

**Kansas State University Faculty Senate
Professional Staff Affairs Committee
Minutes
September 15, 2015
3:30 pm – Room 202, K-State Union**

Present: Mary Anne Andrews (Chair), Kelly Briggs, Danielle Brown, Ashley Croisant, Mike Crow, Jim Hohenbary, Thomas Jackson, Kim Kerschen, Gina Lowe, Chassy Nichols, Livia Olsen (Secretary)

Call to Order

Minutes Approved

Old Business

Climate Survey Addendum (Combined with first item in new business, see below)

PSA Caucus within Individual Colleges

- CBA meets every other month. The Chair of that committee also serves on this committee.
- In COE, Libraries, and Salina, professional staff are lumped together with faculty.
- Architecture meets once each month.
- Nobody knows what A&S does.

New Business

Climate Survey for Professional Staff

- Several committee members attended the forum, earlier in the morning
Overview for those who did not attend:
 - There was no formal presentation. They opened it up for comments and questions right away.
 - They will take all action points and put them together and act on the ones that overlap first provided that they can be achieved in 12-18 months.
 - Six action points from this forum:
 - Supervisors need training on how to evaluate employees properly
 - A more complete orientation and mentorship for professional staff along with professional development opportunities
 - Develop something that explains the diff between benefits for the different groups on campus
 - More training or seminars on things like microaggressions, inclusion, etc.
 - Career ladders , though this one is not in the 12-18 month time frame
 - No one can remember the last one
 - They pull out the top ones from ALL of the forums which are for all K-State employees.
 - Is there something that we would want to push for if it does not rise to the top?

- We should all read the addendum to the Climate Survey before discussing it.
- Job questionnaire update - CBIZ will have information ready in February to report to the President's cabinet. Decisions need to be made on funding about positions where the pay is not what it should be.
- Will there be updates that we need to anticipate for the handbook from the CBIZ report? We don't know and will need to talk to Derrick. We should meet with him in March once everyone is able to look at the CBIZ report.
- We should partner with HCS for onboarding for new faculty and staff and professional development for new staff. Danielle and Chassy would like to help with this.
- It should be more formalized and long term.
- A section on the HCS web site with quick answers would be good.
- HCS needs support from supervisors to let employees have time for professional development activities.

REMINDER: State of the University Address: Sept. 18, 3:30 pm, Alumni Center Ballroom

2015-2016 Focus

- Professional development for professional staff.

Meeting with General Caucus update – Mary Anne

- They would like to meet with us. At their next meeting they will discuss whether their October or November meeting is preferable.

HCS Update – Gina Lowe

- Several people in HCS are a conference in Florida.
- They still have three open positions.

Announcements

- In October, we meet on the 6th and 20th.

Adjourned