

**Minutes of the KSU Classified Senate
March 2, 2011**

- I. President Becki Bohnenblust called the meeting to order.**
- II. Roll Call: Please make sure to sign in on the sign in sheet located with the meeting handouts**
 - A. *Present:* Becki Bohnenblust, Dale Billam, Paula Connors, Ramon Dominguez, Janet Finney, Doris Galvin, Brittany Green, Vickey Grochowski, Janel Harder, Annette Hernandez, Gary Leitnaker, Hanna Manning, Christina Nash, Lesa Reves, Rob Reves, Cherry Rosenberry, Lois Schreiner, Michael Seymour II, Maria Sweet, Lindsay Thompson, Ann Marie Treinen, Pam Warren, Jackie Yonning, and Terri Wyrick
 - B. *Absent - Excused:* Jody Fronce, Connie Kisse, and Brad Millington
- III. Minutes:**
 - A. The minutes reviewed for February 2011 and were approved with the noted correction.
- IV. Budget Report:**
 - A. Lois Schreiner stated that there was one deposit to the professional development account totaling \$44.47 and \$200.00 was given out for the Meritorious Service Award. There was one deposit made to the awards ceremony account totaling \$4.00. The other account used for the awards ceremony and the State account had no changes in February 2011. The total funds available as of February 28, 2011 are \$8,335.93.
- V. Vice President for Communication and Marketing:**
 - A. *Word Mark Development:* Jeff Morris, the Vice President for Communication and Marketing, asked to speak to Classified Senate. Jeff asked the senators for feedback on the word mark that is being developed for the University. The word mark will be used for all types of written communication. Kansas State University will be used instead of K-State because it is not recognized outside of Kansas. For example, K-State can mean Kent State University or Kentucky State University. The power cat will be used for athletics and will not be a part of the word mark because it does not imply anything about academics. Two word marks were shown to the senators and one word mark was favored over the other, which is favored by most of the university that has been asked their opinion.
 - B. *KSU Website:* Jeff Morris is aware of the difficulty in using the search function on the KSU website and the location of the search function needs to be easier to locate. The Communication and Marketing department is working to fix known problems.
- VI. Associate Vice President for Administration and Finance Report:**

Gary Leitnaker reported:

- A. *Privatization of the Childcare Department Center:* Gary reported that privatization of the child care facility will not happen. Revenues for the facility was up in January 2011 and down in February 2011. Pat Bosco is now over the day care center committee. Michael Seymour, who is on this committee, stated that the child care center is always in the hole. Pat Bosco will look at the where the facility is financially in June 2011 and make recommendations at that time. Currently, there is one classified employee that works at the child care center.
- B. *Market Adjustments:* A big concern with the market adjustments for classified employees is that some employees are making more money than their supervisors. The KSU Police department is one of the departments that are experiencing this problem. The House of Representatives threw out the market adjustments but the Senate put them back in. Political Action Groups and Unions are in favor of the market adjustments.
- C. *KPERS:* Gary has some concerns regarding KPERS and he will be keeping us apprised of any proposed changes.

VII. Executive Council Report:

- A. *CSSC Board of Regents Report:* Becki Bohnenblust spoke at the Board of Regents meeting on February 16, 2011. She gave copies of the report to the executive council and will send copies to all other senators by e-mail. Ruth Dyer, Wichita State and Pittsburg State Classified Senate Presidents gave positive comments on the report. CSSC has scheduled another conference call on March 3, 2011.
- B. *Classified Staff Opportunities and Athletics:* John Currie wanted to know what the athletic department could do for classified staff. One suggestion made was that one of the winners of the "Employee Award of Excellence" could throw out the first pitch at a K-State baseball game. A classified staff appreciation day was another suggestion. Please send other suggestions to Becki Bohnenblust.
- C. *K-State Corporate Engagement:* President Schulz has asked for comments, please send them to Becki Bohnenblust.
- D. *Peer Institution Visit:* President Schulz asked the Presidents Advisory Council to consider participating in a visit with our peers at North Carolina State University on July 1, 2011. Lesa Reves will be attending on behalf of Classified Senate in her new role as President.

VIII. Senate Standing Committees: Committees to break out in sessions to discuss important issues.

- A. *Campus Affairs Committee:* Senators reviewed the revised weather policy that Janet Finney sent out after the last senate meeting. As stated above there is some concern about the policy that is in place so Terri Wyrick made a motion to table the inclement weather policy until further information was available and Janel Harder seconded the motion, motion

passed. No recommendation will be discussed until HRS revises the policy to reflect current compensation for those working on inclement weather days. At that time, we will discuss possible changes.

- B. *Legislative Affairs Committee:* Janel Harder revised the Classified Senator nomination form. The supervisor had to sign the old form. The new form will make it easier for any classified employee to be nominated for a senate position and any classified employee will be able to nominate another classified employee. The committee went over the nominations. Two areas did not have any nominations, Hale Library and the Education Department. There was a discussion on electronic voting versus mail-in ballots. Terri commented on the problems she had last year with the electronic voting process. Some senators agreed that in some departments it is a hardship on the employees to vote electronically. Dale Billam made a motion to remove the word electronic from the by-laws in reference to voting. Michael Seymour II seconded the motion. The motion passed with two nays and one abstained. There was also a concern with large areas and which senator was representing what constituents. This issue will be discussed at a later time.
- C. *Recognition Ceremony Committee:* Plaques will be ordered this month and the letters to retirees will be sent out. The program will be sent to Printing Services. The meritorious award winners will be listed in the program. During the April meeting a sign up sheet will be sent around so all senators can sign up to perform duties during the Recognition Ceremony on April 27, 2011.
- D. *Public Relations Committee:* Vickey Grochowski and Maria Sweet have been working on the Roar. The Roar Spotlight should be received in a couple of days. Please send in articles that have been proof read and ready to insert into the Roar template. Becki will send out the Roar electronically when she receives the finished product.
- E. *Classified Employee Opportunity Fund:* There was one application submitted for meritorious award but the award could not be given to the employee as the employee is a temporary worker and does not qualify for the award.

IX. Campus Committee Reports:

- A. *Safety and Service Committee:* Submit all safety issues to Lesa Reves or Becki Bohnenblust.
- B. *Recycling Committee:* RecycleMania, the ten week recycling competition, will end on April 2, 2011. Please recycle all you can for the competition. The recycling department would like to do better than last year.

X. Old Business:

- A. *Arts and Science Dean Search:* Several candidates will be at the University for Interviews during the next couple of weeks.

- B. *Inclement Weather Policy*: Employees that work during inclement weather will need to use the new Human Resources inclement weather code. This is not considered comp time because comp time indicates that an employee has worked overtime. The last time there was an inclement weather day employees did not know if they were essential or non-essential employees. A list could be developed in the individual departments to indicate whether an employee is considered essential personnel.

XI. New Business:

- A. There was no new business.

XII. Adjournment:

- A. Annette Hernandez moved to adjourn the meeting. Vickey Grochowski seconded the motion. The meeting was adjourned.