

Minutes
Kansas State University
Faculty Senate
Professional Staff Affairs meeting
Dec 5th, 2023, 3:30 p.m. in Business Building 3046 or Zoom

Present in the room were Renee Gates, Jason Maseberg-Tomlinson and Mark Stadtlander. Via zoom were: Monica Curnutt, Linda Craghead, Lisa Wilken, Mishelle Hay-McCammant, Kimm Dennis, Casey Keller, Justin Wild?, Mariya Vaughan?, Amy Brusk?

Absent: Tandy Rundus, Melissa Holmes, Jake Brown

Meeting was called to order by chair, Renee Gates.

Minutes of the Oct 17th, 2023, meeting were approved via email on 11/07/2023 and the 11/21/2023 meeting was cancelled due to the holiday break.

New/Ongoing Business:

A discussion was held on what is essential in the new performance management system to help Renee as our representative to steering committee meeting on December 11. Linda Craghead noted she had also been appointed to the steering committee by Ethan Erickson. Mishelle shared that her college had tried to use the classified staff form for the unclassified staff form and many found that not appropriate. And that maybe a more qualitative type of review with a summary of accomplishments in a year etc. would be more appropriate than a quantitative checklist since there are so many different types of and duties of unclassified staff. Linda will share her unclassified form and USS form with Renee for reference.

Kimm Dennis talked about a form that included task objectives, competencies, behaviors and was done with the staff member and supervisor. It included ratings for different competency categories. This was the USS form and was shared with the group. Linda noted the form was good in general. The importance was training staff on how to use it. And to allow each individual employee to have different goals. It was shared that several had seen the form, but not all the potential competencies and maybe the biggest take away was that being sure staff was trained on how to use the form was key.

It was noted that the evaluation process was often reviewed in HR training, but so much was covered that it might not be really sinking in for how to do/use the evaluation tool and that not all supervisors even go through the general HR training currently.

How to change/modify the existing form to support specific skills sets and professional development was discussed. Keeping the process simple too was also discussed as important. Also connecting the professional development to impact on the campus.

Linda shared another form also used with her staff. It was also asked since Administrators are unclassified staff, what form would they be using? And Mishelle mentioned the importance of staff keeping a personal file of yearly accomplishments to share with your supervisor at evaluation time. Other suggestions were shared by committee members for personal ways they capture accomplishments throughout the year.

It was suggested that a new system should provide nudges to supervisors not only for the yearly evaluation, but also maybe for quarterly connections with staff.

The new CONCUR implementation was discussed. It will go live February with training for staff in January. The system should support travel and BPC for users allowing direct uploads. Some discussion was had about how the system might support less need for daily parking passes if someone was already an employee of K-State and/or just coming on campus for a conference. These suggestions will be shared higher up.

Other Business

Ethan Erickson and Shanna Legleiter may return to our committee meeting on December 19th. Renee will be looking into that and the meeting topic and keep the committee posted. If they are not attending on the 19th, then the meeting may be cancelled. The Jan 2nd meeting is already cancelled due to holiday. So, the next time the committee meets may be January 16th.

Casey Keller will be leaving K-State and working with the College of Business caucus to reappoint his position to the committee.

The group was asked to think about one Staff Senate vs USS Senate and Professional Staff being represented in Faculty senate now. And to talk to their caucus constituents and bring back thoughts to the Jan 16th meeting. Lots of pros and cons either way.

Staff Spotlight – Casey Keller – 50+ nominations received for the first round; Casey will compile and get out to the group for review soon. He will need to be replaced also on this subcommittee, so let Renee know if you are interested. It was reviewed too that Candace will probably be submitting the additional pay voucher for those selected. And it was recommended they be on a separate pay cycle then to make it obvious they were received.

SGA Report - Jake Brown – no report

USS Report – Kimm Dennis reported they were waiting for a survey from the Sunderland Lab of professional development opportunities. They have tentatively set the USS Recognition Day for April 3, 2024.

Term Staff Report – Tandy Rundus – no report

Salary and Fringe Benefits Committee Report – Linda Craghead; did not meet; no report

Shared Governance – Renee Gates; had not met either.

USS/UPS Council/BOR updates – it was reported that KU may be doing a staff survey and a faculty survey with another company instead of the Docking Survey this next year. An idea came up about potentially looking to plan a Professional Staff development one day event in future might be a goal. However different institutions were doing raises was also discussed.

Meeting adjourned. Tandy Rundus recorder (via zoom notes).