

Minutes of the KSU Classified Senate
May 5, 2010

I. President Jennyfer Owensby called the meeting to order.

II. Roll Call:

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

III. Jeffrey Morris, Vice President for Communications and Marketing:

Jennyfer Owensby welcomed Jeffrey Morris to the meeting. He serves as the Vice President for Communications and Marketing. As part of this new position, he will work with branding and marketing of K-State. He discussed some of the initiatives they are working on. They merged the offices of Media Relations, Publications, ECC, and Printing into one office. They are trying to create a one stop shop with centralized resources. In the process of merging the offices, there have been relocations of employees and students to different buildings, with 15 people moving to Dole Hall.

They are working with several different task forces including the Integrated Marketing Team which is a strategic group to collaborate on different marketing strategies. There is also a task force for Media Relations which includes PR activities across campus. He discussed Printing Services and the need to look at what our needs will be in the future. There is also a task force for Graphic Design. There are currently 9 different purple colors used across campus. There are also a number of different logos used. The goal is to find a common ground to link all these into an identity for the university. There will also be a Website Task Force that will begin meeting soon. The task forces will meet over the summer and hope to have something to share with the faculty, staff and students during the fall semester.

Discussion was held on how classified employees can help in this initiative. They are looking for input and ideas from the classified employees. He would like to come back to a Classified Senate meeting in the next few months to discuss the progress they have made and for the “show and tell” stage of the process. Brittany Green and Vickey Grochowski volunteered to serve on the Integrated Marketing Team.

Jeffrey discussed the use of K-State versus KSU for marketing. Some people have a strong preference on which they use. He has no plans to mandate either. Discussion was held on the use of marketing firms by some colleges. Jeffrey indicated that he was trying to meet with these firms and get ideas. Hopefully in the future this will be something that can be done through his office.

IV. Quentin Rawlins & Renee Leask – Recycling Information – This presentation was postponed to a future meeting.

V. Welcome New Senator – Vickey Grochowski – Jennyfer introduced Vickey Grochowski. She will be completing the term for Carolyn Elliott. She has served on the Classified Senate before.

VI. Assistant Vice President for Administration and Finance Report:

Gary Leitnaker reported:

- A. *New pay plan update:* There is no new information on the pay plan and no further information on the budget to date.
- B. *Budget/layoff/furlough update:* There has been no discussion on furloughs. Of the two lay-off notices that Gary reported on earlier, both employees have been placed.
- C. *June Meeting* – Discussion was held on inviting Karla Bylund to the June meeting to discuss reclassifications, etc. President Schulz will also be attending the June meeting. It was decided to invite Karla for lunch and senators could ask her questions.

VII. Minutes:

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

VIII. Budget Report:

- A. John Wolf was not able to attend the meeting. Lois Schreiner presented the budget report. Jennyfer explained the budget report and the opportunity fund. It is possible to move funds from C21155 (Operating Fund) to C21151 (Opportunity Fund) if it was decided that the money would be better used in the Opportunity Fund. To do this, we would need to submit a letter to the Foundation signed by the Classified Senate President and Bruce Shubert. Janel Harder moved and Mike Seymour seconded that we approve the budget report as presented. Motion passed.

IX. Executive Council Report:

- A. *Senator Jordan's Resignation:* Jennyfer reported that Connie Jordan has resigned. Ann Marie Treinen was appointed to finish her term. Ann Marie has previous experience on Classified Senate.
- B. *K-State will host CSSC next year:* Jennyfer reported that we will be hosting the Classified Senate and Support Staff (CSSC) this year. There was some confusion on who would be hosting this year, but it was confirmed by President Schulz that K-State will host COPS and CSSC is hosted by the same university that hosts COPS. No dates for future CSSC meetings have been set. This will be up to the Legislative Committee. Jennyfer 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.
- C. *President's Advisory Council* – Jennyfer reported that the council has been meeting and focusing on K-State 2025. When complete, Jennyfer will give a presentation on K-State 2025 and a focus group of classified employees will be asked to provide input and suggestions.
- D. *June Picnic* - Discussion was held on the June picnic. In past years, John Wolf has provided hamburgers and the rest was potluck. Discussion was held on possibly catering the meal as a thank you to all the Classified Senate for their hard work through-out the year. As this will be John's last year on the Senate, it was decided to stay with the picnic this year and then discuss what to do in future years. The meeting will be held Wednesday, June 2, with the Executive Council meeting at 11:00 a.m., followed by lunch at noon and then the Senate meeting. This meeting will include the new Senators elected in March.

