

**Minutes of the KSU Classified Senate  
October 6, 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, Vickey Grochowski, Janel Harder, Annette Hernandez, Mardee Hutchinson, Connie Kissee, Gary Leitnaker, Hanna Manning, Brad Millington, Christina Nash, Lesa Reves, Rob Reves, Cherry Rosenberry, Lois Schreiner, Michael Seymour II, Maria Sweet, Ann Marie Treinen, Jackie Yonning, and Terri Wyrick
- B. *Absent - Excused:* Lindsay Thompson, Pam Warren

**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. President Schulz Addresses the Senate:**

- A. *Emergency Plan at the Stadium:* During one of the football games there was a bad rain storm and there is not an emergency plan in place. The president stated that they are working on a plan but the problem is that there is no place to put 50,000 people. It would be a big problem if everyone got in their cars and tried to leave at the same time as the cars would be in a dead lock.
- B. *Vision 2025:* There were lots of good responses from the Focus Groups. There will be 8 to 12 broad themes that will be selected and the themes will go to faculty, students, and classified employees for feedback. There are many opportunities for classified staff to get involved.
- C. *University Budget:* Up to this point the State of Kansas has not asked the University to reduce the budget for next year. The federal stimulus will end in 2011 and could affect the University budget. President Schulz is looking into giving a bonus to all University employees. Since classified staff is paid through the State of Kansas the president is having the University Attorney's office check into this. With the state budget problems, increasing classified staff pay at this time could result in layoffs or furloughs. The President said that a one time bonus would get money into the pockets of the classified employees. He also is interested in raising the "Classified Award of Excellence" to \$1,000.00 to \$2,000.00. He will need to work with Becki and Gary Leitnaker on ways they could make this happen with the Governor's Directive of a \$1,000.00 limit. President Schulz has had the opportunity to speak with other University Presidents from other states and he stated that our University is doing better financially than other Universities and we are experiencing record enrollment.
- D. *Dean Searches:* There are two national searches going on at this time. The positions that need to be filled are The Dean of Arts and Science and The Dean of Business. President Schulz said that he wanted to make sure that classified employees were involved in the hiring process.

- E. *Supervisory Training for Unclassified Staff:* The University needs to develop a comprehensive program to enhance the skill set of incoming unclassified staff. Management assumes that unclassified staff will pick up the necessary skills to supervise employees. Training should be part of the appointment of the new unclassified employee.
- F. *Branding:* Jeff Morris, Vice President for Communications and Marketing is working to get the University a unified logo. This is not a quick process but the department is making progress. Jeff had a meeting with about forty campus members to come up with one color of purple to use so that the K-State websites will be uniform. The home page will feature a drop box so that users can pick the Kansas State University campus that they want to get information about. The search function at the top will be eliminated and replaced with a pull down menu.
- G. *Recycling:* Sustainability is a big issue on college campuses. Although the President would like to see more recycling done on campus, salaries are more important he stated. The University can increase the recycling program on campus as the budget gets better. Kansas is going more toward a paperless society. One suggestion was to send an “opt out of paper” form to employees similar to the ones people get for debit and credit cards.
- H. *Snow Removal:* The President stated that he did not have the facts to make a decision concerning essential personnel and snow removal. The University will need to continue to use the policy that is in place until better one can be decided on. Interested employees can suggest a better policy.

**V. Budget Report:**

- A. Lois Schreiner stated that the Foundation account C-23750 and the state account NMAF205629 had no deposits. Deposits were made to two Foundation accounts C21151 and C21155. Candy for the Benefits Fair was paid out at \$18.15. Motion to approve the report was made by Connie Kisse and was seconded by Robert Reves.

**VI. Assistant Vice President for Administration and Finance Report:**

Gary Leitnaker reported:

- A. *Benefits Fair:* The Benefits Fair is October 7, 2010. There will be two health insurance information meetings for employees that would like to hear about the changes for next year. The meeting times are at 8:30 am and 3:30 pm. All employees need to declare their status as a non-smoker or a smoker to receive the health insurance discount. The booklet was developed for all state employees so the link does not work for university employees.
- B. *Budget/layoff/furlough update:* There have been no lay-offs or discussion of lay-offs.

