

**Minutes of the KSU Classified Senate  
November 3, 2010**

- 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, Jody Fronce, Doris Galvan, Brittany Green, Janel Harder, Annette Hernandez, Connie Kissee, Gary Leitnaker, Hanna Manning, Brad Millington, Christina Nash, Lesa Reves, Rob Reves, Cherry Rosenberry, Lois Schreiner, Michael Seymour II, Lindsay Thompson, Pam Warren, Jackie Yonning, and Terri Wyrick
  - B. *Absent - Excused:* Vickey Grochowski, Maria Sweet, and Ann Marie Treinen
- III. Minutes:**
  - A. The minutes were reviewed. The minutes were approved with the noted correction. Robert Reves moved to accept the minutes with corrections as noted. Connie Kissee seconded. Minutes were approved.
- IV. Budget Report:**
  - A. Lois Schreiner stated there were not any transactions to any of the accounts so she didn't have a Budget Report.
- V. Assistant Vice President for Administration and Finance Report:**

Gary Leitnaker reported:

  - A. *Health Care Open Enrollment:* Open enrollment finished on October 31, 2010 and most people finished enrollment into their healthcare programs.
  - B. The Peer Review Committee had one appeal of Affirmative Action. At this time there is no scheduled Peer Review Committee actions pending.
  - C. *Budget/layoff/furlough update:* There have been no lay-offs or discussion of lay-offs.
- VI. Executive Council Report:**
  - A. *Classified and Support Staff Council Meeting October 25, 2010:* The Classified and Support Staff Council Meeting was held at Kansas State University on October 25, 2010. The meeting was a huge success. The council agreed on the position paper to be discussed during new business at today's meeting. The items that K-State wanted in the position paper were approved at the council meeting. The council will have a conference call during the week of November 22, 2010 to discuss the approval of the position paper. Becki Bohnenblust and Connie Kissee will get together with other members of the council to write an overview of Kansas House Bill HB2916 to be put on the back of the position paper. The reason that HB2916 is going on the back of the position paper is because there will be a lot of new legislators in office that might not know what the bill is and how it pertains to classified and support staff. The council also discussed setting a meeting with the Secretary of Administration, which was advised by Sue Peterson, because it would be very beneficial to the council since the state will be voting in a new governor. Janel Harder thanked all the

senators involved in getting gifts for the gift bags that were given out at the Classified and Support Staff Council meeting. Fort Hays State is thinking about dismembering their classified senate which would be a great disservice to the rest of the regent universities. Part of the problem is that they have gotten new senators and might not know how to proceed with setting up for the council meetings, speaking to the Board of Regents, or setting up for the "Day on the Hill" in Topeka. KSU should do some outreach to Fort Hays State. Fort Hays State thanked KSU for handling the CSSC meeting. Bruce Shubert is going to speak with their administration to see what we can do to help.

- B. *State of Kansas Revenues Update:* Sue Peterson sent Becki an e-mail about the State of Kansas revenues. The e-mail stated that the Consensus Revenue Estimating Group predicted that there will be an increase in state revenues by \$17.9 million more for the rest of fiscal year 2011. There will also be about \$25 million more tax revenues for upcoming fiscal year 2012. Budget Director Duane Goossen said "We have stopped slipping. It appears we have bottomed out and are now starting to see increasing revenues after three years of revenue decline."
- C. *President's Advisory Council:* Becki provided information to the President and upper administration. Feedback was very good. The President and upper administration wanted classified employees to know that they are highly appreciated for the work the classified staff does on a daily basis.

