

Minutes of the K-State Classified Senate
May 13, 2009

I. President Jennyfer Owensby called the meeting to order.

II. Budget Discussion

- A. Cindy Bontrager gave a budget update. While the budget for FY2010 holds a lot of challenges, she felt like it could have been a lot worse. She handed out a Budget Update sheet which is also available online at <http://www.ksu.edu/budget>. She did note that the market pay plan adjustments and longevity were included in the budget proposal; however, the 1% general increase for unclassified & classified employees was removed. K-State is proposing a modest 3.9 percent tuition increase to the Kansas Board of Regents. K-State is proposing the lowest tuition increase of the six Regent universities.

III. Roll Call:

- A. *Present:* Becki Bohnenblust, Jean Bramwell, Richard Brenner, Carolyn Elliott, Brittany Green, Janel Harder, Annette Hernandez, Tracy Ivy, Connie Kissee, Gary Leitnaker, Melissa Linenberger, Hanna Manning, Barb Nagel, Jennyfer Owensby, Rob Reves, Lois Schreiner, Richard Umscheid, Darrin VanDorn, Libby Vathauer, and Terri Wyrick
- B. *Absent – Excused:* Terri Eddy, Connie Emig, Claudia Leeds, Wendy Michaels, Connie Reding, Peggy Selvidge, and John Wolf

IV. Gary Leitnaker Report:

- A. *Parking Garage Update* – There continues to be a lot of work. They hope to have the garage completed by July.
- B. *Furlough and Layoff Update* –
1. There has been only one layoff in Newton (Research & Extension Office). Gary will meet with the individual to explain options. K-State is required to give 30 days notice when issuing a layoff notice. K-State Human Resources (HR) prefers to give more than 30 days notice whenever possible. The Newton employee was given more than 30 days notice.
 2. The Division of Personnel Services (DPS) & K-State HR are currently working on position descriptions in Phase 2 of the new pay plan.

V. Minutes

- A. The minutes were reviewed. Rob Reves moved and Connie Kissee seconded that we approve the minutes. Motion passed.

VI. Treasurer's Report

- A. Jennyfer gave the financial report. Most of the expenses for Recognition Ceremony have been taken care of. Melissa Linenberger moved and Richard Brenner seconded that we accept the treasurer's report. Motion passed.

VII. Executive Council Report:

- A. *Budget Memo from President-Elect Schulz* – Jennyfer received a memo from the President's Office regarding funding for Classified Senate. For the past two years, Classified Senate received an annual allocation from the President's Office to use at our discretion. Due to budget issues, President-Elect Schulz asked Classified Senate to submit a request for funds, as needed, instead of awarding a yearly allocation.

- B. *Faculty Senate Furlough Memo* – Jennyfer reported, due to furlough discussions on campus, Faculty Senate wrote a memo asking President Wefald to include unclassified & classified employees and student representatives when preparing a policy on furloughs at K-State.
- C. *Executive Council Election Discussion* – Discussion was held on how to handle the possibility if a Senator on the Executive Council is not re-elected. We may need to hold new elections at the June meeting. Discussion was held on whether we could ask them to stay on Executive Council if they are not a Senator. The by-laws are not clear and may need to be revised next year. Classified Senate will vote on new Exec Council officers in June if necessary.
- D. *CSSC Meeting* – The next meeting of the Classified and Support Staff Council will be hosted by KU in Lawrence on May 29. If anyone is interested in attending, please let Carolyn know by Friday.

VIII. Senate Standing Committees:

- A. *Campus Affairs Committee*: No report
- B. *Legislative Affairs Committee*: Carolyn Elliott reported.
 - 1. Joe Myers has resigned from the Senate. He had been elected to the President-Elect position so that position is open.
 - 2. Nominations for President-Elect position – If any Senator is interested in the President-Elect position, please contact Carolyn. Discussion was held on whether an ex-officio could be nominated for the position. There was also discussion on holding officer elections after the Senate elections are held.
 - 3. Electronic Elections Update – There were several good comments regarding holding the elections electronically. Election results will be e-mailed to all classified staff.
 - 4. Discussion was held on the length of the term of Senators and the President of Classified Senate to make things more consistent.
 - 5. All Senators were asked to email Carolyn Elliott for committees they would like to serve on.
- C. *Recognition Ceremony Committee*: The ceremony was held on April 8, 2009, in the K-State Student Union Ballroom. The committee did a fantastic job. Classified Senate received numerous positive comments.
- D. *Public Relations Committee*: Melissa Linenberger reported the next issue of the ROAR is scheduled for the end of May or early June after the latest budget information is available. Suggestions for the spotlight were given.
- E. *Employee of the Year Award Special Committee*: Jennyfer reported that Barb Nagel is getting plaques for Anderson Hall for the new award, K-State Classified Award of Excellence. As the new Classified Senate President, Carolyn will be responsible for appointing members to the new university committee for this award. Procedures will need to be prepared quickly over the summer in order to take nominations this fall. Any classified employee can be nominated by anyone in the campus community for this award.
- F. *Classified Employee Opportunity Fund Special Committee*: Richard Umscheid reported that they met with Nancy Baker, K-State Planning and Analysis, and an on-line application form has been developed. The committee will work on the procedures. The goal will be to have this ready for accepting applications in August.

IX. University Committee Reports

- A. *Parking Council Update:* Carolyn Elliott reported an open forum was held on April 16 with some very good comments. She reported on how the parking garage would work after business hours.
- B. *Recycling Committee Update:* Richard Brenner reported that they are still working on the new building. It is not yet set up for everything they want to do.

X. Old Business:

- A. Richard Umscheid circulated a list for lunch items at the June meeting. Executive Council will meet at 11:15 a.m. with lunch at 12:00 noon. The Senate meeting will be held at 1:00 p.m.

XI. New Business:

- A. Migration to the new Zimbra system is scheduled for May 29-31. Some have already switched and think the program works very well.

XII. Adjournment: Tracy Ivy moved and Connie Kisse that we adjourn. Motion passed.