

**Minutes of the KSU Classified Senate
March 3, 2010**

I. President Jennyfer Owensby called the meeting to order.

II. Roll Call:

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

III. President Kirk Schulz:

Jennyfer Owensby welcomed President Schulz to the meeting and thanked him for the opportunity to visit with him. He discussed the budget proposals that he presented. But noted that these are just proposals at this time until we know what the state budget is going to do. Then he opened the floor for questions. After April 15, there will be a flurry of activity in Topeka once the state has concrete tax revenue numbers to work with.

Classified Senate indicated they have received some concerns from campus regarding the understaffing issues in Facilities, especially during inclement weather, and salary levels for some recently hired positions. President Schulz discussed the budgeting decisions for upper administration hires, which have been clearly outlined in his e-mails to the K-State community. Discussion was held on how to get information to the classified employees who do not read e-mails. It was suggested that the information be included in the Facilities newsletter. If anyone has questions or concerns, President Schulz suggested that they contact him and he will reply to their concerns. If someone would prefer to remain anonymous, they can ask the question through a Classified Senator.

The Classified Senate supported the task force recommendations for the Dependent/Spouse Grant and suggested looking at Employee Tuition Assistance if the proposed changes are approved for dependents & spouses. President Schulz asked the Senate to send a formal endorsement of their recommendation.

Discussion was held on lifting the freeze on reclassifications. Classified Senate thanked President Schulz for approving Gary Leitnaker's request to lift the freeze. Reclassification requests will only be considered if employees have taken on significant additional duties due to office restructuring caused by the budget cuts.

Classified Senate indicated they would support a Health Care Bridge if this option was considered as it has been in other states (Iowa).

Moral on campus was another issue that was discussed. President Schulz talked about one of the worse things for employee morale is miscommunication.

The recent visit by the Kansas Board of Regents was discussed. The Regents asked if K-State's Classified Senate looked at the possibility of going to an Alternative Service System. We told them we did have a committee look at it a couple years ago, but we decided to see what the State of Kansas does with the new pay plans before proceeding any further.

President Schulz was asked his recommendation when a program needs an additional person but has no additional resources to pay for one. The administration's priority is to try to protect our current workforce instead of hiring additional staff at this time.

IV. Assistant Vice President for Administration and Finance Report:

- A. *New pay plan update:* Gary Leitnaker reported that there has been no new discussion on the pay plan.
- B. *Budget/layoff/furlough update:* Gary Leitnaker reported that there have been 2 lay-off requests, and they are working to place them within the university. Discussion was held on the reclassification policy and reasons why a reclassification may be denied.
- C. *Options:* Discussion was held on different options that may be offered to employees such as .9 time or a 9-month appointment. This may be a possibility to offer employees if they are interested in that option.

V. Minutes:

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

VI. Budget Report:

- A. John Wolf presented the budget report for February and March. Connie Kissee moved and Jackie Yonning seconded that we approve the budget report. Motion passed.

VII. Executive Council Report:

- A. *NBAF Project Update Info Meeting:* Jennyfer reported that the Executive Council had been invited to the NBAF Project Update Meeting. If you received an invitation, please RSVP.
- B. *Discussion with President Schulz:* Other items discussed in Executive Council were discussed with President Schulz.

VIII. Senate Standing Committees:

- A. *Campus Affairs Committee:* Rob Reves reported that the committee is working on issues regarding bicycles and walk-ways.

Discussion was also held on the duties of the Campus Affairs Committee. Jennyfer suggested that Campus Affairs Committee be responsible for providing a written response to the President or his designee when asked for input. This would be a more formal structure for the Senate and require a small change in the by-laws. Brittany Green moved that we change the by-laws and that the Campus Affairs Committee will be responsible for formal written responses to the President or his designees. Connie Kissee seconded. Motion passed.

