 2, 2009**

- I. **President Carolyn Elliott called the meeting to order.**
- II. **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 Kissee, Claudia Leeds, Gary Leitnaker, Melissa Linenberger, Hanna Manning, Jennyfer Owensby, Lesa Reves, Rob Reves, Cherry Rosenberry, Lois Schreiner, Michael Seymour II, Rick Umscheid, John Wolf, Terri Wyrick, and Jackie Yonning
 - B. *Absent - Excused:* Sharon Hartwich
- III. **CIRT Program** – Heather Reed, Assistant Dean and Director of the Office of Student Life, presented information on the CIRT (Critical Incident Response Team) and the services provided by the Office of Student Life. She discussed the role of the CIRT Team and how crisis situations were handled. She also discussed the various services of the Office of Student Life. One of the services is the “Student of Concern.” If you are concerned about the health or welfare of a student that is having problems, you can call the Office of Student Life or complete the Student of Concern reporting form that is located at www.k-state.edu/studentlife/crisisassistance/studentconcern.htm. Their goal is to help students. If you would like more information on the Office of Student Life or the CIRT program, visit www.k-state.edu/studentlife.
- IV. **Classified Senate Photo Shoot** –Senators were asked to move to the Big 12 Room of the Union for a photo shoot. The photo will be posted on the Classified Senate website.
- V. **Gary Leitnaker Report:**
 - A. Parking Garage – A grand opening of the parking garage will be scheduled (October 29, 2009 at 10:00 a.m.). The contractor hopes to be finished by the end of September. The rates for hourly parking are \$1.50/hour with a maximum of \$12.00/day.
 - B. Lay-offs – No new lay-offs have been requested.
 - C. Policy Regarding Working Time and Serving on Classified Senate and other University Committees – Gary was unable to find any specific policies on this issue. If a meeting is called during normal working hours, you should be paid for those hours. If there are issues with this, please contact Gary Leitnaker and he will address them. It was noted that the Facilities Department does had a policy on how many committees employees can be involved with. This is mainly up to the discretion of the supervisors and departments.
 - D. Discussion was held on concerns of how contractors are parking on campus.
- VI. **Minutes**
 - A. The minutes were reviewed. Rick Umscheid moved to accept the minutes as presented. Brittany Green seconded. Minutes were approved.

VII. Budget Report

- A. John Wolf gave the financial report from June 1 – August 31. It was noted that there was a 10% reduction in the state account due to the budget. Discussion was held on the various accounts. Becki Bohnenblust moved and Janel Harder 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. Attendance – Carolyn explained to senators that it is their responsibility to represent their constituency at the Classified Senate meetings and any committee meetings that you are on. Please attend the meetings or let the chair know why you will not be able to attend that meeting. If there are problems with this, please contact Carolyn.
- B. Women’s K-State Task Force – All faculty, staff and student women are invited to attend the meeting of the Women’s K-State Task Force on Tuesday, September 8. This is a great opportunity to meet other women from across campus. The Task Force is led by Dr. Noel Schulz. If you are not able to attend, but have issues you would like to see the Task Force address, please contact Carolyn.
- C. By-Laws – The Legislative Affairs Committee is currently reviewing the by-laws. Senators are asked to read them and make suggestions to Terri Wyrick or Rick Umscheid.
- D. Audit Oversight Committee – Carolyn has been asked to serve on this committee. The goal of the committee is to respond with a report to the K-State audit. They are currently reviewing all the information.
- E. Principles of Community Meeting – Discussion was held on the Principles of Community mission. At an earlier Senate meeting, it was decided that the signatures on the mission statement should either be removed or updated each year. The next meeting will be held on September 3 and Carolyn will address this issue with the committee. Contact Carolyn if you have any other changes or suggestions.
- F. Carolyn thanked the Public Relations Committee for getting out the ROAR.
- G. Presidential Inauguration – Carolyn has been asked to speak at the presidential inauguration on September 24 on behalf of Classified Senate. If you have suggestions for her presentation, please contact Carolyn.

