

**Kansas State University Faculty Senate
Professional Staff Affairs Committee
Minutes
December 3, 2013
3:30 pm – Room 202, K-State Union**

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

Guest: Nancy Baker (in place of Kelli Cox)

Call to Order

Minutes Approved

Update on visit with HR

- Danielle will send our list of questions to Gary Leitnaker and John Haines soon so that they are ready for our next meeting

Tuition Assistance – Nancy Baker

- There was a proposal to up the number of credit hours for regular employees to six, but it was tabled until faculty salary issue could be dealt with, the Salary & Fringe Benefits Committee has not revisited this issue
- Two Big 12 universities offer regular employees 6 credit hours that can be divided between the employee and spouse or dependents
- Should we say something, we want to advocate for term employees? This is not really something for us to advocate for.
- It might be better to advocate for lines for long-term term employees.
- Table tuition assistance issue for now

Provost Liaison

- We still haven't heard if we will have a liaison from the Provost's office on this committee

Devise a plan to review University Handbook (UH)

- Look for references to unclassified professionals in the UH
- Also, note where they are not mentioned but maybe should be
- Unclassified don't have the same protection as other two groups, there is no appeal process, is a grievance process needed?
- Everyone needs to read section C before the first January meeting so that we can discuss this meaningfully
- Invite Susana Valdovinos so that we can talk to her about it, formulate questions in advance

- Classified employee changes went through, we should be aware of what is going on there
- Take a look at white papers for classified employees
- One of us should keep track of Classified Senate minutes (Olivia Law-DelRosso)

Discussion of Aon Hewitt Report

- It is good to read this report before the University Handbook, it covers a lot of things discussed in our first meetings
- Many people do the same things which might be done by fewer people if processes were more centralized
- The report identifies issues similar to those identified in the Unclassified Professional Task Force Report
- Page 22: Short term recommendations like an end to end redesign of hiring process and many others
- A new office should be created which consolidate human resources activities, on page 25 is a diagram of this new office
- Many of the same issues for professional staff and faculty
- Really good performance evaluations need to be done and managers have to be well versed on doing a proper evaluation, which they are not. Managers need to be well trained so that they are doing evaluations correctly.
- Career path training is inconsistent. People who know how to do these things need to be hired or trained. (Training the trainer)
- There is no branding in recruiting

Announcements

- Next meeting, Human Resources representatives will be in attendance
- General Caucus wants to meet with us, don't know when yet
- Everyone needs to read the University Handbook Section C for the first January meeting

Adjourned