

**Minutes of the K-State Classified Senate  
July 9, 2008**

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

**II. Roll Call:**

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

**III. Gary Leitnaker Report:**

- A. Gary Leitnaker reported that the reallocations & market adjustments are in the system and should be seen in the next paycheck. He also reported that the new leave enhancements are also in the system.
- B. The contracted completion date on the parking garage is February 8, 2009, but they may ask for additional days due to the wet weather.
- C. There are five candidates for the Position Administration job in Human Resources. He is very pleased with the pool. Jennyfer asked if they could arrange for the person who is hired to meet with Classified Senate, since this is a critical position for classified employees.
- D. Currently there is a freeze on positions in Group 1 from the new pay plan.

**IV. Minutes**

- A. The minutes were reviewed. Barb Nagel moved to accept the minutes as written. John Wolf seconded. Minutes were approved as presented.

**V. Treasurer's Report**

- A. John Wolf presented the Treasurer's Report. A Foundation account will be set up for money received from the All-University campaign. Guidelines for use of these funds are being discussed. Total funds from all accounts are \$9,540.70. The treasurer's book was lost in the tornado in Weber Hall. Barb Nagel moved to accept the report as presented. Janel Harder seconded. The Treasurer's Report was approved as presented.

**VI. Executive Council Report:**

- A. Jennyfer Owensby reported on the meeting with the CSSC that was held July 2. Jennyfer, Janel Harder, John Wolf, and Carolyn Elliott attended the meeting. They discussed the position paper that would be presented. A representative from the CSSC will meet with the Board of Regents two times a year. A presentation and position paper will be needed for this meeting.
- B. Implementation of the new Classified Leave Enhancement plan was discussed.
- C. Background Checks Policy – Jennyfer discussed the efforts of this committee. The new policy is a mandate from the Board of Regents and a draft of the policy

is near completion. This policy will go into effect the first of September for all new hires for full and part-time employees, including graduate students and research assistants. The policy excludes temporary employees, student employees and contractors/vendors. Current employees that are promoted to another position at K-State will not need a background check. Discussion was held on the effect of this on the hiring process. The employer will be able to make an offer, but it will be based on a successful criminal background check. Validity is the company that will be conducting the background checks. More details will be available when the final plan is approved.

- D. President's Search Committee Update – Jennyfer was chosen to serve on the search committee. They plan to begin meeting in August.
- E. NBAF Presentation – There will be a forum held in July and they would like Classified Senate to make two presentations, similar to the one given last year. Jennyfer will make the presentation. She would appreciate any comments from classified employees regarding the NBAF before the forum.
- F. KSU Director of Sustainability – Ben Champion has been hired as the new Director of Sustainability. He will make a presentation to the Classified Senate in September.
- G. Meeting the Faculty Senate and Student Government – We will be meeting with the Faculty Senate President and Student Body President to talk about common issues.

## **VII. Senate Standing Committees:**

- A. *Campus Affairs Committee*: No report was given
  - 1. Classified Senate has been asked to create a website to promote carpooling at K-State. Discussion was held on how this could be handled. Campus Affairs was asked to look into options to consider.
  - 2. Discussion on the possibility of a 4 – 10-hour day work week was held. There is a lot of classified employee interest in this option, but not much interest from Faculty Senate, Student Government or the VP for Administration & Finance to change the university schedule to accommodate a 4-day work week. Flex time is available for all K-State departments who choose to offer it. Classified employees are encouraged to visit with their supervisors if they are interested in this.
- B. *Legislative Affairs Committee*: Carolyn Elliott reported that copies of the position paper are available. She would encourage any of the Senators that are interested in the legislature to sign up for this committee.
- C. *Recognition Ceremony Committee*: Barb Nagel discussed some of the changes that are coming for the 2009 Recognition Ceremony. This year the ceremony will be held at McCain and new guidelines are being developed.
- D. *Public Relations Committee*: Lois Schreiner reported that the next issue of the ROAR will be in August. Please contact Lois or Melissa with stories you would like to see in the next issue.

**VIII. University Committee Reports:**

- A. The Recycling Committee is currently working on different projects.
- B. The Safety Committee is currently working on some issues facing employees.

**IX. Old Business:**

- A. Janel Harder was installed as the Vice President for 2008-2009 Senate term.

**X. New Business:**

- A. New Senators were installed for the 2008-2009 term. There will be a short orientation following the conclusion of the board meeting.
- B. Bryan Smith resigned from the Classified Senate because he has accepted another position and will be leaving K-State.

**XI. Adjournment:**

- A. Richard Brenner moved to adjourn. Becki Bohnenblust seconded. Meeting adjourned.