

**KANSAS STATE UNIVERSITY FACULTY SENATE  
PROFESSIONAL STAFF AFFAIRS  
MINUTES**

**January 16, 2018, 3:30pm, Business Building Room 3046**

Present: Mary Anne Andrews (Human Ecology); Kelly Briggs (Education); Jo Crawford (Libraries; Secretary); Christina Hauck (English); Mal Hoover (Vet Medicine); Bill Johnson (Human Capital); Kim Kerschen (Agriculture); Jordon Kiehl (SGA); Chassy Nichols (Engineering), Ashley Thomas (Business Admin; Co-chair); Stacy Warner (Extension); Allyssa Wendel (Polytechnic Campus).

- 1) Call to Order by Ashley Thomas.
- 2) Approval of December 5, 2017 minutes. Bill Johnson had a few questions, after reading the draft minutes, although was not in attendance. Ashley Thomas responded that the minutes represented what was said at the meeting, and her updates today should clarify matters. Jo suggested that we give members until the end of the week to suggest changes or additions.
- 3) Old Business
  - a) Progress Updates. Provided by Ashley Thomas.
    - i) Unclassified Professional Listserv. Michael Raine (IT) is creating a listserv as requested. The purpose is for PSA to share news of interest to unclassified professionals; the messages will first be vetted by Faculty Senate Leadership Council. The listserv will not be interactive nor a discussion forum. Staff with limited (temporary) appointments will be included following the faculty listserv model. Discussion took place in regards to how maintenance of the list will take place over time. ITS will be responsible while Human Capital Services to confirm if lists of adds/deletes can be shared on a schedule. There will also be a way for list participants to remove themselves from the list.
    - ii) Enhancement Program for Unclassified Professionals. Ashley believes that implementing a campus-wide enhancement program for unclassified staff would be groundbreaking for the regent universities as she has been unable to locate the existence of a similar program within Kansas. The Provost is supportive of this initiative! Ashley is asking for volunteers at this time. Question: Do other Regent universities have enhancement programs for faculty? Ashley responded yes.
    - iii) Total Rewards— Ashley has sent an invitation to Jay Stephens to attend a future meeting. Bill Johnson suggested inviting Trenton Modean, in HCS Compensation, to the same meeting.
    - iv) Dependent/Spouse Grant. Loleta is in the process of handing this project over to Ashley.
    - v) Career Ladders. 1) Ashley reported that the Advisor's Forum has created a structure with 4 Tiers using core competencies available from the National Association of Academic Advising (NACADA). The University Advising Committee has reviewed and provided a letter of support. The next step is to present to both PSA and the Faculty Senate Leadership Council. 2) Ashley also reported that there are plans to work further on a career ladder for IT positions. She had a conversation with Associate Vice Provost Betsy Draper who has a

background in human/professional development. Jo Crawford and others urged that work proceed ahead with no more delays.

#### 4) New Business

##### a) KBOR Meeting—Jan. 17, 2018

- i) Ashley to give report for UPS Council—summary. Ashley will first attend a combined meeting of the USS and UPC chairs. At the KBOR meeting itself, a report will be delivered representing the two groups. Ashley summarized the key points including widespread concerns about the budget situation. The growing number of unfilled positions creates workload imbalances and low morale. If an example is helpful to drive the point home, Christina suggested mentioning that there are vacancies in Registrar staff which directly impacts students. Other staff concerns include the rising cost of health insurance with each new year. A tangential issue is the Health Quest system; to lower costs, a staff member must deal with the time-intensive and ever-changing requirements of the point system. Some staff members are no longer participating, to protect privacy and save work time.

##### b) Membership

- i) Co-chair (2018-2019). Please consider volunteering to become a co-chair next year.
- ii) Exiting members
  - (1) Kim Kerschen, Thomas Jackson – to be confirmed.
  - (2) Stacey Warner, Jordan Kiehl -- confirmed

#### 5) Other Business

##### a) Feb. 6<sup>th</sup> meeting

- i) Bill Johnson to report on metrics requested from HCS. Bill has begun work on the PSA request and has sent a few questions to Ashley.

##### b) Open Forum

- i) Manhattan Campus: Wednesday, February 21, 2:30-3:30pm, Alumni Center
- ii) Salina Campus: Monday, February 26, 2:30-3:30pm, College Center Conference room
- iii) Olathe Campus: Wednesday, March 7, 10:30-11:30am, Forum Hall (Olathe)

##### c) SGA Update. Jordan Kiehl reported that SGA is getting ready for the start of the new semester.

##### d) With the start of the new year, Ashley sent individual emails to all committee members thanking them for their involvement and asking for feedback regarding PSA progress. Ashley is motivated by the mission of PSA and opens to suggestions for how to move the work of the Committee forward in a timely way with positive outcomes for unclassified professionals.

#### 6) Adjourn

NEXT MEETING: February 6, 2018 @ 3:30pm in BB3046