

**Kansas State University Faculty Senate  
Professional Staff Affairs Committee  
Minutes  
November 19, 2013  
3:30 pm – Room 208, K-State Union**

**Present:** Kelly Briggs, Danielle Brown (Chair), Lisa Duer, Sharon Hartwich, Jim Hohenbary, Cathie Lavis, Olivia Law-DelRosso, Kurt Lockwood (SGA), Livia Olsen (Secretary), Stacey Warner

**Call to Order**

**Minutes Approved**

**Provost Liaison Update**

- Will put a request in, don't know if they have another person, so might split Brian Niehoff's time with Faculty Affairs

**Review title report from Kelli**

- Assistant deans etc. aren't faculty? Some are, some aren't
- Director and advisors – have the same title but different responsibilities in different colleges
- Task force recommendation – Create office that will make it these titles more “official”, hire a Vice President over this office
- There is a professional titles task force report coming out in 2015? Are we the ones doing this?
- People in professional staff positions change jobs constantly but the titles stay the same, what does that mean as people's jobs change? Is it good or cumbersome? We talked about a step system but how much structure do we really want to give professional staff? The current situations allows for positions to change and grow.

**Generate questions for meeting with HR representative**

- Discussion
  - Gary Leitnaker – He might be the one who attends our December meeting to answer questions
  - Task Force report - How they were charged? Who charged them?
  - What are the other recent task forces? Are there any other task force reports not out yet?
  - The trend is toward hourly, even though they were unclassified. This causes problems with after-hours events and comp time since overtime is not always acceptable. It gives employees less sense of responsibility and ownership for the position and responsibilities. That could go either way for retention. New people coming in will be hourly in some positions that were salaried. It implies that they are not trusted.
  - Exit interview report – Advancement/promotion and pay were the main reasons for professional staff leaving K-State

- In Education, there are far more term than regular employees
- Our Questions
  - Where does the distinction lie between professional staff versus classified staff?
  - What is the process by which professional staff titles are selected and approved?
  - How are salaries assessed for professional staff positions?
  - Is there a process surrounding regular versus term contracts?
    - Can you clarify the following: there is speculation that term contracts are for those positions on grant funding. There have been concerns brought to our group about long term employees as term rather than regular if their positions are not grant funded?
  - What is the rationale behind making some professional staff position hourly rather than salaried?
    - Are decisions about hourly/salary being made because of regulations? Is the move to hourly a result of regulations like the Fair Labor Standards Act or the new Health Care Law?
  - What is the conversation in Human Resources about the Unclassified Professional Task Force Report? Have any changes been made as a result of the report?
  - What are the current retention efforts for professional staff employees?
  - How will HR functions be re-organized with the new VP position?
  - Is there any consistency between colleges or departments in evaluation procedures for professional staff? Who monitors if the evaluations are taking place?

### **Identify future Action Items**

- Look through University Handbook to determine if there are instances when professional staff are lumped together with faculty but should not be
- Work on gathering background information that might be of use to the newly formed office, possibly make recommendations as a result of the information gathered
- Reexamine our original charge and touch base with Faculty Affairs Committee again about what are we charged with
- Information gathering
- Was there a concurrent faculty task force about compensation? Yes, the Faculty Compensation Committee produced a report last December
- Look into salaries of professional staff
- Lumped in with Faculty in the Policies and Procedure manual, are there places where this doesn't make sense? There are several updates to the PPM on the web site but no additional information is available.
- Develop ways to advance and promote professional staff
- In Education, there are far more term than regular employees, is this something we should address?

### **Other**

- How does this group make changes? We're a faculty senate committee, not an office and there must be a committee to move to senate for a vote. The purpose of committee is to bring change to the floor. Some of us should go occasionally to faculty senate and report back, so we have representation there.
  - Several on this committee are on faculty senate also
- Human capital terminology is demeaning has been discussed in different departments and colleges
- Aon Hewitt said you have too much duplication and need to consolidate by hiring somebody to be above it all, which necessitates hiring a new Vice President
  - We are passing the cost of hiring new administrators on to students or pulling that money from somewhere else since there is no more state money
- An Academic Advising Committee with people from across campus has formed. Some of their work might be of interest to us.

#### **Announcements**

- Gary Leitnaker will be at one of our December meetings to answer our questions
- Alternates – Some people will have them from their college/unit, others will not

#### **Adjourned**