IX. Senate Standing Committees:

- A. *Campus Affairs Committee:* Janel Harder reported on the meetings of the Campus Affairs Committee. They have been discussing the booth for the Benefits Fair which will be October 8, 2009. With the incidence of the H1N1 flu on campus, the committee selected a hand sanitizer with the Classified Senate logo as the give-away. Cost for the sanitizer will be approximately \$1,093 for 1,000 bottles by Printing Services. Discussion was held. John Wolf moved and Connie Kisse seconded that we use the hand sanitizers as the give-away. Motion passed. Janel will contact Printing Services to order. Rob and Lesa Reves will donate the candy to hand out. A survey will also be developed by the committee to hand out on issues that classified employees would like to see addressed. The next committee meeting will be September 21, 1:00 p.m. in Room 202 of the Union.
- B. *Legislative Affairs Committee:* Terri Wyrick reported that the committee meetings will be held on Wednesday, the week prior to Classified Senate meeting. The next meeting

- will be on September 30. She will e-mail the committee with the location. The committee has several projects including updating the by-laws and looking at the at-large representative to the Senate and the duties of this position. Discussion was also held on re-aligning the units for the Classified Senate which is done every 10 years. With some positions not being filled at this time due to budget constraints, should the re-alignment be based on an active count or position count? The committee will address these issues. The CSSC meeting is scheduled for September 16, but at this time no time or location has been announced. The Legislative Affairs committee is also looking into the unclassified benefit of the health care bridge to retirement and what cost-savings this could be if offered to classified personnel. Terri Wyrick and Rick Umscheid have also been asked to serve on the 8020 Campus Committee which is the University Legislative Committee. We appreciate their willingness to serve on this committee and report back to the Senate.
- C. *Recognition Ceremony Committee*: Becki Bohnenblust reported that the committee will hold a short meeting following this Senate meeting to decide on a meeting date and location. The Recognition Ceremony will be April 28, 2010.
 - D. *Public Relations Committee*: Lois Schreiner reported the August issue of the ROAR has gone out and is posted to the website. If you have any suggestions for articles for the ROAR or for the website, please contact a member of the Public Relations committee.

X. Mentor Report:

Hanna Manning reported on the mentor program. All Senators should have contacted their mentors. She did receive a question on what schools are included as Kansas Regents Schools and they are: Kansas State University, University of Kansas, Fort Hays State University, Wichita State University, Pittsburg State University and Emporia State University. If anyone has additional questions, please contact your mentor or Hanna.

XI. Campus Committee Reports:

- A. *8038 Campus Recycling Advisory Committee* – Becki Bohnenblust reported that the committee met on recycling with the dorms as students moved in and educating the K-State community on recycling. A new campaign on Composting from Food Waste will be launched. Any suggestions or comments, contact Becki or Terri Wyrick.
- B. *Other committees will meet starting in September*

XII. Old Business:

- A. *Women's KSU Task Force* – The Task Force will hold a meeting for all women in faculty, staff and student positions on Tuesday, September 8.
- B. *Principles of Community* – It was reported that a meeting has been scheduled for September 3. This needs to be more than just a statement, it needs to be followed. A meeting will be held on September 3, 2009, to review this document.
- C. *Classified Employee Opportunity Fund* – Jennyfer Owensby reported on the policies and procedures. John Wolf moved and Becki Bohnenblust seconded that we approve the policies and procedures as written. Motion carried. A committee will now be appointed to administer the fund. Information may be sent out in the next issue of the ROAR on application procedures.
- D. *Award of Excellence* – A volunteer is needed to serve on the Award of Excellence committee. Terri Wyrick volunteered to serve on this committee.

- E. *Committees' secretaries share information* – Carolyn requested that a secretary be appointed for each committee. Then these minutes could be placed on the web site to share.
- F. *State of Kansas Pay Plan* – Information is available on the website on the new pay plan for state employees. A meeting of Human Resource representatives will be held on 09/03/2009 to discuss how to allocate merit pay, how to disseminate information, etc. Classified Senate needs to keep abreast of this information to pass on to constituents.

XIII. New Business:

- A. HLC (Higher Learning Commission) Report – Becki Bohnenblust and Janel Harder attended the HLC Retreat on September 1. This will be a 2- year process of accrediting Kansas State University. Jennyfer Owensby will be the Classified Senate representative on the steering committee for HLC. Brian Niehoff, Interim Associate Provost, will give a presentation to the Classified Senate at our December meeting to help explain our role in the process.
- B. Lafene Health Care – Jackie Yonning shared information on the First Aid and CPR training as well as handouts on H1N1. For more information, visit the Lafene website at www.k-state.edu/lafene/

XIV. Adjournment:

- A. Becki Bohnenblust moved to adjourn. Connie Kisse seconded. Meeting adjourned.