

**Kansas State University Faculty Senate**  
**Professional Staff Affairs**  
**Second Meeting**  
**Minutes**  
**November 5, 2013**  
**3:30 pm – Konza Room, K-State Union**

**Attending:** Mary Anne Andrews, Kelly Briggs, Danielle Brown, Kelli Cox, Lisa Duer, Sharon Hartwich, Jim Hohenbary, Olivia Law-DelRosso, Kurt Lockwood, Livia Olsen, Stacey Warner

**Guests:** President Kirk Schultz, Provost April Mason, VP for Administration & Finance Cindy Bontrager

**Call to Order**

**Welcome and Introductions**

- President Schultz & Provost Mason – 1/3 of university faculty are professional staff so we are excited for the committee to begin working. We want to work with you on this because we are committed to addressing the issues brought up by the two reports. Things are aligning nicely, we want to listen and have a conversation. Let us know if you need any money.

**Tuition “waiver” discussion – Cindy Bontrager**

- These are not waivers, they are tuition assistance, like a scholarship so it is a real cost to the University
- \$65,000 is budgeted each year for employees but ~\$500,000 was needed to cover the cost for the past year which the University has to come up with for the 301 employees who benefit from this
- For dependents and spouses, 342 benefited at a cost of \$932,000 to the University
- This benefit is only available to regular employees, many term employees are unaware that they are not eligible
- Budget issues for the University
  - FY 2015 will be problematic
  - Funding comes from an internal reallocation
  - Shows up in financial aid for those who use this benefit, it is treated like a scholarship
  - Is there a way colleges could help offset fees/books? Not likely, would need to work with the Foundation to do this
  - If they drop out, do they have to pay it back?
  - Where to invest limited resources? Need to be careful about raising the tuition on all students

**Minutes Approved**

**Secretary Election**

- Call for nominations

- Livia Olsen self nominates
- Accepted by acclimation

### **Committee Member Terms**

- One year – Cox, Lockwood, Briggs, Duer
- Two years – Warner, Lavis, Hartwich, Law-DelRosso
- Three years – Andrews, Brown, Hohenbary, Konold, Olsen

### **Committee Alternates**

- See if your caucus has somebody else who can come
- Bring name of alternate to our next meeting

### **Provost Staff Liaison**

- Do we need one? We need to get information back to the Provost
- They can give a historical perspective which is nice to have
- We can ask the Provost's office to appoint someone

### **Regular vs. Term Appointments – Kelli Cox**

- Term appointments have no representatives
- Why are they not regular appointments? Investigate why they are term
- Do they know they are term for benefits purposes?
- What is unclassified? Why are some positions unclassified?
- There are discrepancies in pay between colleges, should we address this?
- How do we compare salaries? Titles? Are they doing the same job?
- They should have position descriptions, do they?
- Gather position descriptions from across campus to determine similarities and differences
- Who are unclassified professions? Middle management in financial, human resources, academic, etc.
- How many term appointments are not on grants?
  - Those term employees who are not on grants, why? Because colleges/departments don't need Provost approval to create the position
- What are the funding sources for these positions?
- What is the length of service for term employees?
- 10+ years as a term employee but not grant funded, what should be done for these employees? They are often research assistants or associates
- There are many assistants, coordinators, directors across campus what do these different titles mean? Funding sources for them?

### **Future Action Items/UPTF Report Discussion**

- Need a standard or guide for the department to use?
- How does HR classify classified positions? Uses a very detailed system from the state
- Do we need a more rigid structure for unclassified professionals?
- With merit increases in pay, people will notice if they are not reviewed by their supervisor
- Similar positions in different colleges are not doing the same job. Is the pay the same? Are they evaluated the same?
- Departments hire at the level the market will bear, we don't want to discourage this
  - For instance the College of Business recruits and hires business grads who expect higher salaries compared to English majors
- If you look back 50-60 years, there were probably only faculty and classified, they needed a miscellaneous person and this is how this category was created
- Directors – In salary and responsibility it is all over the board, same with coordinators
- Task Force report – It is a function of how managers should be judged. Professional staff often report to faculty who don't always perform well as managers.
- Perhaps we should create guidelines for managers of professional staff
- They can have different times of year for evaluation compared to faculty

#### **Other**

- Next time Robert Gamez will be a guest at the meeting
- More UPTF discussion
- Someone from HR (John Haines?) will be here in December, maybe?

#### **Adjourned**