

**Kansas State University Faculty Senate
Professional Staff Affairs Committee
Minutes
March 7th, 2017, 3:30 pm – Business Building 3046**

Present: Loleta Sump, co-chair, Mary Anne Andrews, co-chair, Kelly Briggs, secretary, Jo Crawford, Christina Hauck, Ashley Thomas, Chassy Nichols, Stacey Warner, Lynn Carlin, Lisa Duer, Jordan DeLoach, ZOOM – Alyssa Wendel

Call to Order

Old Business

Total Rewards

Going out to Deans and VPs this week, then training by HCS. All staff will have letter by March 31st and will be entered into HRIS by April 9th.

Question – has website been update? How do you find the website???

New structure is being used for hiring and will continue to be

University Handbook Section C

Has been approved and will be announced in K-State Today this week that is updated.

General University Caucus (GUC) update

Got a list from HCS – was extremely extensive and sent the survey out. If people missing, can check to see why.

Will be a reminder out later this week to complete the survey.

Student Senate

Elections ending – transition to new leadership in May – Jordan will stay as representative until at least then
Tuition Fees Strategies Committee will be hearing proposals shortly from Engineering and Arts and Sciences
Hale hours is a coming focus

New Business

Professional Development – presentation by Shanna Legleiter and Samantha Roberts

Last needs assessment was in 2010 – we know that we have gaps and need to figure out what people want the most

6-step model – narrow the scope of what we CAN deliver – focus on what is most important, from both employee and supervisor point of view. Being sent to USS, UPS, Admin, Faculty – will be analyzed in those four categories

Can look at current needs and future needs.

Timeline – March: survey, April: Data Analysis, May: Communicate results

Please encourage everyone to complete – goal is 30% completion rate. Will get reminders in email and K-State Today

Focus is on ‘essential skills’ – soft skills like working with others

Positions for 2017-2018

Education will need a new representative. Will also need a new secretary. Start thinking.

Next Meeting: March 21 – is Spring Break – do we want to meet? If there are survey results to discuss.

Adjourned