

**Kansas State University Faculty Senate
Professional Staff Affairs
MINUTES**

September 4, 2018, 3:30 pm, Business Building Room 3046

Present: Mary Anne Andrews (Human Ecology); Kelly Briggs (Education; Co-Chair); Rob Caffey (General University – Via Zoom); Mishelle Hay McCammant (Agriculture); Miranda Moore (Student Representative); Ashley Thomas (Business Administration; Co-Chair); Alyssa Wendel (Technology & Aviation – Via Zoom)

Non-Voting Attendees: Bill Johnson (Liaison for Human Capital Services)

Alternate Attendee: Maria Beebe (General University)

- 1) Call to Order
 - a. Group Photo

- 2) Minutes Needed
 - a. March 20, 2018
 - b. April 17, 2018
 - c. May 1, 2018
 - d. If anyone has minutes from the meetings listed above, please share those with Ashley

- 3) Old Business
 - a. Secretary Needed for 2018-2019
 - i. Mishelle Hay McCammant volunteered for the position

- 4) New Business
 - a. K-State Today Article
 - i. Last year's accomplishments
 - ii. Goals for this year
 1. Meetings with constituents
 2. Email to constituents
 3. New employee orientations – Ashley and Kelly attended one
 - a. Bill Johnson indicated there are new employee orientations every 2 weeks if other committee members want to attend
 - b. Bill Johnson said he would be willing to give business cards from PSA chairs to unclassified staff attendees
 - b. Human Capital Services
 - i. Jay Stephens – invite to one meeting per semester for updates?
 1. Committee agreed this would be a good idea
 - ii. Career ladder development progression
 1. Committee agreed they would like not only an update, but additional information about these ladders

- 2. FSCOT would like to talk about IT positions
 - iii. Upcoming Trainings
 - 1. Obtain information on upcoming trainings, maybe we can have more of a presence at these meetings.
 - iv. Other topics?
 - 1. Performance Evaluations
 - a. Not uniform across campus
 - b. Not all compliant with what is in university handbook
 - c. Need to work with Jenny Locanthi Dowell on this
 - d. Invite to sit in on supervisor trainings for both USS and Unclassified Staff
- c. Implementation of Ideas from Last Year – Tabled for next meeting
 - i. In-unit meetings/discussions with Professional Staff
 - ii. New Employee Orientation
 - iii. Current challenges for Professional Staff on campus
- d. Professional Staff Senate
 - i. Should we have our own senate or should we look at making Faculty Senate more inclusive?
 - ii. Discussion tabled
- e. Climate Survey
 - i. 2014 was the last one
 - ii. Will look at 2014 survey since much of the information was not disseminated
 - 1. Before moving on we need to look further at the old one
 - 2. When results first came out there were only 2 groups – faculty and everyone else. Once they broke down the “everyone else” group they found there were significant differences.
 - 3. PSA wants the top 6 from each group
 - iii. Would like new survey to have some changes
 - 1. Should professional staff have a shorter survey?
 - 2. Look at redesigning the survey for job satisfaction
 - 3. Would need a survey expert to design the survey
 - a. Last time there was a consultant hired, but the reality is, there are already experts on campus that do that
 - iv. At one point there was discussion to have KBOR do a survey for all of the institutions
- f. Updates on FS Committees
 - i. Faculty Affairs
 - ii. FSCOT – want to work on career ladder and position descriptions/titles
 - iii. Need to do something to clean-up the career ladders
 - 1. Ask HCS if we can see “the next three steps” – where are we going?
- g. UPS Council KBOR Report - September 19th

- i. Opportunity to discuss what needs to be included
 - ii. Unsure what was discussed with KBOR previously
 - iii. Job Group Families – should that be considered?
 - 1. IT and Advisors have been vocal about concerns
 - 2. Perhaps not appropriate discussion with KBOR
 - iv. Fringe Benefits Committee (Faculty Affairs Sub-Committee)
 - 1. Concern that benefits don't transfer across state institutions
 - 2. Tuition waiver across state institutions (reciprocity) if programs are not offered at the home institution (i.e. MILS only offered at Emporia State)
- 5) Other Business – None
- 6) Adjourn

NEXT MEETING: September 18, 2019 @ 3:30 pm in BB 3046