

**Minutes of the KSU Classified Senate
June 2, 2010**

I. President Jennyfer Owensby called the meeting to order.

II. Roll Call: Please make sure to sign in on the sign in sheet located with the meeting handouts

- A. *Present:* Becki Bohnenblust, Jean Bramwell, Dale Billam, Paula Connors, Terri Eddy, Janet Finney, Jody Fronce, Vickey Grochowski, Janel Harder, Annette Hernandez, Connie Kisse, Gary Leitnaker, Melissa Linenberger, Hanna Manning, Jennyfer Owensby, Brad Millington, Christina Nash, Lesa Reves, Rob Reves, Cherry Rosenberry, Lois Schreiner, Michael Seymour II, Maria Sweet, Lindsay Thompson, Ann Marie Treinen, Pam Warren, John Wolf, Terri Wyrick and Jackie Yonning
- B. *Absent - Excused:* Ramon Dominguez, Connie Emig, Doris Galvan, Brittany Green, Claudia Leeds, Mardee Hutchinson, Darrin VanDorn, and John Wolf

III. Installation of new Officers and Welcome All New Senators:

- A. Becki Bohnenblust was sworn in as new president by Jennyfer Owensby. The other new officers were sworn in by new president Becki: Lesa Reves – President Elect, Terri Wyrick – Secretary, Lois Schreiner – Treasurer, Annette Hernandez – At Large Representative. Classified Senate would like to send a big Thank You to Jennyfer Owensby for taking over as president last year for the last half of the senate year since Carolyn Elliott took an unclassified position and was unable to fulfill her duties as president.
- B. Welcome to all the new senators who include: Lindsay Thompson, Pam Warren, Christina Nash, Ann Marie Trienen, Paula Connors, Vickey Grochowski, Dale Billam, Brad Millington, and Ramon Dominguez.

IV. Karla Byland – HR Classification Services:

- A. Position Reclassification - The freeze was lifted for reclassification to allow departments the freedom to reorganize in light of the economy. The State has a freeze on positions in Groups 1 and 2 unless there is significant change to the duties. The reclassification is for positions that had started a reclassification but was stopped because of the freeze. The state is looking at the positions in Group 1 and Group 2 so they can be put in the new pay plans. There are two new forms that need to be filled out when submitting a position for reclassification. One of the forms is a PER 61 Request for Classified Position Reassessment. This form is used so that the employee can give a detailed justification for the request and has to be signed by the Department Head or the director. The other form is the PER 62 Position Analysis Questionnaire. This form asks questions about the primary job duties. HR would like the employee to answer these questions without quoting the position description. This helps Human Resources to reclassify the position. The supervisor then confirms the information and may make additions or amendments to the employee's answers but can not delete the employee's information. When a position is reclassified the reclassification does not occur because a person has a large volume of work. The reclassification takes place because the body and the level of work increase. Reclassification does not take place to give good people raises because the state will not allow this. Human Resources has to follow guidelines that the State has put into place.
- B. Market Adjustments – KAPE/KOSE is having a meeting with the Governor on June 2, 2010 about the market adjustments so they can try to get the market adjustment installed for this year (The Classified Senate has met several times with the Legislature this past year and will

continue to do so in the future). Classified Senate has a link to the Market Survey on the Classified Senate website. The State would like to put each position within 10% of market. There has not been any one that has lost their position since last summer. HR tried to find a position for all layoffs that occurred at that time.

V. Assistant Vice President for Administration and Finance Report:

Gary Leitnaker reported:

- A. *New pay plan update:* The information on the pay plan can be accessed through the Classified Senate Website. Market Adjustments have been approved and the bill is on the Governor's desk for approval.
- B. *Budget/layoff/furlough update:* There has been no discussion on furloughs or lay-offs.