X. Senate Standing Committees:

- A. *Campus Affairs Committee:* Janel Harder reported that the committee has not met. Discussion was held on the inclement weather policy and whether there should be a university-wide policy.
- B. *Legislative Affairs Committee:*
1. Election of Executive Council Officers – Terri Wyrick handed out ballots for those who had been nominated for officers. The following officers were elected:
President – Becki Bohnenblust
Vice President – Lesa Reves
Secretary – Terri Wyrick
Treasurer – Lois Schreiner
At-Large – Annette Hernandez
 2. Health Insurance Bridge Article – Jennyfer Owensby reported that there was an article in the Associated Press regarding a new federal program to help businesses who provide a health care bridge for early retirees (age 55-65). So far, no details on the program are available.
- C. *Recognition Ceremony Committee:* Becki Bohnenblust reported that the Recognition Ceremony was a huge success and thanked everyone for their work. She asked Senators to pick up awards for those in their departments who were not able to attend the Recognition Ceremony. Next year's Recognition Ceremony will be held on April 27, 2011 and the Ballroom and Cottonwood Rooms of the K-State Union have been reserved. Discussion was held on the possibility of moving the ceremony to McCain Auditorium. Becki reported that the University Photographer had been on hand to take pictures and has sent her a link to view the pictures. She will send the link to the classified listserv and send printed pictures to the retirees. It was suggested that next year the retirees have their pictures taken with the President. Senators were asked to let Becki know if they have any suggestions or comments on the Recognition Ceremony.
- D. *Public Relations Committee:* Lois Schreiner reported that the next ROAR will go out in late May or early June. We will wait until we get news on the budget before we finalize this issue. We will also include information on the Recognition Ceremony and a list of the new Senators. Senators were asked to let Lois know if they have anything they would like add.
- Classified Award of Excellence* - Discussion was held on publishing the names of the nominees for the Classified Award of Excellence in the ROAR. It was decided that this should be decided by the Classified Award of Excellence committee. There is still confusion in the departments regarding the difference between the Award of Excellence and the Employee of the Year awards. It was decided that Classified Senate will work with Human Resources to find a better way to market the awards so departments understand the differences. Discussion was also held on the departments giving the \$300 that can be given for the Employee of the Year Awards. This money comes from the individual departments and is up to their discretion. Discussion was held on how different departments handle the award and whether the \$300 should be made mandatory or not. It was decided that the Recognition Ceremony committee will work with Human Resources on the procedures for the awards and how to best handle it.
- E. *Classified Employee Opportunity Fund* – Lois Schreiner reported that the Classified Employee Opportunity Fund has been launched. We currently have not received any applications, but envision that there will be several at the start of the next semester.

XI. Campus Committee Reports:

- A. *Dependent/Spouse Tuition Task Force*: Becki Bohnenblust reported that the Faculty Senate is looking at the recommendations of the Task Force. Discussion was held on the definition of a dependent in the report. It looks very encouraging that the task force recommendations will be implemented. The form for the 2010-2011 year should be available on the website shortly. Discussion was held on the employees also receiving the same benefits.
- B. *Faculty Senate Fringe Benefits Committee*: Becki Bohnenblust had no report.
- C. *Higher Learning Commission*: Jennyfer Owensby reported on the progress of the commission. The accreditation will be held in 2012.
- D. *Service and Safety Maintenance Committee* –Becki Bohnenblust reported that they are re-doing the lights across campus. This is an energy saving recommendation but there is some concern with safety. Senators were asked to let Becki, or someone from the committee, know if there are any concerns with the new lighting such as dark places in parking lots.
- E. *Recycling Committee* – Cherry Rosenberry reported that the Recycling Committee is trying to find new ways to encourage recycling. Senators were asked to take the time to fill out the survey that was sent out to help with recycling ideas.
- F. *Child Care Development Committee* – Mike Seymour reported that there is discussion on outsourcing the management of the Center for Child Development (CCD).

XII. Old Business:

No old business.

XIII. New Business:

No new business.

XIV. Adjournment:

- A. Cherry Rosenberry moved to adjourn. Hannah Manning seconded. Meeting adjourned.