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

- A. *Campus Affairs Committee:* The Campus Affairs Committee reported that the committee is working on the weather policy and the enforcement of the policy that is in place. The committee also discussed the parking problem pertaining to the rate that the administration and staff pay for their permits. The rate is based on the employee's salary which the committee thought seems to be an unfair percentage to lower paid classified staff. The committee has not come to any decisions at this time and will discuss both issues at their next meetings.
- B. *Legislative Affairs Committee:* The Legislative Affairs Committee discussed contacting legislators for the Classified and Support Staff Council's "Day on the Hill". It was decided by the committee that Terri Wyrick and Connie Kissee will call and make the appointments. At the CSSC meeting on October 25<sup>th</sup> the council decided that the presidents of each regent university should try to meet with the new governor. The committee discussed the date that the "Day on the Hill" should take place and legislators that the participants should try to see. New legislators and members of the Ways and Means committee members should be included as important appointments that should be set. The Legislative Affairs committee would like to get a table on the main floor of the state capital with a banner so that members of the Classified and Support Staff Council can be visible by the legislators. The committee would also like to prepare cheat sheet for the council members attending the "Day on the Hill".
- C. *Recognition Ceremony Committee:* The Recognition Ceremony committee will be sending out letters in mid-November to supervisors of classified staff that will be recognized at the ceremony. Nomination forms for "Classified Employee of the Year", which is chosen by the departments, will need to be returned to the committee by February 15, 2011. The committee finished setting new timelines for the ceremony.

- D. *Public Relations Committee*: Janel stated that the committee is working on the brochure and the brochure will focus on the value of classified staff. The committee is also working on getting a video that will focus on recruitment and retention.
- E. *Classified Employee Opportunity Fund*: One person submitted an application for books and has been reimbursed for the books as allowed by the fund.

**VIII. Campus Committee Reports:**

- A. *All University Campaign*: Terri reported that the campaign has exceeded last years percentage of participation by 2% and that the campaign will end on November 15, 2010.
- B. *United Way Campaign*: Classified staff has voiced a concern to Senators concerning the money that has been spent to send out flyers to employees which were addressed to the individual employee. The money that was spent to send out the flyers could have gone to the United Way campaign. It also takes a long time for employees to get the mail out to employees because each letter has to go to the person it is address to. This takes a lot of time for people in large departments. The flyers were sent out at least twice. Gary is part of the committee and said that he would inform the committee of our thoughts and said that the United Way campaign would appreciate the feedback. The committee should be concerned about going green. The goal for the campaign is \$200,000.
- C. *Dean of Arts and Science Recruitment*: Becki is on the recruitment committee and stated that the committee is taking applications for the position. In January the committee will look at the applications and hope to hold interviews in March. The committee is hoping for a start date in July.
- D. *Dean of Business Recruitment*: A committee should be formed soon and should include classified employee representation.

**IX. Old Business:**

- A. *Professional Development for Classified Staff*: Becki stated a proposal that classified staff will receive one hour a month for professional development. Becki still has not received any kind of suggestions and would like for senators to come up with ideas by the next senate meeting. Becki will be meeting with Noel Schulz about professional development and would like to take ideas to her.

**X. New Business:**

- A. *CSSC Position Paper*: Janel Harder made a motion to accept the position paper that was created at the Classified and Support Staff Council meeting that was held in October. Connie Kissee seconded the motion. The motion was passed. Becki will forward the information when the CSSC has a conference call later this month.
- B. *KSU Senators Mentoring Fort Hays State*: Cherry Rosenberry made a motion to contact Fort Hays State classified senate and staff to discuss their importance to the Classified and Support Staff Council. Dale Billam seconded the motion; the motion passed.
- C. *Issue moved to Legislative Committee*: Robert Reves made a motion to move the Fort Hays State issue (X. New Business, section B.) to the Legislative Committee. Terri Wyrick seconded the motion; the motion passed.
- D. *December Classified Senate Meeting*: Becki reported that the next meeting will be held in the Konza Room on December 1<sup>st</sup>. Annette Hernandez made a motion for each senator to bring a white elephant gift and to bring a gift of a food item that will be given to the Manhattan Bread Basket. Cherry seconded the motion. The motion passed. Janel Harder

made a motion to amend the previous motion to change white elephant gift to gift and to set an amount of \$10.00 and the gift should be unisex. Robert Reves seconded the motion; the motion passed.

**XI. Adjournment:**

- A. Connie Kisse moved to adjourn the meeting. Cherry Rosenberry seconded the motion. The meeting was adjourned.