

**Kansas State University Faculty Senate
Professional Staff Affairs Committee
Minutes
October 20, 2015
3:30 pm – Room 301, Hale Library**

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

Guests: General University Caucus

Call to Order

Minutes Approved

- Approved, including Mary Anne's edits

Old Business

University Climate Survey Forum for Professional Staff – continued discussion

- PSA Committee's focus for the year will be training, mentoring, onboarding, and career ladders.

Job Analysis Questionnaire (JAQ) - Meeting with Derek Smith (Dir. Compensation & Organizational Effectiveness)

- They will get the data back in January or early February and will need time to go through all of it.
- The earliest it would make sense for him to talk to us about it would be late March.

Professional Staff Development – continued discussion

- November 17th – Shanna Legleiter (Director of Learning and Development) will meet with us to discuss new developments in training and orientation. Chassy and Danielle are interested in liaising with her.

New Business

Discussion with the General University Caucus

- A while back there was a letter passed up to administration which included several points that continue to resurface like compensation and career ladders.
- Will there be movement on these issues? They keep telling us to wait on the JAQ to address said issues. We need to make sure it does.
- There is no process for managers to develop career ladders and insure mentoring and professional development. A new, terrific person is trained and then a new level for them cannot be found for them. We need to provide avenues for managers to help their employees. It

shouldn't be that hard to find a path to move people up. We can train and mentor but not reward employees.

- Some managers are not supportive of professional development for their employees. All managers need to understand that professional development is important which will require training.
- Yearly evaluations need to be mandatory for all professional staff.
- Will there be a process for comment and review concerning the JAQ results? There is a lot of subject matter on the campus and the contractor may not understand the nuance.
- Exempt vs non-exempt: How is this decided? It is very unclear and there are people in the same departments, doing the same jobs that are classified differently. It seems random and changes over time but earlier hires aren't reclassified when it changes.
- FLSA is changing and it is the law. It will change people's status.
- Anyone who doesn't clock in and out is an exemption.

Announcements

- Next meetings
 - November 3, 2015, Room 202 Union
 - November 17, 2015, Room 202 Union

Adjourned