

Minutes of the KSU Classified Senate
March 7, 2012

I. President Lesa Reves called the meeting to order.

II. Roll Call:

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

III. The Senate was treated to Hazelnut Lots of Chocolate (HLC) ice cream, a flavor developed for the Higher Learning Commission that will be coming to KSU in April. Brian Niehoff reported that the commission will be here April 8-11, 2012. They will be sending a one page talking point sheet. There are 12 people on the commission. The team will break up into groups of 2 to 3 to go around campus. The agenda for their visit is being completed and will be posted to the website. Provost Mason thanked the group for their help with the Higher Learning Commission and the new HLC ice cream.

IV. Associate VP/Human Resources and Parking Services Report – Gary Leitnaker reported requests had been sent to selected employees regarding the need for marriage licenses and birth certificates for any spouse or dependent that is covered under health insurance. It is critical for everyone to get those forms turned in by the March 15 deadline. If you currently have a spouse or dependent on your insurance and did not receive the letter, please contact RJ at Human Resources.

V. Sue Peterson – Sue Peterson expressed appreciation to the group for the leadership of the Classified Senate. There was great participation from members of Classified Senate handing out name plates and gifts in January to K-State Alumni serving in the capital and also ice cream and cookies in February for Cats on the Capital.

She gave the senate a legislative update. Re-districting is a big topic at the legislature this year. Next week a preliminary map will come out on the new districts that will have to be approved. There is not a general increase in the budget for educational institutions, currently there is a recommendation for the following at KSU: \$5 million for Vet Med; \$5 million for Animal Health; \$3 million for engineering and an additional \$5 million for research from Plum Island to KSU BRI.

The longevity bonus was discussed and the bill that was presented on it. The issues with KPERs was also discussed. The commission recommended the defined contribution plan. Another option that is being discussed for employees that are not vested is a cash balance plan. Another bill in the legislature that was discussed was the ban on guns on campus. Child Abuse reporting was also discussed and how it relates to state employees.

Discussion was held whether market adjustments might be added to the budget this year and the morale problems created by not following through with the five year plan. Kansas is currently 49th out of 51 as far as state employee pay. The possibility of another early retirement incentive program in late spring or summer was discussed. The Executive Directive that placed a maximum of \$1,000 bonus for classified employees was also discussed. There was also discussion on the continuing construction of NBAF.

The restriction on buying bottled water was also discussed. This causes problems for police and others that work out in the heat. Discussion was held on whether this restriction would continue to the next fiscal year.

Lesa expressed appreciation for all the work that Sue has done for the classified employees on campus.

VI. Minutes:

The minutes were reviewed. Annette Hernandez moved to accept the minutes as presented. Dale Billam seconded the motion. Motion passed.

VII. Budget/Treasurer's Report:

Annette Hernandez reported on the budget. Balances in the accounts are as follows: C-21151 - \$5,446.50; C-21155 - \$180.41; C-23750 - \$84.81; and NMAF205629 - \$1,399.34. The overall total is \$7,111.06. Dale Billam moved to accept the treasurer's report. Rob Reves seconded. The budget was approved.

VIII. Executive Council Report - No report was given.

IX. Classified Senate President's Report

Lesa Reves reported on her presentation to the Board of Regents. She e-mailed a copy of the presentation to the Senate. Discussion was held on the information she presented. There were no questions from the board after her presentation, but the general counsel asked the group if they considered changing to Support Staff from classified employees. It was suggested to give the Board of Regents a copy of our position paper for their information. Lesa reported on the Monday Morning Legislative Updates with Sue Peterson and how helpful these updates have been.

X. Associate VP/Human Resources and Parking Services Report – Gary Leitnaker reported that the Parking Council approved a \$20/year increase in parking permit fees. There will be an Open Forum on April 6 to discuss this. Everyone is encouraged to attend. Terri Wyrick will send information on exact time and location.

Discussion was held on the \$300 that is given by the departments to Classified Employees of the Year. Every department/unit is encouraged to give this but they do not have to. Discussion was also held on whether departments could award employees such as Departmental Employee of the Month and if they could receive the \$300.

The Peer Review system was discussed. There is a review of an administrative rule about disciplinary action when it pertains to harassment and discrimination in regards to affirmative action.

XI. Senate Standing Committees: Campus Affairs, Legislative Affairs and Recognition Ceremony Committee meetings were held for 15 minutes.

- A. *Campus Affairs Committee* – Maria Sweet reported that they had discussed contacting Kathy Kugle to see about updating the website. They would also like pictures of classified employees at work that they can use to update the presentation board for the next Benefits Fair. If you have any pictures, please send to Maria.
- B. *Legislative Affairs Committee* – Dale Billam reported on the progress of the elections. Currently 62% of the employees in Architecture, Planning & Design; 63% of the employees in Engineering; 38% of the employees in Veterinary Medicine; and 34% of the employees in Agriculture and Extension have voted. The election will end at midnight on March 15. He thanked Janice Taggart for her help in setting up the election.

