

**Kansas State University Faculty Senate  
Professional Staff Affairs Committee  
Minutes  
November 17, 2015  
3:30 pm – Room 021, Bluemont Hall**

**Present:** Mary Anne Andrews (Chair), Kelly Briggs, Danielle Brown, Lynn Carlin, Ava Clark (SGA), Mike Crow, Lisa Duer, Gina Lowe, Chassy Nichols, Livia Olsen (Secretary), Stacey Warner  
**Guests:** Cheryl Johnson, Shanna Legleiter, Alma Deutsch, General University Caucus

**Call to Order**

**Minutes Approved**

- Minutes from the past two meetings were approved

**Old Business**

**Professional Staff Development (Legleiter)**

- Shanna gave an update about new employee orientation. She conducted a survey to gather feedback from participants about what worked well and what needed improvement. The survey was a joint effort with the Provost's office. They wanted to gather rich data to drive decisions about onboarding.
- Last year 165 people attended new employee orientation, 47% were professional staff.
- There are a lot of opportunities for improvement. They are putting together a design team for this process to give input and suggestions. The new applicant tracking system will also help with onboarding.
- Questions:
  - Could there be a checklist for new hires before they start so they know what they need to do before they get here so we're not running people around the first week? New hires are still finishing their old job and it may be too much to ask of people who aren't here yet.
  - Could the IT security video part of the process when getting an eid and password?
  - What training is required? People in the departments and colleges need to know what training their new employees need to have. Not everyone who needs to know this information does.
  - Would it be possible to give new employees a "coach" throughout whole year?
  - When people start in January and the orientation is not for several months, how do you make the training meaningful for them? Would it be possible to offer it more often?
- A long conversation about giving access to KSIS in a timely manner ensued. Advisors need access on their first day but often have to wait for access even though IT can give access very quickly if they know the new hire needs access.

## **New Business**

### **HCS Updates/Q&A (Johnson & Deutsch)**

- HCS Update
  - This year HCS is focusing on improving and streamlining the talent acquisition process. In January, the applicant tracking system will go live and HCS is very excited about it. It is an “end to end” tracking system which includes background checks and degree checks.
  - Their other focus is compensation or Total Rewards which many people do not connect to compensation.
  - They are also working to make sure that K-State is ACA compliant.
  - They will begin working on FMLA soon because its current application is inconsistent.
  - They will also be working on Title IX and Title VII issues which address discrimination. Title IX training will be offered to employees.
  - In response to events at the University of Missouri, a committee is being formed to look at university climate.
  - They are examining what worked and didn’t work with the potential emergency furlough last June so that they are prepared in the future.
  - They are working on an administrative review process for the President’s cabinet.
  - Wellness initiatives included financial workshops and, for the first time, a movement challenge with a traveling trophy.
- New telecommuting policy
  - HCS is working on a telecommuting policy for employees who do not work directly with students. The draft policy includes a yearly telecommuting contract for departments to use with employees who telecommute. This committee is the third group to whom HCS has presented the draft policy. They will propose the policy for approval in 2016.
  - A discussion about who might make use of the policy, policy terms, and the importance of setting goals and expectations for the telecommuter ensued.
  - The PSA Committee and General University Caucus were asked to examine the draft policy carefully and email HCS with any additional questions or concerns.

## **Announcements**

- Cheryl Johnson will return to our meeting on December 15<sup>th</sup> to discuss additional topics. General Caucus will also be invited to the meeting.

## **Adjourned**