

Kansas State University Faculty Senate

Professional Staff Affairs Agenda

Feb 20th, 2024, 3:30 – 4:45 pm

Business Building 3046

or Zoom link:

<https://ksu.zoom.us/j/91721758009>

1. Call to Order:
2. Approval of Feb. 6th, 2024, minutes.
3. Upcoming events
 - a. 02/20/2024 Q&A session with leadership, in-person,
 - i. No pre-submitted questions provided to the panel
 - ii. The panel will answer all questions but will answer all the questions they can regarding the IT incident first.
4. New/Ongoing Business:
 - a. Steering committee meeting update from Renee?
 - b. Concur implementation
 - i. An email to business support staff with video instructions and training options in preparation for the Concur launch on 02/26/24.
 1. Training Option 1: Feb. 21, 9:30-11 am
 2. Training Option 2: Feb. 22, 1:00-2:30 pm
 3. For more information, visit the [Concur Travel and Expense Management website](#).
 - c. The Time & Leave System will launch in April.
 - i. You can follow progress on this initiative on the [Administration and Finance strategic initiatives time and leave the webpage](#).
 - d. Staff Senate vs. PSA & USS Senate.
 - i. Any discussion from your constituents!
 - ii. Effects on Faculty senate structure—how does that affect colleges and numbers? The General caucus would be gone, and about 2/3 of the remaining folks would be gone.
 - iii. How would we organize our representation?
 - iv. Should we have staff, faculty, and students involved in the discussion, KAPE employees?
 - v. Some staff are doing research, advising, and other academic work, some are doing strictly administrative work, and others are represented in other ways
 - vi. How do we structure best for the future as a whole?
 - vii. Joint meeting with faculty affairs—No update yet. March 5th.
5. Other Business
 - a. Staff Spotlight-Linda C.? Do we have someone who would like to serve on the selection committee?
 - b. SGA Report - Jake Brown
 - c. USS Report – Kimm Dennis
 - d. Term Staff Report – Tandy Rundus
 - e. Salary and Fringe Benefits Committee Report – Linda Craghead

- f. Shared Governance –
 - g. USS/UPS Council/BOR updates—
 - h. With the end of the FY looming please consider serving PSA as a Co-Chair for FY25.
 - i. New ID Cards related to the new proximity readers/building access are planned for installation across the Manhattan campus in phases.
6. Adjourn

*General info on positions and responsibilities on next page

General Info:

PSA Roles and responsibilities document

<https://ksuemailprod.sharepoint.com/:w:/r/sites/ProfessionalStaffAffairs/Shared%20Documents/General/PSA%20Committee%20Roles.docx?d=w7e23beb747ca4411b0d0ccf0f0350445&csf=1&web=1&e=OCuExF>