

Kansas State University Faculty Senate
Professional Staff Affairs

MINUTES

September 7, 2021, 3:30 – 5:00 pm
Zoom Meeting

Join Zoom Meeting

<https://ksu.zoom.us/j/91721758009>

Meeting ID: 917 217 580 09

Present: Linda Craghead, Megan Elzinga, Renee Gates, Mark Haub, Mishelle Hay McCammant, Melissa Holmes, Casey Keller, Cameron Koger, Monica Macfarlane, and Paul Volino

1. Call to Order
2. Approval of Minutes – Approved (moved/second)
3. New Business
 - a. Introductions
 - b. Focus for the year:
 - CCOP/CPAG participation with FSCOUP (continuing)
 1. CCOP – Faculty only, CPAG = staff/students; help make big decisions; budget allocation. Limited college-level voice of staff. CCOP/CPAGs may not have even been consulted. Looking to have staff voted in like faculty (all eligible names listed).
 - Changes in job responsibilities without changes to PDs/titles
 1. Work more with less – new responsibilities with changes and not necessarily listed in Position Descriptions. Discussions about this were made by members of the committee. There was discussion about updating PDs during annual reviews to ensure they are current.
 - Adding information about remote work to Position descriptions/announcements
 1. May help with recruiting (none, hybrid, full) and maybe make it part of all position descriptions. For IT positions, this is becoming more common, and some positions may be overlooked if the wording is not included.
 - Office of Institutional Equity, learn more about and help educate our constituents. New director was hired. When to talk to her

office or HCS for an issue. They do work and collaborate on issues. We will invite to a meeting with us and/or Fac Sen.

c. Unclassified Employee of the Week Voting

- We reviewed nominations and a voting survey was generated. There were questions and information was shared regarding the process of how nominations occurred. This is typically through the caucuses. For Staff of the Week, it might not go through all caucuses. Working to get more people engaged in the process to get more nominations.

4. Old Business

- a. Term representation – Voting passed and will be implemented by the January meeting
- b. Term benefits – Administration sent a request to KBOR for those at KSU more than five (5) years. There was a lot of work to make this happen for the KBOR proposal.

5. Other Business

- a. SGA Report – Was a question about new fee structure, and differential tuition may be discussed.
- b. Listening Session Committee – No report
- c. Salary and Fringe Benefits Committee Report – No report
- d. USS Report – Discussion about Office of Institutional Equity visiting their meeting. Discussion about Holiday pay options as occurred last year due to COVID.

6. Adjourn