

Kansas State University Faculty Senate
Professional Staff Affairs Minutes
January 17, 2023, 3:30 – 5:00 pm
Business Building 3046
or Zoom
Meeting ID: 917 2175 8009

Call to Order

Attendees: Mishelle Hay McCammant, Renee Gates, Mark Stadlander, Justin Wild, Kimm Dennis, Mariya Vaughan, Melissa Holmes, Linda Craghead, Casey Keller, Monica Curnett, Robin Styles (guest)

1. New Business

a. One hour listening session with Emergent Methods

- i. Robin Styles introduced process for gathering information and shared governance to complete strategic planning. Work for staff and faculty is ever increasing.
 - o Focusing on time to strategic planning (1/3)
 - o Organizational assessment to ensure processes and resources so employees can do their jobs.
 - o Brand task force
 - a. Communicating value and what KSU is to internal and external stakeholders
 - o Have done several campus surveys and meetings.

PSA Comments:

- Centralize vs Decentralized work needs to be assessed. Each aspect has pros/cons. Some aspects are efficient and work well centralized – others not.
- Staff arrangement in senate, how is it going?
 - o Unclassified on reg (0.5 or greater) are eligible
 - o New caucus for term contracts (never had representation)
 - o General caucus represents Central Offices, Assist/Assoc Deans in colleges
 - o Representation on Gen Caucus may have low (no?) representation in caucus — seems to be mainly administration
 - o Leadership and Executive Comm has PSA representation
 - o PSA has been active for over a decade
- Not all units respect staff and non-tenured faculty.
- Some staff not encouraged to participate in shared governance
 - o Not enough staff to meet the work-load
 - o Outside of shared governance, limited support for search committees, etc.
- Need career ladders, know what skills are needed, pay structure, being able to identify where positions fit in pay scale, some positions are being classified differently doing same duties for less, salary compression, limited movement to change titles to appropriately. Very inefficient with hiring and work distribution. Central issues affect staff across campus in all colleges.
- Review processes and assess efficiencies and prioritize ALL roles and responsibilities of units prior to issuing request to hire.
- Doing more with less — creating stress, strain, and morale problems.
- Hard to hire into some units, making it hard find staff for these positions
- How many administrators do we need?
- Implementation of policies that do not involve those doing the work.

- Internally communication is poor
- For problems, issues appear to be made administratively and hired to come in and resolve.
 - Instead of consulting with those doing to the work.
- Problems have been present before COVID, and COVID made it exponentially worse.
- Discussion about things working well with more support (have potential)? What are things that do better decentralizing?
 - Travel requests
 - Using technology to facilitate work-flow
 - Discuss best/better practices across campus and inform other staff to increase these efficiencies.
- What has held back changes culturally and across campus?
 - Forming groups across campus doing the same work — make this easier
 - Being mostly decentralized creates pockets of processes to do the same task differently.
 - Need good leaders vs doers
 - Need duplicating positions to handle requests to limit the bottleneck for single positions.
- Moving forward with 6 categories as task forces
- <https://www.k-state.edu/strategic-planning/>

b. PSA Co-Chairs and USS Senate Leadership meeting with COPS and KBOR tomorrow

i. Review Reports being presented

- Docking Survey being presented with other KBOR institutions.

2. Approval of December 6th minutes

a. Approved (4:48pm)

TABLED Due to length of time with Robin Stiles and Emergent Methods

3. Old Business – Table discussions for next meeting

a. Goals/Yearlong agenda topics - Assignment of Committee Members to Year Long Goals

i. Add remote opportunities to job postings-in process (should be listed as fully remote, hybrid, campus only) Currently an option to sort on job page. - **Completed**

ii. Ombudsperson language changes—

iii. Resolution of support

iv. Strategic planning involvement

v. 5-year review language clarification (Handbook committee) C159.3 and C159.9 – Mariya and Tandy – **Final Review**

- Ensuring that staff are included

- Does the language mean direct reports only or everyone in the organization lineage?

vi. Compensation/Career Ladders

- Casey and Monica C.

a. When or where to start?

- What are the goals or what does completion look like?
- Who are the stakeholders? From whom do we need buy-in or information?
- This would be a K-State issue, and not likely a statewide option.
- What determines a change in title/promotion? Years of experience? Education/Training/ Certifications? Evaluation?

- Is it possible to hire a consultant to determine these processes?
- How will multiple surveys (Docking Institute and Emergent Methods) affect outcomes and next steps?

vii. Docking survey follow-up listening sessions

- Linda and ?

b. Committee Roles:

- Co-chairs
- Secretary
- Salary and Fringe Benefits committee rep

<https://ksuemailprod.sharepoint.com/:w:/r/sites/ProfessionalStaffAffairs/Shared%20Documents/General/PSA%20Committee%20Roles.docx?d=w7e23beb747ca4411b0d0ccf0f0350445&csf=1&web=1&e=OCuExF>

c. Board of Regents UPS (University Professional Staff) committee responsibilities 23-24 preparation - **Update**

d. CCOP (College Committee on Planning) Integration - **Update**

e. Shared Governance Meeting

i. USS Representation in FS

- Caucus with or without staff that are in a union

ii. Changing staff classification

- One type of staff?
- USS to Unclassified?

f. Exception for Regular Contract Staff that move to Term Contract

g. Other

4. Other Business

a. SGA Report

b. USS Report

c. Term Staff Report

d. Salary and Fringe Benefits Committee Report

e. Shared Governance

5. Adjourn