

**Minutes of the KSU Classified Senate
July 1, 2009**

I. President Carolyn Elliott called the meeting to order.

II. Roll Call:

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

III. Introduction of President Kirk Schulz

- A. Carolyn Elliott introduced President Kirk Schulz to the Classified Senate.
- B. President Schulz discussed the results of the audit. He said the university is responding appropriately to make sure we are using good business practices. An oversight committee will be appointed and he will be asking for names from Classified Senate to include on the committee.
- C. He also discussed the 2010 budget. The university will be receiving a request for another 2% to be returned. The university had prepared for this and will start the 2010 year at zero. There may be a request in the next few months for another 5%. In the next few months, he will be asking for proposals on reducing the budget. A financial analysis of these proposals will be done to see what cost savings are involved. His goal is to have a list of items and the cost savings from them by January 1. This will be a work in progress and he will be asking for input. His accounting and decisions will be more transparent and have more public accountability. For example, when Coach Snyder's contract is finalized, it will be publicized.
- D. He asked for questions from the group. Discussion was held on some of the problems with facilities and how they could be solved. There has to be an open line of communication with the people who are actually doing the work.
- E. President Schulz was praised for his good work on communicating to the whole university. We commend him for his effort and would like to see it continue. He suggested an open forum with classified staff.

IV. Gary Leitnaker Report:

- A. Parking Garage Completion – They are still working on the garage. No completion date yet.
- B. Lay-offs – No new lay-offs have been requested.
- C. Pay Plan – Human Resources will let employees know when the ban is lifted for reclassifications. They are moving ahead with looking at Group 2 positions. The Executive Order for the market adjustments has not been signed yet. It was requested that Human Resources utilize a classified employee list-serve to send out this information to all classified employees.

V. Minutes

- A. The minutes were reviewed. Rick Umscheid moved to accept the minutes as presented. John Wolf seconded. Minutes were approved as presented.

VI. Budget Report

- A. John Wolf reported that the treasurer's report will not be available until the middle of July. He will send it out as soon as it is available.

VII. Executive Council Report:

- A. Carolyn Elliott gave the Executive Council Report. Discussion was held on issues to discuss with President Schulz.
- B. Review of the Principles of Community document was requested by Interim Provost Ruth Dyer. Copies were handed out and discussed. It was suggested that if signatures are going to be included that they be updated each year or not included. An initiative is needed to get people to not just read the principles but embrace them.

VIII. Induction of New Senators

- A. Carolyn Elliott introduced the Senators that were elected and re-elected for this term. There will be short orientation for the new Senators following the meeting today.

IX. Senate Standing Committees:

- A. *Campus Affairs Committee*: The Benefits Fair will be October 8, 2009 and the Senate will have a booth.
- B. *Legislative Affairs Committee*: The next meeting of the Legislative Affairs committee will be July 29th. Some of the items they will be responsible for this year include elections, Legislative Day, CSSC position paper, CSSC meetings, re-doing the by-laws and realignment of Senators.
- C. *Recognition Ceremony Committee*: The Recognition Ceremony will be April 28, 2010. President Schulz will be asked to be the keynote speaker.
- D. *Public Relations Committee*: The next issue of the ROAR will be in August. We need profiles and pictures of the new Senators for the website. Melissa will take pictures of the new Senators after the meeting today.
- E. *Sign-Up Sheet*: A sign-up sheet was distributed. Each Senator is asked to serve on at least one Classified Senate committee.

X. Mentor Report:

Hanna Manning is working on getting a mentor program up and running for the new Senators.

XI. Campus Committee Reports:

- A. Committees include
- A. 8038 Campus Recycling Advisory Committee
 - B. 8041 Council on Parking Operations
 - C. 8042 Parking Citation Appeals Board
 - D. 8076 Classified Employee Peer Review
- B. A sign-up sheet was distributed for serving on the campus committees. Committee members will report to the Classified Senate on activities of these committees.

XII. Old Business:

- A. Notebooks and Name Tags – Senators were asked to contact Lois if they did not receive a notebook or name tag.
- B. Tuition Assistance Policy Change – Discussion was held on the tuition assistance policy change. The funds for this are now handled through Financial Aid. Supervisors must agree to work release time for classified employees and the hours have to be made up that they are in class. Discussion was held on work release time for classified employees versus unclassified employees. All employees are eligible for tuition assistance for up to three hours per semester, not including fees or textbooks.

XIII. New Business:

- A. Women’s K-State Task Force – Noel Schulz organized a K-State Women’s Task Force. Jennyfer Owensby attended the first meeting on behalf of Carolyn Elliott. Several issues were discussed including tuition assistance, maternity leave and more. The possibility of bringing a professional development speaker to campus was also discussed. Jennyfer encouraged senators to let her or Carolyn know if they find a good speaker to bring to K-State.
- B. Employee Relations – Discussion was held on whether the Peer Review Committee included classified employees from all classifications. Connie Kissee agreed to write a letter regarding the make-up of the committee.
- C. Bike Riders on Campus – There have been several incidences lately of pedestrians and bike riders. Some of the bicyclists of campus are not following the rules for bike riding. Discussion was held on the best way to handle this problem. Possibly Classified Senate could work with Faculty Senate and SGA on how to remedy this problem before a serious accident happens.
- D. Facilities – Some of the issues facing classified employees working for facilities was discussed and need to be addressed.
- E. Social Media Work Group – Jennyfer Owensby reported on this initiative, which includes Noel Schulz, including Facebook, Twitter, etc. They would like to make this a collaborative effort across campus. The university is looking at other possibilities for using social media options to promote K-State.
- F. Goals for 2009-2010 Senate Year – Carolyn Elliott listed her goals for this year for the Classified Senate.
- G. New Employee of the Year award – A drawing of the plaque for the Classified Employee Award of Excellence was passed around and discussed. This plaque will be hung in Anderson Hall.

XIV. Adjournment:

- A. Terri Wyrick moved to adjourn. Connie Kissee seconded. Meeting adjourned.