

**Minutes of the K-State Classified Senate  
June 3, 2009**

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

**II. Roll Call and Introduction of New Senators:**

- A. *Present:* Becki Bohnenblust, Jean Bramwell, Richard Brenner, Terri Eddy, Carolyn Elliott, Janet Finney, Jody Fronce, Brittany Green, Janel Harder, Sharon Hartwich, Annette Hernandez, Tracy Ivy, Connie Kissee, Claudia Leeds, Gary Leitnaker, Melissa Linenberger, Hanna Manning, Barb Nagel, Jennyfer Owensby, Lesa Reves, Rob Reves, Cherry Rosenberry, Lois Schreiner, Peggy Selvidge, Michael Seymour, Rick Umscheid, Darrin VanDorn, Libby Vathauer, John Wolf, Terri Wyrick, and Jackie Yonning
- B. *Absent – Excused:* Connie Emig, Tracy Ivy, and Connie Reding

The following new Senators were introduced and welcomed to the Classified Senate:

Jackie Yonning, Lafene Health Center  
Janet Finney, Human Ecology  
Jody Fronce, Landscape Architecture  
Sharon Hartwich, College of Engineering  
Mike Seymour, Facilities  
Cherry Rosenberry, Facilities  
Lesla Reves, Vet Med

**III. Gary Leitnaker Report:**

- A. *Parking Garage Update* – There continues to be a lot of work. They continue to hope to have the garage done by July.
- B. *Tuition Assistance Policy* –The tuition assistance policy has been re-written and should be on-line today. They have made the process much simpler and it will be handled through the Office of Student Financial Assistance. The Dependent/Spouse Tuition Assistance will stay the same.
- C. *New Pay Plans* – The committee for the new pay plans will meet tomorrow to decide on market adjustments for FY10. Human Resources will let people know when this information is available. In FY09, classifications in groups 1, 2 & 3 which were found to below market by the Hay Group received adjustments. DPS relied on the Hay Group study for FY09 since they did not have adequate time to conduct their own market study. For FY10, DPS analyzed and recommended market adjustments for classifications in Group 1, with a few non-Group 1 classifications identified as grossly behind market. Under normal circumstances, there would be a general increase for all classified employees. However, those funds were eliminated due to the state-wide budget crisis. There is a link to the pay plan information on the Classified Senate website (“New pay plans published” link). The FY10 pay matrix will be published by DPS soon.

**IV. Minutes**

- A. The minutes were reviewed. Rick Umscheid moved and Connie Kissee seconded that we approve the minutes as presented. Motion passed.

**V. Budget Report**

A. John Wolf gave the Financial Report. He explained the accounts to the new Senators. Brittany Green moved and Janel Harder seconded that we accept the treasurer's report as presented. Motion passed.

**VI. K-State Classified Award of Excellence** – Barb Nagel reported on the new K-State Classified Award of Excellence. This new award was approved by Bruce Shubert in April. It will be in addition to the (departmental) Employee of the Year Award. Barb handed out the nomination form and guidelines for the Excellence award. President Schulz has been very supportive. The award will be presented at the Recognition Ceremony with nominations due by the first Friday in December. A University Committee consisting of 3 Faculty Senate representatives, 3 SGA representatives, 3 Classified Senate representatives and 1 Human Resources representative will be selected. After the first year, the recipients from the previous year will also serve on this committee. Awards will be presented in three categories: Office and Clerical; Technical and Professional; and Service and Maintenance. Faculty, Staff or students can nominate a classified employee for this award.

**VII. Election of Officers:**

- A. The positions of President-Elect and Treasurer need to be filled due to resignations.
- B. Ballots were handed out for the position of President-Elect. Becki Bohnenblust was elected as President-Elect.
- C. Nominations were accepted from the floor for the position of Treasurer. John Wolf was nominated. Rob Reves moved that the nominations cease and that a unanimous ballot be cast for John Wolf. Connie Kisse seconded. Motion passed. John Wolf was elected as Treasurer.

