

**Kansas State University Faculty Senate**  
**Professional Staff Affairs Minutes**  
**September 3, 2019, 3:30 – 5:00 pm**  
Business Building Room 3046

**Present:** Kelly Briggs (Education – Co-Chair); Maria Beebe (General University); Alyssa Wendel (Polytechnic Campus – Via Zoom); Laura Hohenbary (Arts and Sciences); Renee Gates (Libraries – Via Zoom); Sadie Polsen (SGA); Mishelle Hay McCammant (Agriculture); Megan Elzinga (Architecture, Planning, and Design); Suzy Auten (Business Administration); Mary Anne Andrews (Health and Human Sciences); Mal Hoover (Veterinary Medicine – Via Zoom);

**Non-Voting Attendees:** Paul Volino (Human Capital Services); Cyreathia “Sam” Reyer (USS Rep)

1. Call to Order
2. Introductions
3. Approval of Minutes – will send out through email
4. Old Business
  - a. Next Steps After the Survey - (overall message - people like working at K-State, but feel they are not paid enough) – we will most likely need a full meeting to discuss the results
    - i. Listening sessions
      - Need to have focus groups or listening session to go over the results as well as make sure unclassified staff are aware of this committee
      - Need someone to oversee putting this together, organize rooms, set group of questions at each focus group session, need facilitators
      - Looking at priorities and what are 5 actionable items we can move forward on this year
      - HCS will most likely not be attending these meetings
      - Need to have meetings on both the Olathe and Polytechnic campuses
        - a. Currently we are unsure if we have anyone on Olathe campus that could facilitate

- Need to get the survey out, look it over, tackle these questions, and move forward from there – Focus of the October 1<sup>st</sup> meeting

ii. Appreciation Committee

- Both the PSA survey and the other university survey that came out both showed that people do not feel appreciated
  - a. USS recognizes the years of service, retirees, employee of the year awards
  - b. Unclassified do not have a robust award/recognition ceremony

b. Ideas for Salary /Fringe Benefits Committee

- i. We think this committee is going to be revitalized
- ii. Discussed some new ideas last year, know that money to enhance salaries would not be an option
  - How can we make people happier without having to spend a lot of money
  - Amy Betz is the chair, we will check to see what is going on with that committee

5. New Business

a. Focus for upcoming year

- i. Last year it was the survey
- ii. Another issue that has been coming up is regular vs term employees
  - Big item is dependent and spouse tuition
  - One year notice before termination
  - People don't know the difference when getting hired
  - Who is protecting employee benefits?
    - a. Regular Unclassified appointments moving to Term Unclassified appointments when positions become vacant
    - b. USS positions being moved to Unclassified Term

- b. Invite Director of Parking Services
  - i. Costs keep going up, parking availability keeps shrinking
  - ii. Future for parking lots/garages
  - iii. Why is the price difference break at \$45,000
  - iv. Looking at October 16<sup>th</sup> meeting
- c. Jay Stephens attending Sept. 17; Nov. 19 and March 3
  - i. Issues to address at Sept. 17 meeting
    - Need to come up with a list of questions to ask Jay
      - a. Numbers of unclassified regular moving to term
      - b. Numbers of USS moving to Unclassified Term & Regular
      - c. Retirement – What does HCS do to help staff with that process
      - d. Dog Bite incident – What are campus policies and who follows-up, police report for victims should be free, also issues with people who are allergic to dogs
      - e. Career Ladder Progress – Follow-up (USS was told it is on hold because HCS is under staffed) – Focusing on competencies (includes a standardized form that looks at core competencies)

## 6. Other Business

- a. Report from USS Senate
  - i. President of USS will now be a non-voting member of PSA
  - ii. Will give a report each month
    - FHSU just had their PSA and USS senates combine into one staff senate
    - Qualtrics survey sent to USS to see how best to communicate with them – also asked about frequency of the communication
    - USS can now receive overload payments

- All KBOR schools got together and sent out a survey to all staff both USS and Unclassified – presented to the President’s Joint Council – morale is really low amongst staff
- Will be presented September 18<sup>th</sup> at the Regents meeting
- All university coat drive will be announced soon
- September meeting will be the 11<sup>th</sup> and they will go to Polytechnic campus

b. Other

- i. Why is the university enhancing salary, giving promotions to top administrators, but saying there is no money for those people farther down the pay scale?

c. Report on joint meeting with Administration

- i. Mike Walker working on a further broken-out by institution survey results from KBOR survey
  - Need meeting with communications to see how that information from that survey gets disseminated to the university

d. Need additional unclassified staff on the appeals board committee/disciplinary board

- i. Can we try to get word out to get some more volunteers on that committee?

e. Committee Photos at 3:55 pm

7. Adjourn