The by-laws are currently being worked on. If you have any amendments, please send to Dale before the April meeting. We will have copies of the updated by-laws available at the April meeting and will vote on them at the May meeting.

Officer elections will be held at the April meeting. Anyone who is interested in being considered for an office, please contact Dale. The committee of Dale, Lesa Reves and Lois Schreiner will put together a slate of officers for election.

Lesla Reves reported that some of the colleges/units did not require an election due to nominations received. Senators for Finance and Administration will be Will Hirsch and Mike Ashcraft; Human Ecology senator will be Janet Finney; Student Life senators will be Sharon Maike and Michelle Edwards.

- C. *Recognition Ceremony Committee:* Annette Hernandez reported that the Recognition Ceremony Committee met. The letters for years of service, employee of the year and retirement will be sent out this week. The catering has been set up. There will be a sign up sheet for volunteers at the next meeting.
- D. *Public Relations Committee:* No report was given.
- E. *Classified Employee Opportunity Fund:* Annette Hernandez reported that two Meritorious Service Awards were given in February.

XII. Campus Committee Reports:

- A. *Faculty Senate Fringe Benefits Committee:* Pam Warren reported that the committee met on February 1. Items they discussed included the unclassified comparison sheets which were determined to not be useful as every institution used different criteria for different situations. The employee tuition assistance increase was discussed. The committee voted to send forward the suggestion to increase to 6 hours per semester. The request for half time benefit eligible classified employees to receive half benefits for family tuition assistance was tabled and will be discussed to add to the next proposal. The committee also discussed how leave accrual and usage is monitored to ensure equity across the university. Currently not all

unclassified personnel are recording sick leave. This is an issue that the Provost and President are aware of and will be addressing to correct so there is consistency across campus. Meeting times for the committee will stay on the first Wednesday of the month. The committee also decided that the existing time paid off policy will not change. It would have to be paid out before creating a new policy which would be very expensive.

- B. *Recycling:*** Cherry Rosenberry reported on the Open House at the Recycling Center. President and Noel Schulz attended. Recyclmania is currently going on and KSU is currently ahead of KU in the competition.
- C. *Parking Operations:*** Terri Wyrick reported that there had been a review of the client stalls. Some of the client stalls are not paid for by the departments depending on where the stall is located. This is another item that will be discussed at the Forum on April 6. She also noted that the tiered parking permit scale was initially developed by the Classified Senate.
- D. *Peer Review:*** Discussion was held on the Peer Review process and how it is handled. Discussion was also held on the issues with the Affirmative Action rule.
- E. *Safety and Maintenance*** – Report any safety issues to Lesa Reves or Becki Bohnenblust.
- F. *Dean of the College of Agriculture Search Committee*** – Lois Schreiner reported that Dr. John Floros has been selected as the Dean for the College of Ag and will begin on August 1, 2012.
- G. *Dean of Education Search Committee*** – Lesa Reves reported that Susan Erichsen was not able to attend this meeting because they are doing on-campus interviews for this position.
- H. *Director of Corporate Engagement Search Committee*** – Lesa Reves reported that three candidates for this position will be on campus the week of March 12-16 and the fourth candidate will be on campus the week of March 19-23.
- I. *Dean of K-State Salina Search Committee*** – Annette Hernandez reported that the search is on-going.
- J. *Master Plan Task Force*** – Dale Billam was not able to attend the last meeting.
- K. *Sesquicentennial (150th) Anniversary of KSU*** – Becki Bohnenblust reported on things that were happening for the sesquicentennial anniversary of KSU. The kick-off will be held on Thursday, February 14, 2013. Becki is part of the Faculty and Staff Engagement Committee and they would appreciate any suggestions on celebrating the anniversary. If your department has any events they would like to hold in connection with the anniversary, contact Becki or Megan Umscheid in the President’s Office. A website is being developed on the event (www.k-state.edu/150). A media kit will be available at this website. T-shirt designs were also discussed.
- L. *Campaign for Nonviolence Presidential Committee*** – Janice Taggart reported that the nonviolence issue is more in the faculty realm than the student realm. They are looking at ideas to promote non-violence.

XIII. Old Business: There was no old business

XIV. New Business: There was no new business

XV. Adjournment:

A. Dale Billam moved to adjourn. Cherry Rosenberry seconded. Meeting adjourned.

Respectfully submitted,

Lois Schreiner
Classified Senate Secretary