

**Kansas State University Faculty Senate
Professional Staff Affairs Committee
With General Caucus
Minutes
October 18th, 2016
3:30 pm – Business Building 3042**

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

Caucus – Mike Crow, Loren Wilson

Call to Order

Minutes Approved

Old Business

Total Rewards

Went on-line on Oct. 7th for people to look at, get ideas, send questions and concerns. Then HCS can compile and work on addressing. At moment, several issues were identified:

- 1) Descriptions same for UNC and USS positions (but some require degree vs experience)
- 2) Similar position/description, but require different degrees – look like existing jobs rather than a category
- 3) Same job title and description, but several different pay grades – why no differences at all? How to distinguish?
- 4) Some jobs that should have several pay grades don't – all collapsed together at lowest pay grade?
- 5) Qualifications that are listed don't necessarily match what are currently being required in job ads.
- 6) People aren't able to see themselves in descriptions, so can't tell where they may be placed. No description seems appropriate. Others can see themselves in several, so still don't know where would be placed. What constitutes 'majority' of time?
- 7) Is it possible to see charts for each family showing how jobs build on each other? Only in alpha order at moment and how relate to each other is hard to envision.
- 8) Is there a description of each family so people could more easily tell where might find themselves?

FLSA

Updated FAQs and information on HCS website and in K-State Today. If still have questions, people can submit individually and FAQs can be updated. HCS is working on a template of the letter that will go to staff who are impacted by the change. Deans and VPs have been given a list of those in their area who are affected to review and recommend approach – salary increase/over-time/comp-time. Would like to

have all the letters out by Oct. 31st so that they'll have 2-3 weeks to finalize and get it in HRIS. Once this initial round has been completed, will continue review of staff to make sure everyone is in appropriate placement.

PSA Committee Strategy

Invite Jeff Morris and General University Caucus to November 1st meeting to discuss issues. We can then decide where to go based on information we get at that point.

We need a mechanism to communicate with all Professional Staff, so they know we exist and they are represented. Is a listserv a possibility and the best option?

New Business

General University Caucus

Planning to send a survey out to constituents. Will get back to that after Total Rewards questions answered. Possible topics to include on survey include:

- 1) Should there be a separate senate for Professional Staff rather than stay in Faculty Senate?
Consensus is that we are comfortable there, but that we don't have enough representation.
- 2) Should there be a separate handbook? Or a separate portion of the handbook for Professional Staff. Started process in Appendix C, but knew changes were coming and some areas left vague. Perhaps time to revisit.
- 3) Clarify the distinctions between PSA and USS – they have protections we don't, and are getting more of the benefits.

SGA – Conducted a voter registration drive and now are focusing on encouraging students to get out and vote. Will hopefully have busses taking people to polling stations.

Also looking at diversity issues on campus, especially the need for a multi-cultural center and a K-State 8 requirement in Cultural Competency.

Other Business

Ombudsperson – Scott Jones resigned as took on other roles, therefore we need a replacement until end of June. There were two who applied last time who will be contacted to see if still interested.

Weapons Policy – Conversations are beginning about measuring climate pre- and post- to determine what is affected and how. Big question is how to measure.

Adjourned