

**Kansas State University Faculty Senate**  
**Professional Staff Affairs Minutes**  
**October 4, 2022, 3:30 – 5:00 pm**  
**Business Building 3046**  
**or Zoom**  
**Meeting ID: 941 8938 1310**  
**Passcode: 173481**

Members Present: Mishelle Hay McCammant, Renee Gates, Mark Stadtlander, Casey Keller, Marta Richenburg, Justin Wild, Monica Macfarlane, Mariya Vaughan, Tandy Rundus, Monica Curnutt, Linda Craghead, Melissa Holmes

Call to Order

1. Approval of September 20<sup>th</sup> minutes - Tabled
2. New Business
  - a. Q&A with Jay Stephens and Shanna Legleiter
    - i. Strategic planning
      - Will come out through interviews and thoughts with the President's own strategic planning efforts.
        - a. 2025 theme V was lost in process
        - b. Budget demonstrates mission
        - c. Merit increase process and was not perfect, however our people received support. We need to help more.
    - ii. Shared governance — Will we incorporate and unionize or not?
      - The Economic Prosperity Plan will help faculty/staff and the vision will align
      - How will staff be assured representation?
        - a. We need to include PS in discussions, and ensure the Fac Senate President knows
    - iii. Career ladders
      - All KBOR situations are different based on differences
    - iv. "Vacant Position" use versus Position Reclassification — lag in reclassification cue, the process is tedious, current employee needs to complete duties for at least 6 months. Titles, duties, and alignments to compare across responsibilities. Process used to be twice/year, now open to flexible submissions/requests.
    - v. Salary Compression — higher pay grades, new titles; need data and examples. Salary scale is used to assign salary. As people leave, depts are repurposing roles — thus, it may look like the same position. Examples in Docking Survey. Positions can be managed within the pay range versus reclassifying. Competitive job offer. Compensation will have training sessions for salary management.
      - Maybe leadership training
    - vi. Staff shifts in salary changes can be due to market shifts in positions. The low range positions may adjust to ensure all within the market range.
    - vii. New hires may get a greater salary than others in the same position for some time.
      - There are compensable factors (experience, training, etc.)
      - Units have varying levels of autonomy with their budgets.
      - How to manage short-staffed situations? Recognizing and rewarding efforts?
        - a. Long-term vacancy issues: describing and compensating new duties, and the duration of the change in load.
    - viii. We are feeling the stress and shortages, which impacts daily efforts.

- ix. Improvements: worksite options listed (hybrid, remote, on-campus)
    - Working on streamlining and making processes more efficient.
  - x. Discrepancy between job titles, was stated that a admin position is being paid at a rate of 30 years ago.
  - xi. Reclassifying using specific words does not necessarily lead to raises or changes in classifications/descriptions.
  - xii. Strategic planning — equity planning and market reviews, we are never going to compete with certain regions/locations. We need to be realistic. Maybe within 85% of those within market.
  - xiii. What to do about the Christmas Break leave issue. The ability to give a paid break is reliant on KBOR.
  - xiv. Is it possible to offer a range of positions (e.g. Specialist I – III) to allow flexibility in hiring? Need to be careful in language and ensure the pay is available for a higher level option.
  - xv. Supervisor Training/Management may handle some communication and leadership concerns. These are posted in K-State Today, and enroll three times per year.
  - xvi. Is there a way employees can see their position description. PageUp is able to show this, hires prior may not be available on-line. Direct reports will be able locate and share.
    - One concern is knowing whether essential or not.
  - xvii. Faculty vs staff/advisor — how are these positions classified? Typically comes down to the majority of effort. Put the task in the PD and use an ‘add-pay’.
    - How do we determine majority or 50% of effort?
  - xviii. How do we help with culture and trust?
  - xix.
- b. C192 Ombudsperson Proposed Changes – Faculty Affairs read (vote?) this afternoon

### 3. Old Business

- 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.
  - ii. Ombudsperson language changes—
  - iii. Resolution of support
  - iv. Strategic planning involvement – Monica raised the need to have staff involved in task force meetings.
  - v. 5-year review language clarification (Handbook committee) C159.3 and C159.9 – Mariya and Tandy
    - 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.
  - vii. Docking survey follow-up listening sessions
    - Linda and Renee, working to provide summary report and highlight/redact issues, and provide
- b. Committee Roles:
  - Co-chairs
  - Secretary
  - Salary and Fringe Benefits committee rep

<https://ksuemailprod.sharepoint.com/:w:/r/sites/ProfessionalStaffAffairs/Shared%2>

- c. Board of Regents UPS (University Professional Staff) committee responsibilities 23-24 preparation
  - d. CCOP (College Committee on Planning) Integration --
  - e. Shared Governance Meeting – Did have one meeting to discuss this.
    - 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?
        - a. Discuss with constituents to determine path.
  - f. Exception for Regular Contract Staff that move to Term Contract
    - i. Share with Fac Affairs?
  - g. Other
4. Other Business
- a. SGA Report
  - b. USS Report
  - c. Term Staff Report
  - d. Salary and Fringe Benefits Committee Report – 1<sup>st</sup> meeting next week.
  - e. Shared Governance – Discussed previously
5. Adjourn