

**Minutes of the KSU Classified Senate
July 6, 2011**

I. President Lesa Reves called the meeting to order.

II. Roll Call:

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

III. Installation of Officers – Lois Schreiner was sworn in as secretary.

IV. Dr. Pam Russell – Project SEARCH – Lesa introduced Dr. Pam Russell, Director of Special Education for the Manhattan-Ogden School District. Project SEARCH’s primary objective is to secure competitive employment for people with disabilities. This is a 9 month internship program for students with disabilities in their last year of high school.

Dr. Russell handed out a brochure and discussed their venture with the K–State Student Union. The students will meet in the Union for an hour of classroom training including job etiquette, resumes, work ethic, etc. The rest of the day is spent working. They will have a three-job rotation and will learn how to do these jobs.

They would like to partner with other departments on campus for Project SEARCH. The students would come for a 10-12 week period and would be mentored by people in the department. This is a school program and so there is no pay for the students.

Discussion was held on the type of positions and different options on campus. If your department is interested in partnering with Project SEARCH, contact Lesa Reves. Discussion was held on these students staying on these positions after the internship. This is a possibility after they go through the application process.

V. Assistant Vice President for Administration and Finance Report:

Jennifer Gehrt reported for Gary Leitnaker:

- A. *Kansas Health Policy Authority* is now under the Division of Health Care Finance within the Department of Health and Environment. They are in the process of re-organization.
- B. *Health Assessment Program* ends September 30. This will be the last day to fill in the on-line assessment and receive the \$50 gift cards. No gift cards will be offered next year.
- C. *KPERS Commission* has been established to make recommendations to the 2012 legislative session on KPERS.
- D. Discussion was held on the remodeling in Justin Hall and the difficulty this has caused some of the employees. It was suggested that they visit with the Dean to discuss possible relocation during the remodeling.

VI. Minutes:

- A. The minutes were reviewed. Dale Billam moved to accept the minutes with corrections. Rob Reves seconded the motion. The minutes were approved.

VII. Budget Report:

- A. Annette Hernandez presented the financial report. Total funds currently are \$5,493.69. The state account will receive \$3,000 in July. Rob Reves made a motion to accept the budget report. Jackie Yonning seconded the motion. The budget was approved.

VIII. Executive Council Report

- A. *K-State will host CSSC:* Kansas State University will be hosting the annual Classified and Support Staff Council meeting on Friday, October 7, 2011. We will host the lunch in the Legend's Room at Bramlage Coliseum.
- B. *BOR Universities Meeting on June 3, 2011* – Lesa Reves reported on the meeting. The Day on the Hill was discussed and it was decided that all the universities will make appointments with legislators. Items for the position paper were also discussed including KPERS retirement and market adjustments. Other items to possibly include are vacation leave and the health care bridge. Lesa had the opportunity to visit with Sue Peterson regarding the possibility of the health care bridge for classified employees. Discussion was held on how the health care bridge works for unclassified employees.
- C. *Attendance of Senators at Meetings* – After being elected, Senators sign the Acceptance Form for KSU Classified Senators. Lesa read the statement that is included on the form. *“Senators should be present for the entirety of the regular monthly meeting. Notification of late arrival or early departure must be made to the President, Vice-President, Secretary or Budget Coordinator, prior to the scheduled meeting. A senator will be allowed three (3) absences during the senate year (June to May). After the fourth (4) absence the senator will be notified in writing and will have fifteen (15) work days to make a written appeal to the Executive Council regarding absences. Upon review of the appeal, the senator could be removed from the Classified Senate. If a senator will be absent it is recommended that a representative be sent in his/her place.”* Although it is not mandatory, Lesa recommended that a representative from your area be asked to attend the meeting if you are not able to be there.
- D. *New Senators – Bio and picture for Classified Senate website* - Lesa offered to take pictures of the new Senators after the meeting so that the website can be updated. Please e-mail your biographies to Lesa. Lindsay Thompson and Ramon Dominguez are co-chairs of the Public Relations committee and will be updating the website.
- E. *Staff and Faculty Free Walk-in Portrait Day* – Lesa discussed the Walk-in Portrait Days for staff and faculty. This is a great opportunity to get a professional shot at no charge. Scheduled times are 10:00 a.m. – 12:00 noon and 1:00 – 3:00 p.m. on Tuesday, July 12 and Monday, August 1.

IX. Senate Standing Committees: Campus Affairs and Legislative Affairs Committee meetings were held for 15 minutes.

- A. *Campus Affairs Committee:* Hanna Manning discussed the Benefits Fair which will be held on Thursday, October 6. They will also work on the computer access flyers.

- B. *Legislative Affairs Committee:*** Dale Billam reported on the CSSC meeting to be held on Friday, October 7. It was decided to check to see if we could host the whole meeting in the Legends Room at Bramlage Coliseum. Hy-Vee has the first right of refusal for catering at the Legends Room, so Dale will check with them on catering the breakfast and lunch.

Discussion was also held on the gift bags that we distribute to participants at the meeting. We would appreciate anything that your department may want to include. We will need about 50 for all CSSC members and helpers. It was suggested that we may want to use the Board of Regents seal on some items.

Sue Peterson will moderate the meeting again. Hanna and Lois will help as secretary. Other volunteers are needed to help with the program. If you are able to help or have ideas for the meeting, please let Dale know or one of the committee members know.

- 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:*** The next issue of the ROAR will come out in August.

- E. *Classified Employee Opportunity Fund:*** There was no new report.

X. *Campus Committee Reports:*

- A. *Campus Committees:*** Lesa discussed how the committees were selected. If you volunteered, she submitted your name and the committee chair will contact you if you were selected.

XI. *Old Business:*

No old business.

XII. *New Business:*

- A. *Suggestion Award*** – Lesa reviewed an e-mail that she had received from Mike Seymour, Sr. He was disappointed that the market adjustments were not supported, but would like the Classified Senate to look into renewing the program that offers monetary incentive for ideas to save the state money (Suggestion Award). This could be a win-win with the money saved by these suggestions used to fund the market adjustments. Discussion was held on this award. Jennifer Gehrt will check into why this was stopped. Rob Reves moved that this issue be moved to a committee of three people with Mike Seymour, Sr. serving as chair and two other volunteers or appointees from the Classified Senate. Dale Billam seconded. Motion passed. Janice Taggart and Pam Warren volunteered to serve on this committee. Please send any suggestions or questions to the committee.

Discussion followed on the failure to fund the market adjustments for this year. It is not gone but on hold for another year. The original bill was passed in 2007. Discussion was held on how this affects employee morale. Lesa was asked to come up with situations on campus and how not following through with the pay plans have affected classified employees.

- B. *Facilities Meeting*** – Dr. Ed Rice extended an invitation to Classified Senate to attend the presentation of a benchmarking study. Several Classified Senators were able to attend. Most of the buildings on campus are 50 years old. In comparison, 90% of the buildings on

the KSU campus are over 25 years old, while only 65% of the buildings are over 25 years old at other peer universities. It was suggested that we need smaller classrooms and more technology. Discussion was held on the historical value of the buildings and our high energy consumption. It was suggested that a copy of the full report be sent to all Classified Senators for review.

XIII. Adjournment:

A. Dale Billam moved to adjourn. Rob Reves seconded. Meeting adjourned at 2:30 p.m.

Respectfully submitted,
Lois Schreiner
Classified Senate Secretary