

**Kansas State University Faculty Senate**  
**Professional Staff Affairs Minutes**  
**December 6, 2022, 3:30 – 5:00 pm**  
**Business Building 3046**  
or Zoom  
Meeting ID: 941 8938 1310  
Passcode: 173481

Call to Order

1. Approval of November 1<sup>st</sup> minutes
  - a. Approved
2. New Business
  - a. When should faculty senate be involved and/or notified by decisions made by central administration (i.e. new recruiting campaigns, remote contracts, inclement weather policies, etc.)
    - i. Go through Faculty Senate Leadership
      - Generate list of items that should go through this group/review. Could be an FYI, too, not necessarily needing to provide feedback.
      - Social media policy was vague with questions that followed.
      - Making sure CCOPs are involved in processes, as appropriate.
      - Seem to be differences between colleges and how they communicate. Some are top-down, others use more shared governance, or communicate that 'this is coming' – what are the issues to be aware of?
      - Does this policy affect \_\_\_\_\_ (staff, faculty, academics/programs)? And direct accordingly.
      - Issues is trying to determine level of sharing. What requires a vote of faculty/staff senate? What constitutes a need for feedback versus FYI (decisions is being or has been made).
      - Personnel messages should be as consistent as possible for work situations (weather, remote, differing campuses, etc.).
      - The timing of communication needs to be taken into account to plan and schedule. This may need to be a "contingency issue".
      - Many do not check the university calendar unless information cannot be found in other places (e.g., K-State Today, College Newsletters, etc.)
      - Communication solutions need to be evaluated for effectiveness.
        - a. K-State Today seems to be best option, is there a way to make it searchable, or a calendar link/option, or other options to improve.
        - b.
  - b. Quick Overview of GE Framework Policy being sent to FS for 1<sup>st</sup> read
    - i. Fac Senate Academic affairs rep brought this to their caucuses.
    - ii. Special January meeting to manage this in a "normal" Faculty Senate meeting.
    - iii. K-State 8 will sunset to make room for Gen Ed framework and the System Wide Transfer courses.
    - iv. The current write up has the Provost appointing subcommittees for the 'buckets'.
    - v. Bucket 7 will be the bucket with most local (KSU) discussion pertaining to Diversity/Ethics versus free electives.
    - vi. Some aspects may be voted separately to minimize delays for other items.
    - vii. Questions pertain to how to handle 100-200 level courses.

viii. Concerns from staff perspective and understaffing in central offices.

- This level of program will increase staff burden to review.
- Will there be funding for add-pay, or to outsource?

c. Notice of non-reappointment language from HCS

- i. Pertains to eligibility for hire or re-hire.
- ii. Will meet with Faculty Senate Leadership to discuss specifics.

### 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. - **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?
  - a. Recommended changes are in the attachment/C159 File.
  - b. Moving forward to Fac Affairs for next steps.

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**

- i. This year was to be one university's year to manage, the FHSU rep will pick up the responsibilities.
- ii. Meetings will be held in the spring.
- iii. The Docking Institute will be provided to KBOR in early spring semester.

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

- i. FSCOUP is collecting the language from CCOPs for inclusion in college shared governance.
        - ii. Appendix N: every college needs to ensure policies are being drafted for these documents for departments in each college.
      - 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 – No report
      - b. USS Report — Kim D, met with KBOR and to discuss state employee salaries (only allowed 20 min)
        - i. Meeting requested for
      - c. Term Staff Report — getting more organized to meet more frequently and determine how to best be represented in Faculty Senate
      - d. Salary and Fringe Benefits Committee Report – did not meet
      - e. Shared Governance — USS moving to faculty senate to be represented is being considered.
    5. Adjourn (4:59)