

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

Zoom: <https://ksu.zoom.us/j/575096367>

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

Non-Voting Attendees: Cyreathia (Sam) Reyer (USS Liaison – Via Zoom)

- Call to Order
- Introductions
- Approval of Minutes – vote via email
- Old Business
 - a. Debrief HCS presentation
 - Competencies were purchased to look how they overlay with the job descriptions
 - This was needed so people better understand what competencies go with the job families
 - Concerns still exist about the expertise in HCS to establish the competencies
 - Who will be consulted on those competencies? Will there be appropriate representation?
 - PSA and USS need to be vocal about representation for development of competencies in each job family – the representatives should be in the respective job family
 - CBIZ has created issues with reclassifications across the regents institutions, not just a problem at K-State
 - b. Debrief Jeff Barnes' presentation
 - What specifically can be done for those in the lowest bracket
 - Updating the wording to reflect current HCS classifications for who qualifies for reserved parking stalls
 - c. Clarification to Parental Leave Policy

Any benefit-eligible employee (unclassified employees with a regular, probationary, tenured, or term contract appointed at least .5 FTE and university support staff in a non-temporary position requiring at least 1,000 hours per year) who has been employed for twelve months with the state of Kansas.

<https://www.k-state.edu/policies/ppm/4800/4860.html#anchor050H>
 - d. Update on Listening Sessions

- Spoke with Gary Pratt about how they managed and facilitated their listening sessions, got some ideas from them
- New Business
 - a. Meeting with USS Leadership and Tanya Gonzalez about moving toward one staff classification
 - November 19th
 - What does the grievance policy look like if they are moved from USS to Unclassified
 - There is no grievance process for unclassified. This needs to be looked into, to verify that is true.
 - In the past if you got a good evaluation you should expect a contract renewal, that does not necessarily seem to be the case any more
 - Unclassified regular are still subject to dismissal for cause if there is proof of cause and in that case they are not given a year's notice
 - USS probationary period was extended because not everyone that lost their job do to downsizing was placed immediately
 - b. Prepare for Jay Stephen's visit
 - About 13.71% employees are using their dependent/spousal benefits for tuition which is about \$1 million, to extend that to term employees that are .9 FTE or more would be about \$700,000 more.
 - Currently we use "real" money to pay for tuition assistance
 - Looked at other institutions with RCMs to see how they are doing tuition assistance. Most are using real money. Iowa State University does reimbursement if the class was successfully completed.
- Other Business
 - a. USS Report
 - Request was made to get data on USS positions being converted to Unclassified both term and regular
 - Facilities are all going to one schedule. They will now be 5:30 am – 1:30 pm. Issues with ATA because they do not run at that early of hours. They have been in talks with ATA to get those people to work. This schedule may also impact those that have 2nd jobs.
 - b. SGA Report

- Diversity programming – resolution to create a committee that looks at how funds are spent
 - Attendance policy for SGA going through
 - Privilege Fee went up because enrollment is down– Lafene, Wildcat Watch, Rec Center, Student Legal Services, SGA, etc. are some of the programs funded. Looking at capping how much those fees can go up.
- c. Announcement regarding Mobil DL Unit
- Will come on campus and issue drivers licenses regularly including real id starting in October 2020
 - They will come November 19th to the International Student Center and if it goes well they will do more
- d. Fringe Benefits Committee Report
- Looking at flex time policies
- e. Other Items
- Professional development – what is the prioritization process for it?
 - Child Development Center – faculty are having trouble getting their kids in, and keep moving down on the list. Faculty already lost their 10% discount
- Adjourn