

Kansas State University Faculty Senate
Professional Staff Affairs Minutes
October 5, 2021, 3:30 – 5:00 pm
Zoom Meeting

Join Zoom Meeting

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

Meeting ID: 917 217 580 09

Present: Amy Bruski, Linda Craghead, Renee Gates, Mark Haub, Mishelle Hay McCammant, Melissa Holmes, Casey Keller, Cameron Koger, Monica Macfarlane, Mark Stadlander, Mariya Vaughan, Paul Volino, and Alyssa Wendel

1. Call to Order
2. Approval of Minutes for September 7 and September 21 meetings
 - a. Motion
 - i. Edit for September 7 incorporated -- Approved
 - ii. September 21 -- Approved
3. New Business
 - a. Review of Professional Staff award process
 - i. More staff than faculty, how many do we acknowledge
 - ii. Many of the awards are received by units and colleges who are active at nominating, and it appears we miss some deserving staff due to the nomination process.
 - iii. Goal is to boost morale of our staff.
 - iv. The receive tickets to a game and another incentive would be great.
 - v. Depending on the number we determine awarding, we need to be sure to have enough nominations and represent caucuses, colleges, and units.
 - vi. Can we get a set amount of money to offer Cat Cards?
 1. Suggested \$420 total request
 - vii. Discourse about nomination and the complexity to ensure nominations are for all staff, and we would be able to nominate across colleges and units.
 1. Make sure everyone knows process and how many may be nominated from a caucus, college, unit.
 2. Two options: open nomination and caucus?
 3. Getting more involved will help motivate nominations and engagement
 4. Keep 8 at basketball or go to a weekly option?
 - a. Weekly would be a big lift.
 - b. Keep the 8 for basketball given the public notification and event
 - c. Two different processes and recognition (tickets vs \$20)
 5. When do we start this?
 6. We, also, need a nomination form

b. Additional Staff Awards

- i. Nomination process can be streamlined and improved. Looking into new overall nomination process. Suggested this be called a “Spotlight” recognition.
 1. Process for managing review with shared effort between USS and PSA. Linda, Monica, Casey, and another USS representative. Will revisit this at our November 2, 2021 meeting. Recommendation to start in Spring Semester 2022 (Jan – May) — last week of each month. Follow up with a letter recognizing the hard work of those nominated and include some quotes from those nominating them. Do we engage communication and marketing for university communication options, or develop a template-like on-line form from the nomination, or special input from nominator.

4. Old Business

- a. CCOP/CPAG participation with FSCOUP updates?
 - i. No new updates and they (FSCOUP) will continue working on this.
 - b. Questions for Jay Stephens on October 19—anything to add?
 - i. Inclusion of whether work site options are available or negotiable in position description (hybrid, remote options)
 - ii. Five years consecutive or total regarding Term positions and benefits.
 - iii. Workload expressed in position description – is there a process of reviewing positions to ensure assigned work is appropriate to position description.
 - iv. Market value of positions and how will positions be adjusted in new budget model?
 - v. How many staff positions are left unfilled, and how is compression going to be addressed?
 - vi. Benefit changes coming and how they will impact staff
 - vii. Hourly recording and how data are being recorded (Chronos system). Should all employees use same system?
 1. Perceived issues of difficulties checking in for hourly employees and differential scrutiny relative to salary employee system.
 - viii. Holiday pay and time at end of Dec 2021- Jan 2022
- There was a meeting with President and Provost to review this and they indicated this needs to be reviewed and addressed during the upcoming annual reviews. There was notion that the descriptions may be changed, it was not clear if changes were permanent or if there was to be compensation for additional work.

- Many had to step away from a career ladder during COVID changes, now it is not known what ladder they are on now – for example, advisor and/or instructor duties might be added to staff position description.
- Evidence from shrinking USS numbers without decrease in work expectations. Also, many are shifting from USS to term, with few moving to regular appointments.

5. Other Business

- a. SGA Report
 - i. Education committee met to review underfunded opportunities
 - ii. Tuition fees strategy committee
 1. Review college fee use (fall) and review new proposals in spring.
- b. Listening Session Committee – no report
- c. Salary and Fringe Benefits Committee Report – did not meet
- d. USS Report – Raised numbers and lack of appreciation with the recent USS meeting with President and Provost. Example, employee of the year not yet receiving the expected award. Notices of USS appreciation to be coming in K-State Today announcements.
 - i. Questioned why buy-out limited to tenured faculty. KU did this and there were several (~80%) staff. It was stated that KU's situation was much different.
 - ii. Retirement buy outs may be difficult as some may be granted the option, while a similar employee may not receive approval.
 - iii. There are questions about the healthcare bridge and whether that bridge can be extended to USS and staff.

6. Adjourn