

**KANSAS STATE UNIVERSITY FACULTY SENATE
PROFESSIONAL STAFF AFFAIRS
MINUTES
November 7, 2017; 3:30PM, BUSINESS BUILDING ROOM 3046**

Present: Kelly Briggs (Education); Jo Crawford (Libraries; Secretary); Kim Kerschen (Agriculture); Mal Hoover (Vet Medicine); Jordon Kiehl (SGA); Chassy Nichols (Engineering); Loleta Sump (Facilities; Co-Chair); Ashley Thomas (Business Admin; Co-chair)

- I. Call to Order
- II. Approval of October 17, 2017 minutes – Jo sent out draft minutes earlier in the day. It was agreed to give members until the end of the week to send her revisions.
- III. Old Business
 - a. Communications to our constituents
 - i. Survey – last one conducted Spring 2017.
 1. Should we plan to do the next one in Fall 2018? Discussion took place about purpose and expected outcomes.
 2. Volunteer(s) to develop survey? Best to identify purpose or expected outcomes first so that the survey tool is not over used.
 - ii. Unclassified Professional Listserv – FS Leadership supported this idea.
 1. Volunteer(s) to establish listserv? Agreement to make this task a near-term priority.
 - iii. Library experience – Jo Crawford reported that the Library Unclassified Professionals are deeply concerned about several issues especially the slow progress with Total Rewards. They are meeting once a month with Jo to increase dialog, and Jo will report on their concerns at future PSA meetings.
 - b. Enhancement Program for unclassified professionals
 - i. Modification of FPPA and Salary Enhancement Awards to fit UPS titles appropriately for campus proposal. There was some helpful discussion about these models.
 - ii. Professional Development Funding
 1. Want to pursue now or wait to address in survey? Hold for survey
 - iii. UPS Awards Ceremony
 1. Sub-committee to develop proposal. There was discussion about the type of awards that would have the strongest impact on morale—awards based on service years at K-State versus merit-based awards. There was more interest on the part of the Committee in developing a proposal recognizing years of service at this time. It would be helpful if HCS supplied number of employees and length of service years at K-State. This data could be used to forecast number of awards in coming years along with a budget estimate.

- c. Total Rewards – In the context of the current implementation of Total Rewards, discussion took place around the use of quartiles within the pay ranges to show level of experience of current employees. The Committee would be interested in knowing how many unclassified professionals were assigned to each of the 4 quartiles when the letters were released, and what impact the introduction of career ladders would have. Other areas of interest touched on in the discussion: the overlap in jobs between USS and UPS employees and current status on reclassifications (how many successful reclasses have taken place post freeze, how many reclassifications were not successful, etc.). Loleta plans to invite Jay Stephens to a January meeting to discuss progress by HCS during the fall semester on Total Rewards and related issues.
- d. Given the wide-ranging discussion of the above topics, Loleta suggested that the Committee agree upon priorities so that the Committee can stay focused on positive outcomes. The following three priorities were agreed upon: 1) Creation of a Listserv for improved communication to unclassified professionals on campus; 2) Work with HCS to determine what statistical information can be supplied to inform the work of the Committee—such as the number of regular versus term employees; number of unfilled positions; length of service numbers; pay range numbers; etc. 3) Encourage speedy progress on Total Rewards implementation by HCS including career ladder development. Developing an awards proposal based upon service years came up as the 4th priority and will be put on hold for now.

IV. New Business

- a. Concern about full time term employees ineligibility for the Dependent/Spouse Grant
 - i. Do we want to take this on as an initiative? Discussion took place about the nature and scope of the problem. The general understanding is that the issue affects limited term employees who have no guarantee of employment after the term on their latest contract ends; yet, these may be employees whose contracts have been renewed more than once so the ineligibility becomes over time an issue of inequity. Some may be long term employees. It was agreed that Mal Hoover will bring this issue up with the Faculty Salary/Benefits Committee.
 - ii. The discussion broadened with the recognition that term employees are treated differently from regular employees in other ways, and this may contribute to morale and inequity issues. It would be helpful to know the current number of term employees and to monitor over time if the number is increasing or decreasing. There is a concern that the number of term employees is increasing as a result of current budget pressures.
- b. Budget Modernization Initiative. A common feeling was expressed that there needs to be transparency about the administrative initiative to change K-State to a different budget model. Chassy Nichols reported that the first meeting of the Steering Committee has been rescheduled to Nov. 30. She may be in a position to report back when she attends meetings.

V. Other Business

- a. KSUnity Walk/Rally – November 14, 2017. Current planning for the upcoming event was shared and commented on. Several members saw this as a very positive move, and timely given comments at the last PSA meeting suggesting that the University Administration seek opportunities to engage the media to draw attention to diversity and unity on campus. It was suggested that everyone participate and wear purple to the event.

VI. Meeting adjourned.

NEXT MEETING: December 5, 2017 @ 3:30 p.m. (The November 21 meeting was cancelled due to proximity to Thanksgiving.)