

**Minutes of the KSU Classified Senate
September 1, 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, Janet Finney, Jody Fronce, Doris Galvan, 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, Lindsay Thompson, Ann Marie Treinen, Pam Warren, Jackie Yonning, and Terri Wyrick
 - B. *Absent - Excused:* Brittany Green, Vickey Grochowski, and Ramon Dominguez
- III. Minutes:**
 - A. The minutes were reviewed. Lois Schreiner moved to accept the minutes with corrections as noted. Janel Harder seconded. Minutes were approved.
- IV. Budget Report:**
 - A. Lois Schreiner stated that there was not a budget report to be presented at this time as nothing has changed since the last report.
- V. Assistant Vice President for Administration and Finance Report:**

Gary Leitnaker reported:

 - A. *Employment Information:* There has been a great deal of position openings and many applicants. Human Resources do need to do background checks on people that are offered positions. The only people that do not have to go through a background check is current temporary employees that are offered a position as a classified employee or a current classified employee that is offered an unclassified position. Anyone that is offered a position at BRI, in child care, the KSU Police Department, or at the reactor in Ward Hall will need to go through a background check. Gary believes that the reason for the large number of applicants is because the university has not had any lay-offs and that health insurance takes effect in 30 days instead of 60 days as in the case at private sectors.
 - B. *New pay plan & market adjustments update:* Some people have not received a raise due to the market adjustment but will be seeing this at some point in time. We don't want to take away the raises that have been given to some of the employees. The state has been funding the market adjustments and as far as we can tell will continue to fund the market adjustments.
 - C. *Budget/layoff/furlough update:* There have been no lay-offs or discussion of lay-offs.
- VI. Executive Council Report:**
 - A. *Classified Senate Speakers:* President Schulz will come and speak to the Senate at the October 2010 meeting and the April 2011 meeting. In earlier Classified Senate meeting the Senators agreed that April Mason and Karla Byland were their top choices for speakers.
 - B. *President's Advisory Council Update* – Jackie Hartman is working on centralizing university business communication. Some employees are deleting important university e-mail information without reading it because the employees are receiving too much information. Centralizing communication will help all employees to find the information they are looking for a lot faster and should cut down on e-mails. At the Senate meeting many Senator agreed

that Zimbra Calendar is a mess, time consuming, and is a maze to work on. A big issue with using Zimbra is that it takes a lot more time and more steps to do the same thing as the Oracle Calendar did. Some of the conflicts when scheduling rooms don't ever get resolved which makes the process very time consuming and conference rooms are not being utilized. Becki said she would address this issue to the appropriate administration. During the President's Advisory Council meeting it was brought to the attention of the committee that some employees do not have computer access. These employees mainly work for the Division of Facilities and Housing and Dining. This is very important because the October 1, 2010 pay check will need to be direct deposited or the employee will be issued a pay card. Each employee needs to have access to their pay record and this can only be accomplished by having computer access. The Advisory Council also discussed that the Research and Extension Annual Meeting was going to be held at the university. During the annual meeting there would be a booth set up for Women of K-State, so that Research and Extension women could be engaged with Kansas State University.

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

- A. *Campus Affairs Committee:* On Oct 7th the Benefits Fair will take place. Water bottles, book marks, and candy will be distributed. Christine and Lindsay will be working on Supplemental Insurance issues. Maria Sweet is involved in a 5K march for breast cancer. She would like to get a team together from the K-State family. Contact Maria at 532-6147 for posters and a sign up sheet.
- B. *Legislative Affairs Committee:* The Legislative Affairs Committee thought that our senate should take the lead for the CSSC meetings. Ft. Hays State only wanted a conference call and the committee wanted to make sure that Ft. Hays State could get all the help they needed in hosting the CSSC meeting at their university. New members of the committee wanted information on the Position Papers that were submitted in the past from KSU so they could get an idea of what should go in to the paper. Connie was going to look through her e-mail files to see if she still has the information about the health care bridge and will e-mail to Terri so the committee will be informed about this issue. The committee also commented on the parking permits as being at an unfair percentage and would like Classified Senate to address the issue. Some employees only use their permit for a couple of hours a day because of their work schedules but still have to pay full price. The committee did not have time to discuss educating others about Classified Senate but will discuss this at the next meeting.
- C. *Recognition Ceremony Committee:* Recognition Ceremony will take place on April 27, 2011. Noel Schulz will be the keynote speaker for the ceremony.
- D. *Public Relations Committee:* All Bio's need to be sent to Janel as soon as possible. Janel took pictures of all Senators that needed their pictures taken for the website. The committee is working on getting the Roar out by October.
- E. *Classified Employee Opportunity Fund:* This committee did not meet.

VIII. Campus Committee Reports:

- A. *Peer Review Committee:* Becki gave the committee a list of names of people that would like to serve on the committee. No one was selected from that list at this time.
- B. *Recycling Committee:* Recycling will continue this year at the football games. Blue bags are given out before the game and the patrons are encouraged to put their recycling in the bags. Glass bottles are a problem because the bottles get broken and become a safety hazard. It is very confusing whether neon paper can be recycled with regular office mix. Cherry stated that she has taken some neon paper. Cherry will check out the website and bring this issue up at the next recycling meeting. When people don't put the correct recyclable material in

the correct container the recycling crew has to sort the material and sometimes this happens at Howie's Recycling Center.

- C. *Higher Learning Commission:* The Higher Learning Commission is having a retreat the first weekend of September.
- D. *The All University Campaign:* The All University Campaign will start in the month of September and packets will be distributed after September 20, 2010. The campaign is an annual event focused on faculty and staff giving back to the university. The university employee decides on which area that they want their gift to go to. By donating to the university it show those outside the university that we are committed to K-State, education, and the future of our educational institution. The campaign focuses on participation and not how much is given.

IX. Old Business:

- A. *Senate Goals:* The top goals that the senate would like to tackle this year includes working on the health care bridge, work release, educating the campus community about the Classified Senate, Snow Removal, Supplemental Health Insurance, and Recycling. One way to get information out about the Classified Senate is at the Benefits Fair. Senate brochures can be passed out at the fair or sent to different departments around campus for display.

X. New Business:

- A. *Books for Incoming Freshmen:* Some of the senators did not like one of the books that incoming freshmen are required to read. The book has a lot of violence included in the book. Other members of the senate thought the book was very good. One senator said the book had teachable moments which included leadership skills. Committees choose the books and it is not left up to one person.
- B. *Employee Relations:* There is only one employee now in Human Resources that deals with employee relations. That area was condensed because of a lack of work. Gina has moved to compensation because that part of the department is busy with the new pay plans.

XI. Adjournment:

- A. Connie Kisse moved to adjourn. Annette Hernandez seconded. Meeting adjourned.