

**Minutes of the KSU Classified Senate
September 7, 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, Doris Galvan, Vickey Grochowski, Annette Hernandez, Will Hirsch, Kerry Jennings, Gary Leitnaker, Hanna Manning, Christina Nash, Lesa Reves, Rob Reves, Cherry Rosenberry, Lois Schreiner, Michael Seymour Sr., Maria Sweet, Janice Taggart, Lindsay Thompson, Pam Warren, Alex Willts (for Brad Millington and Terri Wyrick)
- B. *Absent - Excused:* Jackie Yonning

III. Assistant Vice President for Administration and Finance Report:

- A. Gary Leitnaker reported on the Voluntary Retirement Incentive Program. The program has been extended through the end of October. This extended date added 6 to 8 more eligible employees. So far 61 classified employees have taken advantage of the program. The state is going to allow for these positions to be filled. Gary explained how the cost for the program would be covered and the leave payout program. The total cost to KSU will be approximately 1½ million over the next five years,
- B. Gary also discussed the Inclement Weather Policy and has an updated policy for the Campus Affairs committee to review.

IV. Minutes:

- A. The minutes were reviewed. Kerry Jennings moved to accept the minutes as presented. Dale Billam seconded the motion. The minutes were approved.

V. Budget/Treasurer's Report:

- A. Annette Hernandez presented the Treasurer's Report for the period of July 1 – August 31, 2011. There is currently \$4,642.91 in the Foundation Account (C-21151-CS); \$153.71 in the Foundation Account (C-21155-CS); \$59.95 in the Foundation Account (C-23750-CS Awards Ceremony) and \$3,783.65 in the State Account (NMAF205629). The total funds available are \$8,640.12. The Foundation Account (C-1151-CS) is for the Classified Employee Opportunity Fund. Dale Billam moved to accept the Treasurer's Report as presented. Doris Galvan seconded. Motion passed.

VI. Executive Council Report

- A. *BOR University Conference Call:* Lesa Reves reported on the CSSC conference call on September 1. Lesa, Dale Billam and Becki Bohnenblust participated in the call. The CSSC meeting was discussed and universities were asked to RSVP for the meeting. The position paper was discussed. The Executive Council met with Bruce Shubert and President Schulz regarding the pay increase for faculty and unclassified staff. The widening gap between cost of living and salary was discussed. One of the options discussed at the meeting was alternative service. In the conference call, KU participants expressed concerns on their move to alternative service. Bruce Shubert and President Schulz suggested that we may want to consider looking at Alternative Service or other options. The past moratorium on bonuses or awards was discussed. More freedom and flexibility for the university classified

employees is one of the things we would like to strive for. Discussion was held on how the legislative session may affect the alternative options that we look at.

- B. *Report to the Board of Regents*** – Lesa Reves will be reporting to the Board of Regents on September 21.
- C. *Position Paper*** – The position paper was discussed. One of the suggestions was to move the cost of living adjustment to the top of the position paper.
- D. *Meeting with President Schulz and Bruce Shubert*** – Lesa Reves reported on the meeting with President Schulz and Bruce Shubert prior to the announcement of the 2½% pay increase for the faculty and unclassified staff. They are very supportive of classified employees and have tried to find options. There was an unfortunate quote attributed to Provost April Mason in the Collegian the day of the meeting that indicated that classified employees have received cost of living adjustments which is incorrect. Lesa indicated that she sent a letter to the editor of the Collegian to clarify but the Collegian chose not to print the letter. Discussion was held on how to handle the situation such as sending a letter to the editor of the Manhattan Mercury or paying for an ad to appear in the Collegian with the contents of the letter. Discussion was held on the Hay Group study that was completed and the market adjustments that were recommended from the study. Will Hirsh moved that Lesa be given the discretion to purchase space in the Collegian to put in the letter to the editor she had written. Hanna Manning seconded. Discussion was held on the wording of the ad. Lesa will send out a copy of the letter to the Classified Senate before she submits it as an ad to the Collegian for any comments. Motion passed.

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

- A. *Campus Affairs Committee*:** Hanna Manning reported on the Benefits Fair that will be held on October 6. A sign-up sheet was circulated for Senators to sign up for times to work at the booth. Tote bags will be given out. Will Hirsh volunteered to get candy and a bowl for the booth. Maria Sweet is going to have a question as a talking point as people come to the booth. The display booth needs updated with the new Senators.

The Inclement Weather Policy that Gary Leitnaker presented to the committee was discussed. The committee approved the policy as presented.

- B. *Legislative Affairs Committee*** – Dale Billam reported on the upcoming CSSC meeting which will be held on October 7. The position paper will include the following: 1) Market Adjustment; 2) Cost of Living – 4%; 3) KPERS funding; and 4) Longevity. Dale will contact Jennyfer Owensby and ask for her help in creating a graph similar to the one used last year for the position paper.

Discussion was held on changing vacation leave for classified employees so that every employee receives the same amount from the first day they are hired. Pitt State is taking the lead on this since it is handled differently than the position paper.

The final position paper will be voted on at the next meeting. Once it is completed, Dale will e-mail to the Senators so they have a chance to review it before the October meeting.

- C. *Recognition Ceremony Committee*: Annette Hernandez reported on the Recognition Ceremony which will be held on April 25, 2012 in the Union ballroom. Subcommittees have been set up.
- D. *Public Relations Committee*: The next ROAR will go out in November. If you have anything you would like included or have suggestions for the Spotlight, contact Lindsay Thompson or Ramon Dominguez.
- E. *Classified Employee Opportunity Fund*: Annette Hernandez reported that two Meritorious Service Awards and two textbook reimbursements have been awarded.

VIII. Campus Committee Reports:

- A. *Peer Review*: Lesa reported that Peer Review training would be held September 20 and 22 for those selected to be on the committee.
- B. *Safety and Maintenance* – Report any safety issues or concerns to Lesa Reves or Becki Bohnenblust.
- C. *All University Campaign* – Terri Wyrick reported that the All University Campaign is underway. All employees are urged to take part in the campaign. It is not as important the amount you give as the number of employees that give to the campaign.

IX. Old Business:

- A. *Suggestion Award Program*: Lesa reported that they had received an update on the Suggestion Award from Jennifer Gehrt. The way the bill was written only the Department of Administration can institute a new suggestion award program. The information has been taken out of the PPM.
- B. *Project SEARCH* – Things are going smoothly for Project SEARCH which will be starting on Monday. Anyone who has positions and are interested in the program should contact Lesa Reves.

X. New Business:

- A. *Classified Senate Shirts* – Annette Hernandez reported on polo shirts for Classified Senators. The VPAF has agreed to cover the cost of the shirts. Discussion was held on the logo which will be “K-State Classified Senate.” Please give your shirt size to Annette today so that shirts can arrive in time for the Benefits Fair.
- B. *Multicultural Committee* – Lesa Reves reported that she needed a volunteer for the Multicultural Committee. Vickey Grochowski volunteered for the committee.
- C. *Next meeting* – The next Classified Senate meeting will be held on October 5, 2011 in the Union Cottonwood Room. Jackie Hartman, Director of Community Relations, will be the guest speaker.

XI. Adjournment:

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

Respectfully submitted,
Lois Schreiner
Classified Senate Secretary