

**Minutes of the KSU Classified Senate
January 4, 2012**

I. President Lesa Reves called the meeting to order.

II. Roll Call:

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

III. Welcome Senator Carol Marden:

Lesla Reves welcomed Carol Marden, a newly appointed Senator, to the Senate.

IV. Associate VP/Human Resources and Parking Services Report – Jennifer Gehrt reported for Gary Leitnaker. She reminded everyone that the deadline for nominations for the Classified Award of Excellence is January 25. Nominations forms are available online and can also be e-mailed to her. Discussion was held on the K-State Federal Credit Union. In the past you had to work for K-State or be a student to have an account with the Credit Union. This has changed and is now open for all community members.

V. Minutes:

The minutes were reviewed. A correction was noted under the Faculty Senate Fringe Benefits Committee Report. Dale Billam moved to accept the minutes as amended. Kerry Jennings seconded the motion. The minutes were approved.

VI. Budget/Treasurer's Report:

Annette Hernandez presented the Treasurer's Report. For the period of December 1-31, 2011, there is currently \$5,311.52 in the Foundation Account (C-21151-CS); \$180.41 in the Foundation Account (C-21155-CS); \$79.05 in the Foundation Account (C-23750-CS Awards Ceremony) and \$1,493.57 in the State Account (NMAF205629). The total funds available are \$7,064.55. There was one Meritorious Service Award given. Discussion was held on the criteria for the Meritorious Service Award. Annette will put information in the next ROAR on the award. The Treasurer's Report was accepted as presented.

VII. Executive Council Report - No report was given.

VIII. Classified Senate President's Report

Lesla Reves welcomed Patricia to the meeting. Patricia is currently part of Project SEARCH and is working with Terri Wyrick. She was congratulated on the great job that she is doing.

IX. Senate Standing Committees: Legislative Affairs Committee meeting were held for 30 minutes.

- A. Campus Affairs Committee** – No report was given.

- B. *Legislative Affairs Committee*** – Dale Billam reported on the nomination and election process for Classified Senate. Nomination forms will be sent out February 1. There will be a comment added to the bottom of the nomination form stating, “Voting will be done electronically between March 1 - 15, 2012. Notification will be sent via e-mail. It is the voter’s responsibility to know how to use their e-mail to vote. For any problems with your e-mail or voting, please contact your personnel specialist.” Discussion was held on allowing work time to take part in the election. Jennifer Gehrt reported that Human Resources would be willing to send a note to all supervisors that work time should be allowed for classified employees to vote in the Classified Senate election.

The Day on the Hill was discussed. Lesa reported that anyone interested in going to the Day on the Hill should contact her or Dale Billam regarding arrangements and a schedule for the day. January 24 is the date scheduled for the Day on the Hill. Appointments will be made for approximately 15 minutes with legislators between 9:30 a.m. and 2:30 p.m. Information sheets will be put together on all the legislators that meetings are set up with. Talking points will also be sent to all the Senators.

Lesla Reves reported on which positions will be up for election this year. Please make sure to turn in a nomination form if you are completing your first term and want to run for re-election. Lois Schreiner will be completing her second term and not eligible for re-election. The following Senators are completing their first term or finishing a term they were appointed to and are eligible for re-election: Jody Fronce, Doris Galvan, Janet Finney, Will Hirsch, Cherry Rosenberry, Vickey Grochowski, Sharon Maike, and Lesa Reves.-

By-laws were discussed and updates will be worked on. Discussion was also held on the KPERS retirement program and suggestions that were made by the advisory board.

- C. *Recognition Ceremony Committee***: Annette Hernandez reported that the Recognition Ceremony Committee will meet right after this meeting is finished.
- D. *Public Relations Committee***: No report was given.
- E. *Classified Employee Opportunity Fund***: Annette Hernandez reported that one Meritorious Service Award was given and we have received one application for textbook reimbursement.

X. Campus Committee Reports:

- A. *Faculty Senate Fringe Benefits Committee***: Pam Warren reported on the work being done by this committee. A change was made to the proposal for increasing tuition assistance from three to six credit hours by removing reference to lack of pay increases and adding 2025 reference. Pam also reported on the Big 12 Benefits Comparison/Benefits Survey. KU nine month employees receive compensation over 21 pay periods versus our 20 with a half pay period at the beginning and end of the nine month session. The committee also discussed how unclassified personnel record sick time and how to make it consistent across campus. There was also a brief discussion about increasing KBOR Retirement Contribution, but this was tabled to the next meeting. K-State 2025 was also discussed by the committee. The plan is currently at the deans and above level. The next level will be department heads. They are looking for ideas on what should be presented to achieve Theme 5 - Faculty and Staff of the K-State 2025 plan. Human Capital Consultant was talked about. They will be

working on policies, unclassified staff job descriptions for consistency, training needs, recruitment, etc. The next meeting will be held in February.

- B. *Parking Operations:*** Terri Wyrick reported that an increase in parking fees was being discussed, but has not been finalized. Parking Operations also is looking at charging departments for client parking spaces. Further discussion will be held on these issues.

XI. Old Business:

- A. *College of Ag Dean Interviews:*** Lois Schreiner reported that four candidates were selected to come to campus for interviews for the Dean of the College of Agriculture. Interviews will be held the weeks of January 17-20 and January 23-26. Each candidate will give a public seminar and she encouraged anyone that was able to attend to take part in the selection.

XII. New Business:

- A.** Vacation Leave policy was discussed. It is the employee's responsibility to keep track of the number of hours they have. Leave time has to be checked over the computer. There is no notification sent from Human Resources if you have reached the maximum 304 hours.
- B.** Discussion was held on whether Classified Senate should promote AFLAC insurance that is being offered through the K-State Federal Credit Union to K-State employees. If K-State employees currently have an account or open an account with the Credit Union, they are eligible to obtain AFLAC insurance.

XIII. Adjournment:

- A.** Rob Reves moved to adjourn. Dale Billam seconded. Meeting adjourned.

Respectfully submitted,

Lois Schreiner
Classified Senate Secretary