

Kansas State University
Faculty Senate Professional Staff Affairs
Agenda

Sept. 19th, 2023, 3:30 – 5:00 pm

Business Building 3046 or Zoom link:

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

1. Call to Order
2. Approval of Sept 5th, 2023, minutes.
3. Professional Staff of the Week – selection
4. New Business
 - a. Strategic Plan Engagement – Where do we fit in with the next stage--report scheduled for Friday, 09/08/2023?
 - i. HR leadership plans to visit with us about the Land-grant workforce and operational Excellence theme tied to the KSU strategic plan.
 - ii. Does Docking findings fit in at this point? Meeting with Marshall Stewart and Staff Leadership (USS/UPS/Term) in early October (Date TBD)
5. Old Business
 - a. Last Year's outstanding focus items: What should we continue working on? What else should we focus on?
 - i. Should we continue doing the Docking Survey (this will be an administrative decision)?
 - ii. C159 Revisions – 5-year review process (Currently sitting in Faculty Affairs/Handbook Committee)
 1. Ensuring that staff are included.
 2. Does the language mean direct reports only or everyone in the organization lineage?
 - iii. Appendix Q (not everyone reports to provost).
 1. Handbook:
 - a. **C31.2** A department/unit's evaluation system must be mutually approved by a majority vote of the faculty and/or unclassified professionals in the unit (each votes only on the system used for evaluating their own performance; i.e., faculty vote on their unit's faculty evaluation system, unclassified professionals vote on their unit's unclassified professional evaluation system), by the unit's administrative head, and by the respective dean and provost or appropriate vice-president. The date of final approval must appear on the first page. Provision must be made for review of the department/unit criteria, standards, and guidelines at least once every five years or more frequently if determined to be necessary by any of the aforementioned parties. Revisions also must be approved by the process described above. Dates of revision (or the vote to continue without revision) must appear on the first page.
 - b. **C31.3** Criteria, standards, and guidelines for evaluation must be consistent with expectations for the department or

unit as determined by the university in conjunction with the college or other administrative divisions to which the department or unit reports. This ensures clarity of departmental/unit priorities while providing for significant variance in the responsibilities and assignments of individual faculty members and unclassified professionals.

- c. **C31.4** Responsibility lies with the deans and the provost to ensure that departmental/unit criteria, standards, and guidelines are followed in making recommendations and decisions for merit salary adjustments, reappointment, promotion, and tenure within the colleges, or other academic units. Responsibility lies with the vice presidents and their subordinate administrators in making recommendations and decisions for merit salary adjustments, reappointment, and promotion within their respective units.

2. Appendix Q: <https://www.k-state.edu/provost/universityhb/fhxq.html>

- iv. Compensation/Career Ladders - Casey and Monica C. - wait on strategic planning report scheduled for Friday, 09/08/2023.
 - 1. When or where to start?
 - 2. What are the goals or what does completion look like?
 - 3. Who are the stakeholders? From whom do we need buy-in or information?
 - 4. This would be a K-State issue, and not likely a statewide option.
 - 5. What determines a change in title/promotion? Years of experience? Education/Training/ Certifications? Evaluation?
 - 6. Is it possible to hire a consultant to complete these processes instead of continually being told they don't have staffing for that?
- v. CCOP (College Committee on Planning) Integration – follow up. Do all colleges now include USS and UPS staff on their planning committees as stated in the bylaws? Is that reflected on the FS website? If not, work with FSCOUP about how the new policy can be enforced to be inclusive of staff now.

6. Other Business

- a. Staff Spotlight-Renee Gates/Casey Keller
- 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 – Renee Gates
 - i. USS Representation in FS.
 - ii. Changing staff classification - tabled
 - 1. One type of staff?
 - 2. USS to Unclassified?
 - 3. Benefits Exception for Regular Contract Staff that move to Term Contract

Adjourn 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>