VI. President Kirk Schulz – Status Report, Q&A:

- A. *Raising Funds for the University:* The legislators are backing the market adjustments for employees. A tax increase has been passed in the state and will be helpful to our university. President Schulz will be talking to the regents to ask for money for our campus and for raises. He does not support floating dollars. The president would like to raise money for several projects. Major projects include renovation of buildings and infrastructure. He would like to see private dollars raised for HVAC and air conditioners.
- B. *Focus Groups:* The president has put together focus groups to assess the vision for the university. "Where do you see the university in 2025", is the question being asked. These focus groups will be going on through the month of September. All the opinions will be completely confidential and each group will be comprised of about five to seven people. A summary of each group will be posted.
- C. *Filling High Positions:* The search committee for the Vice President of Administration and Finance decided to ask Bruce Schubert to fill the position because of his qualifications. No other candidate that was interviewed had his qualifications or experience. The president would like the university to continue to do searches for high positions in the same manner that has been done in the past.
- D. *Classified Staff Appreciated:* The President wanted all classified staff to know that he appreciates them. "The classified staff makes a difference for the success of the campus and the university."

VII. Minutes:

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

VIII. Budget Report:

- A. John Wolf presented the budget report. Noting that payment was made to Facilities for the awards that were presented at the awards ceremony in April 2010. Rob Reves moved and Connie Kissee seconded that we approve the budget report as presented. Motion passed.

IX. Classified Senate Annual Picnic

Connie Kissee made a motion to make John Wolf an honorary classified Senate member every June so that he could bring and the make burgers for the Classified Senate Annual Picnic. The motion was seconded by Vickey Grochowski. Motion passed.

X. Executive Council Report:

K-State will host CSSC next year: It was reported that Kansas State University would host CSSC (Classified and Support Staff Council). Janel Harder served on the committee that organized this the last time it was held at this university and would be honored to work with the Legislative Committee to organize it this year. Jennyfer Owensby encouraged the committee to ask Sue Peterson's office for help to set up the meetings. She suggested that the first meeting be

held in the late summer or early fall. CSSC meets twice a year. A CSSC representative meets with the Board of Regents in November and in January or February. They will also complete the CSSC Position Paper and plan Legislative Day.

XI. Senate Standing Committees:

- A. *Campus Affairs Committee*: Janet Finney will chair this committee
- B. *Legislative Affairs Committee*: Terri Wyrick and Lesa Reves will co-chair this committee
- C. *Recognition Ceremony Committee*: The co-chairs will be Annette Hernandez and Brittany Green
- D. *Public Relations Committee*: Lois Schreiner would like to step down from chairing this committee and would like someone else to work on this committee. She has worked on this for a number of years and does not have the time to fulfill this duty. This committee sends out the ROAR every three months and updates the website. The chair of this committee will need to be on senate for at least one year.
- E. *Classified Employee Opportunity Fund* – Lois Schreiner reported that two classified employees have applied for the funds. A classified staff member can apply for this award every five years. The staff member must be nominated for going above and beyond in their job duties. The maximum award limit that an employee can be awarded per year is \$1000.00. The money is taxable.

XII. Campus Committee Reports:

- A. *Faculty Senate Fringe Benefits Committee*: Faculty Senate would like to see an increase of current benefits to all K-State employees. Be thinking of what benefits could be available to employees at little to no cost. There should be some way to market more of our benefits offered through HealthQuest so we are aware of them.
- B. *Higher Learning Commission*: The accreditation will be held in 2012. All Classified Staff will be aware of the accreditation at the time it is happening.
- C. *CSSC* – All six regent Universities will attend. It is their duty to write the position paper that will be given out to legislators during Legislative Day. The committee should ask Sue Peterson to be the moderator. Classified Senate will need to provide a meeting place, breakfast and lunch.
- D. *Recycling Committee* – Cherry Rosenberry did not have a report.
- E. *Child Care Development Committee* – Mike Seymour did not have a report.

XIII. Old Business:

No old business.

XIV. New Business:

- A. *Plaques* – Plaques from the Recognition Ceremony are still in the hands of Classified Senate. Please take any plaques to your department.
- B. *Goals* – At the July meeting the senate will have a break out session in groups of 4 to 5 senators to help set goals and concerns to be addressed during the coming year.

XV. Adjournment:

- A. Lesa Reves moved to adjourn. Jackie Yonning seconded. Meeting adjourned.