

**Kansas State University Faculty Senate
Professional Staff Affairs Minutes
November 2, 2021, 3:30 – 5:00 pm
Zoom Meeting**

Join Zoom Meeting
<https://ksu.zoom.us/j/91721758009>
Meeting ID: 917 217 580 09

1. Call to Order
2. Approval of Minutes for October 5
3. Old Business (re-arranging order today as Jay cannot join us until 4 pm)
 - a. CCOP/CPAG participation with FSCOUP updates
 - b. Staff Spotlight recognition exploration task force
 1. Will begin working on recommendations whether able to add a second person from USS.
4. Other Business
 - a. SGA Report --
 - b. Listening Session Committee
 - c. Salary and Fringe Benefits Committee Report
 - d. USS Report
5. New Business
 - a. Faculty Senate Shared Governance Committee and Jay Stephens (was able to meet at start of meeting, 3:30)

Initial questions:

- i. Inclusion of whether work site options are available or negotiable in position description (hybrid, remote options)
 - *This wording is helpful for some positions, determined at the unit or department level. Cannot be forced from HCS.*
 - *Believes it is helpful for recruiting, but will likely not be part of the PD.*
- ii. Five years consecutive or total regarding Term positions and benefits.
 - *Five years of employment total*
- iii. Workload expressed in position description – is there a process of reviewing positions to ensure assigned work is appropriate to position description.
 - *Each is independent and must be reviewed as such, as the situations raising this concern are unique across campus. It is something HCS is concerned about and looking into.*
- iv. Market value of positions and how will positions be adjusted in new budget model?
 - *This is happening as some are leaving positions in one unit to fill positions in another where the pay and/or benefits are improved. The market value is*

something the university will address and to adjust it we either need to enroll more students and/or have fewer employees.

- *Departments have done a good job of assessing market value, but positions are not frequently reviewed to see if they fit into the correct quadrant. That takes money which has to come from enrollment or attrition.*
- v. How many staff positions are left unfilled, and how is compression going to be addressed?
 - *Difficult to quantify as these positions are fluid and funding for positions is held in the budgets of units. Thus, we will not be able to quantify the number of unfilled positions from when the RCM budget model started. This number is a moving target.*
- vi. Benefit changes coming and how they will impact staff
 - *For the most part, insurance rates went down.*
- vii. Hourly recording and how data are being recorded (Kronos system). Should all employees use same system?
 - *Perceived issues of difficulties checking in for hourly employees and differential scrutiny relative to salary employee system.*
 - *Recommended that transparent documentation come out sooner rather than later defining who will be required to clock in/out and by what means.*
 - *Kronos bought out and new system does not allow for multiple jobs (and we have a lot of student who work more than one job) so still negotiating before anything moves forward.*
- viii. Holiday pay and time at end of Dec 2021- Jan 2022
 - *This will be the same as last year.*
- ix. There is a feeling that there is a push to combine all staff so no more USS/Professional, just Union/Staff. Can you comment on that? If that were to happen, which benefits would be retained (i.e. -USS have an annual bonus after 10 years, professional staff have a 1 year notice of non-reappointment)?
 - *The changes in type of position will likely change more due to budget (term vs regular) and how the administrator views expenses and incentives of positions, and/or how much discretionary funds are available to support the benefits of different classifications.*
 - *Recommendation is that we be proactive and recommend a direction if we want there to be just one type of staff.*

Vaccine Mandate questions:

- x. What will the separation process look like for staff and faculty that choose not to vaccinate?
 - ☐ *Will the process vary depending on your contract type? Slightly based on appeal/rights as listed in the handbook but will be for cause so advance notice of non-renewal does not apply.*
 - ☐ *How long do you anticipate the separation process will take? Depends on the numbers and processes.*
 - ☐ *Will those who choose not to comply with the vaccination requirement be able to work on campus after December 8th until their separation process is complete? Essentially no. however, there are changes coming*

down from the federal level that we need to review that may change things.

- xi. For those that could retire but choose to go through the separation process, could they still choose the retirement option during that process or does it need to be declared prior to it. *Yes, but they need to leave themselves time for the paperwork to process or they will find themselves without pay.*
- xii. Will some staff and faculty who are separated for cause be eligible for unemployment? Eligible for re-hire? *Employees terminated for cause are generally not eligible for re-hire, but due to the wording and changes, that may be different in this case. Yes, most should be eligible to be re-hired, but it will not be a guarantee they are hired in their current position.*
- xiii. If an employee has insurance through K-State, how long will they continue to have insurance after they separate? *Insurance is valid until the end of the month in which separation occurs.*
- xiv. How soon will units be able to recruit for positions being vacated due to the vaccine requirement? *Some may be able to begin recruiting before the termination date. This will need to be coordinated with HCS.*
- xv. Will there be flexibility for those that did get vaccinated prior to December 8th, but will not be fully vaccinated (2 weeks after final vaccination) by the December 8th deadline? *There will be some flexibility, especially since the announcement came out shortly after the deadline for the first dose depending on the manufacturer. This will be handled on a case-by-case basis.*
- xvi. How many employees do we expect to lose because of the vaccine mandate? *We really don't know at this point.*

b. Proposed revisions to Ombudsperson requirements.

At the end of last year, one Ombudsperson position was open, and we had to choose between diversity or a professional staff member. It was suggested that one of those positions be designated as a professional staff person. We believe we will have a larger pool of applicants with that option and professional staff may feel more comfortable working with someone at the same level.

6. Adjourn