- B. *Legislative Affairs Committee:*

- 1. 2nd Day on the Hill – Terri Wyrick reported that the 2nd Day on the Hill would be held on Tuesday, March 9. Please let Terri know by today who is interested in attending. We were also asked to bring some hospitality items for the Meet and Greet with the representatives. These can be purchased from our Foundation account. Michael Seymour graciously offered to donate cinnamon rolls and/or cookies. Terri Wyrick also reported on the Cats at the Capital day that she attended along with Cherry Rosenberry and Connie Jordan.

2. KBOR Presentation Update – Jennyfer Owensby reported on the meeting with the Kansas Board of Regents.
 3. By-laws Revisions Update – Terri Wyrick discussed changes in the by-laws. The officer election has been changed to reflect that the Vice-President will serve as the President the next year and that we will no longer have a President-Elect position. Discussion was held on this and other changes in the by-laws. There was also discussion regarding the Foundation not being included as a Local Agency. Terri read an e-mail that she received regarding interest from the Foundation on being a part of the Classified Senate. Discussion was held on whether this should be a member of the Senate or an at-large or ex-officio position. Melissa Linenberger moved that we table this issue and proceed with the election as is for this year. Connie Kissee seconded. Motion passed.
- C. *Recognition Ceremony Committee*: Connie Kissee reported that the plaques and awards have been ordered for the recognition ceremony. Currently the three recipients of the Classified Award of Excellence will receive a check for \$500 and their name on a plaque in Anderson Hall. Discussion was held on whether plaques should also be presented. John Wolf moved and Rob Reves seconded that we recommend to the Classified Employee Award of Excellence Committee that they provide certificates and frames for all the nominees of the award. Motion passed. Annette Hernandez moved that we also purchase plaques for this year for the three winners and look into revising the policy for future years. Janel Harder seconded. Motion passed. Discussion was held on also providing the nomination packets to all those who were nominated.
- D. *Public Relations Committee*: Lois Schreiner reported that the next ROAR will go out in May. Rob Reves and Lesa Reves will provide the spotlight for the May issue. If you have anything you would like added, please let Lois know.

IX. Campus Committee Reports:

- A. *Dependent Tuition Task Force*: Jennyfer Owensby reported that everyone should have received a copy of the task force recommendations. She will send a formal letter of endorsement to President Schulz on the recommendations.
- B. *Faculty Senate Fringe Benefits Committee*: No report was given.
- C. *Classified Employee Opportunity Fund*: Lois Schreiner reported that we have completed work on the application forms for the opportunity fund. John Wolf moved and Connie Kissee seconded that we approve the forms as presented. Motion passed. Discussion was held on how the fund will be handled. For all personal reimbursements, the check will be made payable to the person applying and then this information will be forwarded to Human Resources for tax purposes. For the meritorious service award, the Foundation will make a check payable to Kansas State University. The money will be deposited in a department account and the information sent to Human Resources to include payment with the recipient's paycheck. We are currently working on getting the forms on the website.
- D. *Higher Learning Commission*: Jennyfer Owensby reported on how the commission would be handled. They are in the planning stage.

X. Old Business:

- A. *Principles of Community Statement*: The Principles of Community Statement passed via an e-mail vote by the Classified Senate.

XI. New Business:

- A. *VP for Administration & Finance Search Committee Appointment:* Annette Hernandez has been appointed to serve on the search committee for the VP for Administration and Finance.
- B. *Dean of Ag./Dir. Of Research & Extension Search Committee Appointment:* Jennyfer Owensby reported that she nominated three senators; one will serve on the search committee.
- C. *April Meeting:* Regent Jerry Boettcher has agreed to attend the April meeting and will discuss KPERS fund issues.
- D. *Caught in the Act of Doing Good:* Terri Wyrick reported that the Division of Facilities has initiated a new award, "Caught in the Act of Doing Good," (<http://www.k-state.edu/facilities/forms/Caught.html>). Senators were encouraged to fill out the form if they see a Facilities employee doing something above and beyond. She will write up an article about the award to include in the next issue of the ROAR.

XII. Adjournment:

- A. Connie Kisse moved to adjourn. Brittany Green seconded. Meeting adjourned.