

**KANSAS STATE UNIVERSITY FACULTY SENATE
PROFESSIONAL STAFF AFFAIRS
MINUTES
SEPTEMBER 5, 2017; 3:30PM, BUSINESS BUILDING ROOM 3046**

Present: Mary Anne Andrews (Human Ecology); Jo Crawford (Libraries; Secretary); Christina Hauck (Arts and Sciences); Mal Hoover (Vet Medicine); Bill Johnson (HCS); Kim Kerschen (Agriculture); Jordan Kiel (Student Representative); Chassy Nichols (Engineering); Loleta Sump (General University; Co-chair); Ashley Thomas (Business Admin; Co-chair); Alyssa Wendel (Tech & Aviation).

Guests: Mike Crow (Admin Services); Emily Lehning (Student Life); Jay Stephens (Vice-President, Human Capital Services)

Call To Order by Loleta Sump.

Introductions

May 16, 2016 minutes approved.

Old Business – Total Rewards Update and Next Steps

Jay Stephens had his first meeting with PSA membership reporting on the Total Rewards initiative. He has come into this project in the middle and is learning about the progress made to date creating a salary and job titles structure. Jay subscribes to the philosophy that compensation is an “important piece in a quilt of rewards”, and sees the Total Rewards initiative in that light.

Next steps include the following:

- (1) In the near future, HCS will release information about the reclassification process/procedures since job reclassifications had been put on hold last year. The new procedures will provide for an initial window (for catch-up) followed by two opportunities per year ongoing for requesting reclassifications. The new procedures will include better definitions, something that was required to line up better with affirmative action.
- (2) Looking closely at how to build a career ladder using ITS as a model. For example, need to better understand/define appropriate differences between Systems Administrator I, II, or III. For instance, what roles do IT skills or IT certifications play in defining the differences?

Committee members asked Jay how things might progress to other job titles following this effort with ITS. Jay responded that he has also met with a couple of other administrators (such as Vet Med and Libraries) and looks forward to meeting with more. Ashley reported on the grassroots effort by advisors who began work last spring on career ladder questions. Advising is a gray area where “one size does not fit all,” yet career ladder issues need urgent

attention. Jay was glad to be informed of this activity. Ashley said that the topic would be discussed at the Sept 13 Advisors Forum.

Jo and Loleta commented on the number of years that have already passed while K-State has looked into the compensation inequities. Loleta stated that a key objective of the Professional Staff Affairs Committee is to be directly helpful and supportive. Jay responded that he believes in “common sense HR” and looks forward to PSA being a partner, with HCS, in achieving university success.

Mike Crow and others talked about the professional staff survey that was distributed last winter, highlighting low morale and many other issues of concern. The survey results and recommendations were forwarded to University leadership last spring. Mary Anne passed her copy over to Jay since he had not yet seen the document.

The conversation moved on to the raises that had been mandated by the Legislature in July. Unfortunately, the raises were slanted towards new hires within the last five years, which flies in the face of the inequities experienced by long term employees. University Leadership put together a FY18 pay plan to reduce this problem fortunately. The pay plan also included raises for non-faculty whose current salary was below the minimum salary for the assigned job title. The PSA Committee was happy to hear about these helpful administrative decisions, and recommended that there be follow-up communication to the broader community about these successful adjustments.

Jay’s first visit with the Committee concluded with a consensus that the Committee will, to the best of its abilities, act as a barometer. The Committee will seek out and report on “gaps” in analysis or communication, longstanding issues for which there has been no progress, and the like.

New Business

- a. PSA would like to see K-State offer programs for unclassified professionals similar to the faculty’s Target Salary Enhancement and the USS recognition programs. Loleta asked for advice on next steps, who to speak with, etc. Suggestions included reviewing the handbook for scope and expected outcomes on existing programs, identifying people who administer these programs now, speaking with the past and present Presidents of the Faculty Senate, thinking about how funding will be secured, etc. Christina reminded the group that Faculty have two programs at this time (salary improvements to address decompression issues or job offers; plus, Full Professor awards since no more promotions are possible). She suggested that both of these programs be reviewed for ideas. Other members suggested that even small awards, such as rewarding McCain tickets, can help reduce low morale. Loleta will visit with Andy Bennett and Brian Lindshield as her next step.
- b. Loleta asked for suggestions how to improve communication to PSA’s constituents. Several ideas were offered including: (1) Following the UCS model of putting an announcement in

- K-State Today before/after each meeting is held; (2) Distributing quarterly reports using the email list. An overarching issue is that PSA is a newer Faculty Senate Committee so not many know of its existence. It was suggested that, in campus communications, use the phrase "PSA of Faculty Senate" or some such for a period of time to raise visibility.
- c. There was some discussion regarding the development or promotion of "best practices" in regards to supervisory practices with Unclassified Professionals. The example brought to the table was the unfortunate practice where some unclassified professionals do not have position descriptions or evaluations, both of which may disadvantage these employees in their reviews and merit increases. Bill Johnson reported that HR does require at a minimum an annual meeting. He would be willing to explore this topic and organize a future campus workshop.

Other Business

- a. Committee photo taken.
- b. PSA needs to identify a Salary and Fringe Benefits Committee Representative. This appears to be a tight fit with many of PSA's overarching concerns. What are the committee commitments? Loleta will look into this.
- c. At the Sept 19 meeting, Bill Johnson will make a presentation.

Adjourn

NEXT MEETING: September 19, 2017 @ 3:30pm in BB 3046.