

## **Minutes of the K-State Classified Senate**

**September 5, 2012**

- I. President Dale Billam called the meeting to order.**
  
- II. Roll Call**
  - A.** Present: Mike Ashcraft, Dale Billam, Paula Connors, Ramon Dominguez, Susan Erichsen, Pat Fine, Doris Galvan, Annette Hernandez, Kerry Jennings, Gary Leitnaker, Kari Lindeen, Sharon Maike, Carol Marden, Brad Millington, Lesa Reves, Rob Reves, Lois Schreiner (for Christina Nash), Janice Taggart, Lindsay Thompson, Pam Warren, John Wolf, Becky Wolfe (for Janet Finney), Terri Wyrick
  - B.** Absent, Excused: Michele Edwards, Michael Seymour, Maria Sweet
  - C.** Absent, Unexcused: Will Hirsch
  
- III. Associate VP/Human Resources & Parking Services Report**
  - A.** Information was released this week by the Joint Committee on Employee Pay Plan Oversight regarding market adjustments for this fiscal year. According to Gary Leitnaker there are 92 employees here at K-State that would be affected by the market adjustments recommended by the committee. The recommendations still have to be approved by the State Finance Council. \$8.5 million was appropriated by the legislature, and \$11.4 million in adjustments was recommended by the committee.
  - B.** Dale Billam made a request to Gary Leitnaker that consistent rules and regulations be established and enforced regarding parking spaces allocated to outside contractors doing work here on campus.
  - C.** Rob Reves reported that a state vehicle and two bicycles had been vandalized on the day of the first football game, September 1.
  - D.** Gary Leitnaker was asked if it was possible to use administrative leave in order to fulfill the requirements for the 30 points needed this year for the insurance premium reduction. Gary said this was not permissible.
  - E.** A question was raised regarding tuition assistance for dependents/spouses during the summer session. The assistance is only available during the fall and spring semesters.
  
- IV. Minutes**

The minutes were reviewed. Rob Reves moved to accept the minutes. Annette Hernandez seconded the motion. Motion passed.

**V. Budget/Treasurer's Report**

Annette Hernandez presented the budget report for the period August 1-31, 2012. Foundation Account C-21151-CS has a balance of \$2,746.69; Foundation Account C-21155-CS has a balance of \$180.41; Foundation Account C-23750-CS Awards Ceremony has a balance of \$43.59; and State Account NMAF205629 has a balance of \$3,190.38. Total funds available are \$6,161.07. Kerry Jennings moved to accept the treasurer's report. Lesa Reves seconded the motion. Motion passed.

**VI. Executive Council Report**

Annette Hernandez has been working on increasing awareness for the Classified Employee of the Year awards, which Gary Leitnaker heartily endorsed. Annette had received figures from Jennifer Gehrt regarding the number of employees by unit. With several new areas and realignments it was discovered that some classified employees lack representation and other adjustments need to be made to the allocations of Senators in the current by-laws. Reapportionment is supposed to occur every 5 years in years ending in 0 and 5, but Legislative Affairs will look at the information received and propose changes to the by-laws during the current Senate year.

**VII. Classified Senate President's Report**

- A.** The new commissioner of the Big XII, Bob Bowlsby, visited campus and met with the President's Cabinet, outlining some of the future plans and wishes for the conference.
- B.** ROTC has been on campus 149 years, and the university makes a special effort to welcome veterans.
- C.** The report from the Higher Learning Commission (HLC) is expected this fall.
- D.** The Provost has completed several realignment projects.
- E.** Departmental plans for K-State 2025 are expected to be complete in 2013.
- F.** Dale Billam has a meeting Friday afternoon with President Schulz to discuss classified employee issues and concerns.
- G.** Several people gave examples of the low morale problems for classified employees here on campus, including not being asked to serve on committees or attend meetings related to K-State 2025.
- H.** Lesa and Rob Reves are going to Emporia State University next week to discuss ideas regarding switching to an alternative service plan. Lesa has contacted

several people from KU to find out how well they feel the switch to an alternative plan for KU employees is working.

#### **VIII. Senate Standing Committees**

Classified Employee Opportunity Fund report was given and Campus Affairs and Legislative Affairs Committee meetings were held.

- A.** Classified Employee Opportunity Fund: Annette Hernandez is working with Communications/Marketing on a fact card that will be available to be distributed at the Benefits Fair in October.
- B.** Campus Affairs Committee: Carol Marden reported that she and Maria Sweet, co-chairs, reviewed the submitted suggestions from committee members, and hopes to meet with Kathy Kugle next week to begin making the proposed changes to the Senate website. Once this is done, the full committee will look at the revised website for possible changes and then it will be made available to the full Senate to review. For the Benefits Fair in October, the item selected for the giveaway to be offered at the Senate booth has been ordered. It was suggested Carol contact David Mayes from Photo Services regarding new pictures of classified employees at work to be used in the booth display. Carol passed around a sign-up sheet for working at the Benefits Fair booth on October 4.
- C.** Legislative Affairs Committee: The committee finalized plans for the K-State position paper to be taken to the CSSC meeting at Pittsburg State University September 21. It would utilize the preliminary draft position paper approved at the CSSC meeting in June, with the addition of several charts similar to last year's paper. The committee also discussed having an open house after the November elections to present information to legislators.
- D.** Public Relations Committee: Lindsay Thompson reported that the Twitter and Facebook accounts for Senate have not been established yet.

#### **IX. Campus Committee Reports**

- A.** Recycling Committee: Mike Ashcraft reported recycling has been kept busy with move-in days at the dorms and game day recycling efforts.
- B.** Peer Review Committee: Lesa Reves reported that the classified employee members of the committee have been focusing on the need for required supervisory training for faculty and unclassified employees the same as it is required for classified employees. It was discovered that a Learning and Development Advisory Committee has been set up on campus, which would examine the issue of supervisory training as one of its responsibilities, and Jami Clark is a classified employee on the committee.

C. Safety & Maintenance Committee: Dale Billam reported that the last meeting was held at Recycling. A speed limit sign was posted in an area that previously lacked one. Several members of Senate asked about posting signs for bicyclists and skateboarders. Brad Millington reported that there used to be signs in certain areas on campus, but they were old and several Senate members said they had been taken down. There is no money for new signs.

**X. Old Business**

A. The Senate Open House approved at last month's meeting will not be possible until at least February because of speakers already scheduled for the coming months.

**XI. New Business**

A. Lesa Reves, co-chair of Legislative Affairs Committee, presented the proposed K-State position paper to be taken to the CSSC meeting later this month. Rob Reves moved and Pat Fine seconded a motion to accept the position paper by unanimous ballot. Motion passed.

B. Dale Billam asked for two volunteers to serve as possible members on the KSU Campaign for Nonviolence Committee. Carol Marden and Pat Fine volunteered.

C. Each year a Senate committee is established to come up with suggestions for a fund that is used for joint city/university projects. Examples were given of past projects implemented with the funds available. Janice Taggart will be the chair of the committee, and Pam Warren and Terri Wyrick volunteered to serve on the committee as well.

D. The All-University Campaign begins this month and will run through November.

**XII. Adjournment**

Lesla Reves moved to adjourn the meeting. Rob Reves seconded the motion. Motion passed.

Respectfully submitted,

Pat Fine

Classified Senate Secretary