**VII. Executive Council Report:**

- A. *Classified and Support Staff Council Meeting October 25, 2010:* The President and Vice President at Fort Hays State has resigned from their Classified Senate positions. K-State will host the CSSC meeting this year and next year. Hosting the meetings for two years will put the meetings back on track.
- B. *Board of Regents Meeting:* Becki Bohnenblust was the speaker at the Board of Regents meeting this year. She addressed the Regents about Classified and Support Staff issues. Terri Wyrick commented that she did a very good job representing classified staff. Becki encouraged all senate members to attend one of the Board of Regents meetings as it was very informative.
- C. *Presidents Advisory Council:* The advisory council is working on an Emergency management plan for the Bill Snyder Family Stadium.

- D. *Leadership Women of K-State*: Noel Schulz would like to see classified staff receiving the opportunity to go to professional development at least one hour per month. Ideas for training can be sent to Becki. Noel Schulz is also very supportive of unclassified staff receiving supervisory training. Bowling for women is scheduled for November 4, 2010 and December 3, 2010. You must send an RSVP to attend. There will be cookies and beverages served.

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

- A. *Campus Affairs Committee*: The Campus Affairs Committee reported that the water bottles that will be given out at the Benefits Fair have come in and the candy has been purchased. The committee has received coupons for bowling at the K-State Union, Bluemont Buffet discounts, and Call Hall ice cream discounts.
- B. *Legislative Affairs Committee*: The Legislative Affairs Committee discussed hosting the Classified and Support Staff Council meeting on October 25. Members of the Legislative Committee will help as escorts although Senate members are allowed to attend as on-lookers. Lois will make name tags and table tents. Connie will check into making sure all IT issues are resolved at the Alumni Center. Hanna and Lois will type the position paper and Hanna, Lois, and Dale will be note takers. Terri asked the Senate to see if any one can donate things for the gift bags to be given to the CSSC attendees. She will also contact the Manhattan Chamber of Commerce and KSU Vice President of Administration and Finance office for things to be donated for the gift bags. Becki will contact Konza Prairie to see if they have anything that they would like to donate. Janel arranged for the room at the Alumni Center and has scheduled breakfast and lunch for the meeting. She has also been very instrumental in getting the committee organized for this event as no one else has had this experience. Cherry Rosenberry and Robert Reves volunteered to help as escorts. The meeting participants will be Becki Bohnenblust, Classified Senate President, Jennyfer Owensby, Ex-Officio, Lese Reves, Classified Senate Vice President, Janel Harder, Senator and past and present CSSC organizer, and Terri Wyrick, Legislative Co-Chair.
- C. *Recognition Ceremony Committee*: The Recognition Ceremony discussed the schedule of the Recognition Ceremony. The committee needs \$500.00 for door prizes.
- D. *Public Relations Committee*: The Public Relations Committee did not meet but Janel stated that Bruce Schubert has approved a video about Classified Senate. The committee will work with Jeff Morris on the video and to go over the brochure for changes. The Salina campus will be included in the video and brochure.
- E. *Classified Employee Opportunity Fund*: There was a reimbursement to the fund.

**IX. Campus Committee Reports:**

- A. *All University Campaign*: Terri reported that the campaign is doing well and we are mid-way in the campaign. Please give if you haven't already.
- B. *Governmental Issues*: Becki reported that all Classified Senate members were invited to Pizza and Politics on November 11, 2010. This event is a student event but it is a chance to learn about the legislative process and its relevance to K-State.
- C. *Maternity Leave Increased*: The maternity leave proposal for six weeks paid leave is in the Human Resources office and at the University Attorneys office. Since classified staff fall under the state the leave would need to be approved by DPS in Topeka. Adoptions and paternity is not included in the proposal. After approval in the above mentioned offices the proposal will go to Faculty and Classified Senate for their approval.

**X. Old Business:**

A. *City/University Project:* Becki has not received any suggestion for the City/University funds. Please let her know of any suggestions that you may have.

**XI. New Business:**

A. *Door Prizes for the Recognition Ceremony:* Robert Reves made a motion to give \$500.00 to the Recognition Ceremony committee for door prizes for the ceremony. Connie Kissee seconded the motion. The motion was carried with one opposed.

**XII. Adjournment:**

A. Robert Reves moved to adjourn the meeting. Connie Kissee seconded the motion. The meeting adjourned.