**VIII. Induction of Officers:** Jennyfer and Carolyn conducted the induction of the officers for the 2009-2010 Classified Senate as follows:

President - Carolyn Elliott  
Vice President - Rick Umscheid  
President Elect - Becki Bohnenblust  
Treasurer - John Wolf  
Secretary - Lois Schreiner  
At Large - Hanna Manning

**IX. Executive Council Report:**

- A. Carolyn Elliott gave the Executive Council Report.
- B. Jennyfer discussed the progress of the Pay Plans. For continuity, Jennyfer was asked to serve as a liaison to keep the Senate updated on what is going on with the pay plans. John Wolf moved that Jennyfer be appointed as liaison. Connie Kisse seconded. Motion passed.
- C. Rick Umscheid gave a report on the recent Classified and Support Staff Council (CSSC) meeting. Rick, Melissa Linenberger, Hanna Manning and Carolyn Elliott attended the meeting representing K-State Classified Senate. A position paper was developed to give to legislators on critical issues facing classified employees. The position paper will include the following:

- 1) Fund the planned schedule of market adjustments for the new pay plan provided by the Division of Personnel Services in conjunction with the Hay Group.
- 2) Maintain and fund longevity bonuses for current employees hired before 7/1/08.
- 3) Fund a 2.5% increase for all classified and support staff employees. (This point needs further consideration in August.)

Discussion was held on the recommendation. Rick also presented information provided by the other universities. Collecting items for the Breadbasket is a service project done by one of the universities. Classified Senate's Campus Affairs Committee may want to consider a food drive for a community project.

**X. Standing Committee Reports:**

- A. *Campus Affairs Committee*: Becki Bohnenblust reported on activities for Campus Affairs this past year. Some of the activities included the Benefits Fair, held in October, as well as other areas that are of interest to classified employees, such as the possibility of 4 ten-hour day work weeks (not university-wide, but employees can work within their departments on this); share-ride (working with Ben Champion, Director of Sustainability), more lighted crosswalks, etc. A food drive might be considered for a project for the Campus Affairs committee next year.
- B. *Legislative Affairs Committee*: Carolyn Elliott reported on the activities of the Legislative Affairs Committee this past year. Some of the activities include working on the position paper; a town hall forum conducted in conjunction with Faculty Senate and SGA; Legislative Day on the hill; election of officers, and the new electronic election for Classified Senate.
- C. *Recognition Ceremony Committee* - Peggy Selvidge reported on activities for the Recognition Ceremony this past year. This committee met once a month in preparation for the recognition ceremony. Peggy was applauded for a great job this year on the Recognition Ceremony. Peggy will not be a Senator next year, but has offered to answer questions the new co-chairs may have next year.
- D. *Public Relations Committee* - Lois Schreiner reported on activities for the Public Relations Committee this past year. Activities for the committee include sending out the ROAR quarterly and updating the Classified Senate website. The new "Bragging Rights" section is a way to recognize classified employees that go above and beyond. The "Bragging Rights" is included on the website and in the ROAR. If anyone has a suggestion for Bragging Rights, please contact the Public Relations Committee.
- E. *Opportunity Fund* - Rick Umscheid reported on the Classified Employee Opportunity Fund. This fund was created through the All University Campaign. It is a way for classified employees to request funds for books, tools, trainings, etc. The committee is currently working on the procedures and application form and hope to have this complete by the end of the summer.

**XI. Recognition of Senators** - Jennyfer recognized those Senators that will be completing their term this year. A special thanks to these Senators for their hard work on the Classified Senate.

**XII. Mentor Report** - Hanna Manning will serve as the lead for the mentor program of the Classified Senate. More information will be coming on this program.

**XIII. University Committee Reports:**

- A. *Recycling Committee Update:* Becki Bohnenblust reported that the Recycling Committee is moving ahead with the new location (the old Wind Erosion Lab building). They are currently working on renovations to the building. Desk side recycling is being offered campus-wide.
- B. *Parking Council Update:* Parking Council does not meet over the summer.
- C. *Parking Citation Appeals Committee Update:* Janel Harder reported on how the appeals for parking citations are handled.
- D. *Classified Employee Peer Review Committee Update:* This is another very important committee that classified employees are asked to serve on.

**XIV: Old Business:** There was no old business.

**XV: New Business:**

- A. *Award for Faculty* - Discussion was held on a teamwork award for faculty members who exemplify teamwork with classified employees. President Schulz suggested this as a way to improve team work between unclassified and classified employees. Rick Umscheid was asked to serve as chair for this award if Classified Senate decides to proceed at a later date. After further discussion, it was decided to check into options on how to bridge this gap.
- B. *Faculty Senate President:* Carolyn has met with the new Faculty Senate president and is looking forward to working with the Faculty Senate this year.

**XVI: Adjournment:** Becki Bohnenblust moved and Rick Umscheid seconded that we adjourn. Motion passed.