

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

Present: Mary Anne Andrews (Human Ecology); Jo Crawford (Libraries; Secretary); Christina Hauck (English); Kim Kerschen (Agriculture); Jordan Kiehl (SGA); Ashley Thomas (Business Admin; Co-chair); Alyssa Wendel (Polytechnic Campus).

For ongoing reference, Ashley Thomas emailed out the mission statement prior to the meeting: *It shall be the duty of faculty senate to participate in the formulation of policies concerning employment, qualifications, performance evaluation and improvement, promotion, and retirement, and to concern itself with matters affecting the welfare of professional staff.*

- I. Call to Order
- II. Approval of November 7, 2017 minutes – The minutes will be sent out by email as soon as they are ready for review.
- III. Old Business
  - a. Communications to our constituents
    - i. Unclassified Professional Listserv – FS Leadership supported this idea. Ashley plans to draft a new email that will be sent out around the start of the Spring semester.
      1. Steps involved
        - a. Contact HCS for current list of unclassified professional staff
        - b. Request listserv for UPS through CTS
        - c. Load list of names received from HCS into the listserv
        - d. Send out first message
      2. Decisions required
        - a. Should the list be interactive? Yes, and this should be the default.
        - b. Once established, do we need to control the list membership or should we permit UPS to sign themselves in and/or remove themselves from the list? (*Loleta's concern: PSA does not represent those on temporary appointments.*) Yes, the Committee would like people to be able to add and remove themselves from the list membership. Yes, the Committee would like people on temporary appointments to be included in the listserv, as the Committee would like to better understand and support people in temporary appointments, knowing that some temporary appointments are in effect long term. When PSA sends out K-State Today communications, the messages can include the listserv address and brief instructions.

- c. Other issues that need to be considered??? The Committee recognized that, even with staff at large adding and removing themselves from the list, list maintenance over time will be needed. The Committee suggests that either HCS or Candace be recruited for this task. The Committee would also like to receive a list on a periodic basis from HCS of new hires (monthly suggested) so that these people are added to the list as soon as possible.
- b. Enhancement Program for unclassified professionals
  - i. UPS longevity plan proposal. Ashley reported that at the recent All-College meeting with President Myers and Provost Mason, a question was asked about faculty salary enhancements. Provost Mason stated that they only apply to faculty, so Ashley asked about expansion to unclassified professionals. Provost Mason responded that she is aware of this issue and believes something needs to be done. Take-away message: money needs to be found which is difficult given current budgetary constraints. Ashley felt encouraged though by the exchange and recommends requesting a meeting with the new provost in the coming year. The Committee agrees that this is a good plan.
    - 1. Gather data. A and B requested from HCS.
      - a. How many and number of years of service per college?
      - b. How many UPS positions vacated due to resignation/retirement are being filled?
      - c. Research peer institutions to see if any have a similar program – need volunteers to do this
    - 2. What else do we need to know to develop proposal? Provost Mason suggested working with Jay Stephens or whomever he designates from HCS on specifics.
    - 3. Other ideas: The Committee suggested asking Lynn Carlin for feedback as progress is made, given her deep experience on these issues. The word “equity” is also recommended in light of progress made in recent years for faculty and USS staff members, but not unclassified professionals.
- c. Total Rewards
  - i. Invite Jay Stephens to a future meeting. Yes! The discussion identified topics of interest as follows.
  - ii. Career Ladder Development. Committee members would like to highlight their concern about the promises for and lack of solid progress last year for developing successful career ladders. It is hoped that HCS has made some significant progress during the fall semester. What can the Committee do to help the process?
  - iii. Reclassification Process Status? Committee members would appreciate an update on the revised reclassification process put into place last fall. Some discussion ensued by the Committee. Question: Have HCS resources been redirected from Total Rewards to deal with the reclassification workload? In addition, since some members have heard from constituents about reclassification denials, on what basis might a reclassification be denied, what is the current repeal process, and is the individual staff member informed directly about the reasons for the denial and the repeal process?

- iv. FSLA implementation challenges. There appears to be considerable morale problems associated with the FSLA implementation from a year ago. It was a complicated implementation due to the quickly changing legal and political environment, and the Committee recognizes the enormity of the project and the time pressures involved. Some people received raises which were much appreciated. The Committee would appreciate discussion and follow-up on equity issues that still remain, such as staff members who might do similar work but are treated differently across campus. A morale issue that has severely affected some staff members is a new requirement to seek supervisor permission before working over 40 hours/week. Or the assumption that new or expanding workload can be accomplished in the same 40 hour work week.
- v. Suggestions on how to move forward with a salary enhancement proposal (see above).
- vi. Thoughts from VP Jay Stephens on how to tackle the variety of issues that were identified in the Unclassified Professional survey a year ago? Jay was given a copy when he met with PSA in September.

**IV. New Business**

a. Dependent/Spouse Grant

- i. More research needed. Mary Anne Andrews shared some details about common practices and the fact that the policy was written some time ago when circumstances were different. She has thought some about potential solutions such as pro-rating the tuition benefit for part-time employees.
- ii. The Committee agrees that this is a serious equity and morale issue.

**V. Other Business**

- a. Concerns of Library professional staff. Jo Crawford reviewed the major themes that have been identified by unclassified professionals including salary compression impact, overly slow progress on career ladders, lack of promotion opportunities, inappropriate title assignments last year, and more. Jo is receiving feedback from library science professionals, information technology professionals, and others. Morale is very low. There is a wide-spread perception from last year that positive outcomes would result from the time and resources going into the campus Total Rewards project, but these outcomes have not materialized. Of particular concern, Jo received reports that staff members sent in comments when draft titles and descriptions were opened up for campus feedback in Fall 2016, yet no changes took place in some cases, and no response was sent out with an explanation. More communication/transparency and better change management and execution in 2019 is suggested from the comments Jo has received.
- b. SGA report by Jordan Kiehl. The KSUNITE event which took place on November 14, 2017 is generally viewed by students as a success. Attendance numbers were impressive; the follow-up sessions very helpful in building relationships and reinforcing the diversity message; President Myers has been seen on local media. Focusing on next steps now (namely, Be Present, Be Positive, and Be Visible). Jordan also reported on the reorganization of student organizations (DSOI). There are concerns due to the speed in which implementation is taking place, some confusion about the new structure, and more. Jordan will continue to bring updates to PSA.

**VI.** Adjourn

NEXT MEETING: December 19, 2017 @ 3:30 p.m. in BB 3046. [Meeting subsequently cancelled]