

Kansas State University Faculty Senate
Professional Staff Affairs
Minutes
Sept. 5th, 2023, 3:30 – 5:00 pm
Business Building 3046 or Zoom link:
<https://ksu.zoom.us/j/91721758009>

Call to Order by co-chair Renee Gates at 3:30 p.m.

Attending via zoom: Kimm Dennis, Justin Wild, Casey Keller, Mariya Vaughan, Linda Craghead, Amy Bruska, Melissa Holmes, Linda Craghead, Tandy Rundus. **Attending in-person:** Renee Gates, Monica Curnutt, Lisa Wilken, Jason Maseberg-Tomlinson and Jake Brown, Mark Stadtlander, Mishelle Hay-McCammant

Group photo for those attending in-person was done at 3:45 pm. *Update: a revised photo was scheduled for October.* May 16, 2023, minutes were reviewed, with Michelle moving to approve; Jake seconding and minutes were approved.

NEW BUSINESS:

Members introduced themselves. Officers for new year started May 16th and are co-chairs Renee Gates and Monica Curnutt. Secretary is Tandy Rundus and Salary and Fringe Benefits committee rep is Linda Craghead.

Vote on **Professional Staff of the Week** – Survey closed on Aug 31st – one dept thought it was open until Monday so survey was reopened. Renee will send out results 9/6/23 for committee to review. Renee would like to try a 0-10 rating system this year. 10 being highest; score will then rank them for us. Discussion on if 10 is too nuanced. Recommendation to use 0-5. And use top 8 scores to be selected. No criteria specifically to use with review. Nominations come from each caucus. Have had a good response this year. May need to look at expanding to offer more in future.

Roles and responsibilities document for co-chairs and committee members was shared here.

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

Strategic Plan Engagement brief discussion. Where do we fit in with the next stage—Strategic Plan rollout scheduled for Friday, 09/08/2023 at 3:30 p.m. in the Union. Some discussion of staff terminology (faculty, professional staff, and University Support Staff, now have unclassified staff, now sorted into job families) held.

Discussion of the **Docking Institute findings** and if they fit in at this point with the Strategic Plan and how to get this positioned correctly. Strategic Plan does address the morale concerns and career ladders and other items potentially on page 18 per Linda Craghead. Renee hopes USS, UPS and Term leadership staff might be able to meet with Marshall Stewart this year as well to be sure concerns shared in the survey are addressed.

Last Year's outstanding focus items: What should we continue working on? What else should we focus on?

- The **Docking Survey** has been a focus, but noted this will be an administrative decision. And may be looking for a survey that assesses all staff; but Docking was nice to compare to other schools too
- **C159 Revisions** is currently sitting in Faculty Affairs/Handbook Committee.
 - Ensuring that staff are included and does the language mean direct reports only or everyone in the organization lineage
 - i. **Appendix Q; C31.2** was reviewed with some concerns about how it related to non-faculty staff. May need to continue to focus on the fact that Unclassified Staff need to know what is being used to evaluate them- timeline, what to submit, etc. Should CCOP be sure process is happening each year? Also became a concern with merit payments in past couple years as well. Appendix also notes people need to vote on the period for which they are evaluated. Normalizing evaluation process scores was brought up and standardizing of scores and the

challenges of that with positions that are taking on extra duties. Where documents were stored was discussed and what is storage vs documentation and tracking of completion. And who is the overall enforcer? Also the fact that the compensation and career ladder concerns fit into this as well and how recent raises did not even address COLA.

- **Compensation/Career Ladders** - Casey and Monica are taking leadership in this area. - wait on strategic planning report scheduled for 09/08/2023 and for where implementation comes in.
 - a. Discussion included recommending a skills plan to move on the ladder as well. Some have seen good examples from the pilot program at Salina and from some work done by an advisors group on KSU campus. Questions below play into how do we get to compensation/career ladders. And to be used for discussion with new admin.
 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?
 7. Salary compression issues and position title issues also a concern from Docking Institute Survey
 8. Concerns with each office/college/dept having unique needs that make it hard to create compensation and career ladders
- **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?
 - a. If not, work with FSCOUP about how the new policy can be enforced to be inclusive of staff now and maybe do a survey to determine where each college is at.

Getting a seat at the table to be a part of the Strategic Plan discussions that are happening was noted as a main concern and prioritizing the items above. Some discussion too about what is pushed and how it is pushed forward and by whom.

OLD BUSINESS:

Staff Spotlight Money approved and committee has met. Waiting to clarify some things with foundation and HR but announcement should go out soon. Adding them to the Other Business reporting structure

Other Business

- b. Staff Spotlight- awarding 2 a month; will still provide gifts this year
 - c. SGA Report - Jake Brown
 - d. USS Report – Kimm Dennis
 - e. Term Staff Report – Tandy Rundus – no report; committee working on best time to meet this fall
 - f. Salary and Fringe Benefits Committee Report – Linda Craghead – 1st meeting held 9/5/23.
 - g. Shared Governance – Renee Gates
 - i. USS Representation in FS.
 1. Will start meetings again soon to determine next steps.
 - 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 – Jake moved; Jason seconded – meeting adjourned. Submitted Tandy Rundus, secretary.