

Minutes of the KSU Classified Senate
August 3, 2011

I. President Lesa Reves called the meeting to order.

II. Roll Call:

- A. *Present:* Dale Billam, Becki Bohnenblust, Jessica Brooks (for Brad Millington), Paula Connors, Ramon Dominguez, Susan Erichsen, Pat Fine, Janet Finney, Jody Fronce, Doris Galvan, Vickey Grochowski, Annette Hernandez, Kerry Jennings, Gary Leitnaker, Hanna Manning, Christina Nash, Lesa Reves, Connie Schmidt (for Pam Warren), Lois Schreiner, Michael Seymour Sr., Maria Sweet, Janice Taggart, Lindsay Thompson, Pam Warren, and Jackie Yonning
- B. *Absent - Excused:* Will Hirsch, Rob Reves, Cherry Rosenberry, and Terri Wyrick

III. Assistant Vice President for Administration and Finance Report:

- A. Gary Leitnaker reported on the Voluntary Retirement Incentive Program. This is for classified employees in Tier I and Tier II that are retirement eligible. There are 436 eligible employees at K-State. Human Resources will be sending an e-mail to anyone who is eligible for the incentive. They will set up meetings on Monday, August 8, and Wednesday, August 10, to discuss the option with interested employees. If you are eligible, some items you will need include 1) birth certificate for you and/or spouse, 2) marriage license and 3) anything with a name change on it. Gary discussed some of the different options with retirement. It is currently unclear how filling these positions will apply to regent's universities. Discussion was held on making sure that all eligible people know about the program because some may not check their e-mail. Human Resources will check into options to make sure that everyone is contacted. Classified Senate will help in whatever way we can to help make sure that the word gets out on the program.
- B. Discussion was held on the policy for classified employees taking a class. The expectation is that the employee will make up the time they missed but that is up to their supervisor. All benefits-eligible employees are allowed to take a class.

IV. Minutes:

- A. The minutes were reviewed. Annette Hernandez moved to accept the minutes. Dale Billam seconded the motion. The minutes were approved.

V. Budget Report:

- A. Annette Hernandez reported there was no financial report available.

VI. Executive Council Report

- A. *Alternative Service Committee:* Lesa Reves reported that she had received notification that Barb Nagel has resigned as chair of the Alternative Service Committee. Discussion was held on the history of the committee and how it was formed. Discussion was held on how this committee affected the pay plan and market adjustments. Discussion was held on what advantages and disadvantages KU has going from a classified to support staff system. Lesa reminded Senators that Sue Peterson would like stories on how the lack of funding for the market adjustments has negatively affected classified employees. The Legislative Affairs Committee is currently working hard on the issues that were addressed by this Alternative Service Committee.

- B. *Position Paper for the CSSC Meeting*** – Lesa Reves reported on the handout regarding the position paper. This was from notes that she took from the conference call with CSSC. The Legislative Affairs Committee will discuss this in their breakout session.
- C. *Password Change Flyers*** – Maria Sweet has developed some flyers to be distributed regarding changing passwords. She will also be developing other flyers, such as for health insurance enrollment, etc.
- D. *Upcoming Speakers*** – Lesa Reves reported that the following guest speakers have been lined up for Senate meetings:
 - October 5 – Jackie Hartman, Director of Community Relations*
 - November 2 – Provost April Mason*
 - December 7 – President Kirk Schulz*
 - April 4 – President Kirk Schulz*

VII. Senate Standing Committees: Campus Affairs, Legislative Affairs and Public Relations Committee meetings were held for 15 minutes.

- A. *Legislative Affairs Committee:*** Dale Billam reported on the position paper. The committee voted to include the following on the position paper:
 - 1. Maintain and fully fund the legally mandated KPERS retirement system for all classified and support staff.*
 - 2. Reinstate funding for the market-based increases recommended by the Division of Personnel Services as proposed by the Hay Group Study and approved by the Kansas Legislature HB 2916-2007.*
 - 3. Fund a 4% Cost of Living Adjustment for all university classified and support staff*
 - 4. Continue to support and fund legally mandated longevity for all eligible employees.*

Becki Bohnenblust reported that we have received permission from the Board of Regents to use their seal on any promotional material we use for the CSSC meeting. She is working on items that we can use as gifts at the meeting.

The location for the CSSC meeting has changed to the KSU Union. We will eat lunch at the Legends Room at Bramlage. Discussion was held on using vans to transport people from the Union to Bramlage.

Discussion was held on the KPERS portion of the position paper. A committee has been developed at the state level to discuss options for KPERS. They are charged with coming up with suggestions for KPERS, but we would like to maintain KPERS and have it fully funded.

Discussion was held on how the Voluntary Retirement Program might affect market adjustments and the Health Care Bridge.

- B. *Campus Affairs Committee*** – Maria Sweet reported that the committee had met regarding the Benefits Fair which will be held on October 6. Discussion was held on handing out a questionnaire for classified employees to fill out and then be eligible for a bigger prize rather than smaller gifts handed out to everyone. Annette Hernandez will check on our budget for this event. Maria will check into small gifts that could be handed out to everyone. If you have suggestions on any items, please e-mail Maria.

- C. *Recognition Ceremony Committee*: The ceremony will be held on April 25, 2012 in the Union ballroom with John Currie as guest speaker.
- D. *Public Relations Committee*: Lindsay Thompson reported that the next issue of the ROAR will go out on August 15. The deadline for items to the ROAR is August 12. They plan to send the newsletter out quarterly via e-mail.
- E. *Classified Employee Opportunity Fund*: There was no new report.

VIII. Campus Committee Reports:

- A. *Peer Review*: Lesa reported that Peer Review training would be held September 20 and 22 for those selected to be on the committee.
- B. *Safety and Maintenance* – Report any safety issues or concerns to Lesa Reves or Becki Bohnenblust.

IX. Old Business:

- A. *Suggestion Award Program*: Lesa reported on what they had discovered about the Suggestion Award Program. It is still listed in our Policy and Procedures Manual (PPM 4890). Unfortunately, this was a State of Kansas program that KSU was a part of and it is no longer available. Discussion was held on options regarding the award. Mike Seymour, chair of the Classified Senate committee, reported that he would like the support of Classified Senate to try to reactivate this award program as an incentive to employees to come up with good ideas to save the state money. The award program will be discussed with CSSC members during their monthly conference call.

X. New Business:

- A. *CSSC Position Paper* – It was decided to vote on the proposed position paper at the September Classified Senate meeting.
- B. *Alternative Service Committee* – Discussion was held on how to proceed with the Alternative Service Committee. Pat Fine moved that we disband the Alternative Service Committee. Dale Billam seconded. Motion carried.
- C. *Next meeting* – The next Classified Senate meeting will be held on September 7, 2011 in the Union Sunflower Room.

XI. Adjournment:

- A. Dale Billam moved to adjourn. Annette Hernandez seconded. Meeting adjourned at 2:30 p.m.

Respectfully submitted,
Lois Schreiner
Classified Senate Secretary