

Kansas State University Faculty Senate

November 5th , 2024, 3:30 – 4:45 pm

Business Building 3046

or Zoom link:

<https://ksu.zoom.us/j/92136035246>

Attendance:

- Marci Ritter
- Renee Gates
- Jody Hodges
- Melissa Holmes
- Justin Wild
- Lisa Wilken
- Monica Curnutt
- Linda Craghead
- Marcus Kidd
- Kari Morgan
- Gina Nixon
- Will Grogan
- Mariya Vaughan
- Kimm Dennis
- Amy Brusk

1. Call to order
2. Approval of October 15th, 2024, minutes, linked: [Professional Staff Affairs 10.15.2024 Minutes](#).
3. New Business
 - a) Docking Institute Committee Formation discussion
 1. Thoughts of including a grad student and a faculty member to help develop some questions.
 1. Thought of having 2 PSA, 2 USS, 1 faculty, 1 GA,
 2. It was discussed with the President's Office and KBOR about including faculty and other populations.
 2. We would have common questions that are posed by K-State and other institutions. From there, we can pose K-State specific questions.
 3. We should make sure that the upper administration is supportive of this so there can be more of a coordinated effort.

4.

b) Professional Staff Engagement

1. Approx. 1200 faculty // 2400 professional staff.
2. The caucuses were reviewed and discussed.
3. Is the term “Faculty Senate” deceptive since a lot of
4. How do we engage staff on Faculty Senate?
5. Discussion over faculty autonomy vs staff autonomy. It could be viewed that some faculty have more of an ability to control their schedule / commitments as opposed to professional staff.
6. As it relates to evaluations, Faculty Senate engagement could be viewed as a way to contribute to those professional development goals.

c) Staff Award Survey

1. The survey went out this week. It will be available for 14 days. We should have results for our next meeting.

d) NNR Discussion - [Proposed language](#)

1. There were positive sentiments regarding the thought of not having to sign an annual contract.
2. Faculty will be treated differently due to teaching schedules.
3. It will most likely come to Faculty Senate in December.

e) Future Meeting Presenters

1. Parking Services
2. HR follow-up
3. Master Plan
4. Ma
5. Marketing & (University) Communications
 1. K-State Today
 2. Branding
6. Governmental Relations

f) Vote on March 18th & December 17th meeting dates (vote to keep, reschedule or cancel)

1. Voted to keep December 17th meeting

2. Voted to cancel March 18th meeting scheduled during Spring break

4. Other Business

- a. Feedback from October 9th – President’s Open Forum
- b. Feedback from University Provost’s SEP Open Forum
- c. Report – Quarterly Meeting with Dr. Marshall Stewart held 10/15 @ 1 p.m.
- d. Follow-up/Questions regarding Employee/Faculty Classification Trend Report – Marci Ritter
 - a. Additional request/clarification from Provost and/or Office of Data, Assessment & Institutional Research information? [Quick Facts \(k-state.edu\)](#)
 1. Current number of Staff/classification vs the number of Faculty/classifications in each college/business unit
- e. Staff Spotlight - Renee Gates
- b. SGA Report - Brady Kappelmann
- c. USS Report - Kimm Dennis
 - a. Working with Tara Coleman to get training opportunities
 - b. Attended Elevating K-State's Faculty and Staff Experience organized by President Linton
 - c. Promoting the USS Meritorious Staff Award – Nominations accepted year-round. Recognizes USS staff member who demonstrates exceptional leadership and/or extraordinary effort in their position. Here is the nomination form [2021 Meritorious form 091322.pdf](#)
- d. Term Staff Report – Marcus Kidd
- e. Salary and Fringe Benefits Committee Report - Gina Nixon
 - a. Committee met on 11/5/24 via Zoom.
 - b. Three task force committees were established to look at:
 1. Emeritus status
 2. Tuition benefits
 3. Professional development

Task force committees are comprised of 3-4 members. Each committee will review current policy, identify areas of concern and develop possible solutions. Teams will provide progress updates in December and January with a more comprehensive report in February.

c. All committee members will work together to develop an agenda and plan that includes objectives, milestones, and deadlines.

f. Docking Institute Committee – Monica Curnutt

5. Adjourn

General Info:

Future PSA Meeting Dates:

November 5th & 19th (11/19 – Thomas Bunton will give IT Update) (potentially add Docking Com. Rpt.)

Non-PSA: November 22nd – Onsite KBOR Meeting

December 3rd & 17th (vote to keep, reschedule or cancel 12/17)

January 7th & 21st

February 4th & 18th

March 4th & 18th (Spring Break 17th – 21st) (vote to keep, reschedule or cancel)

There was a vote to cancel the meeting. The meeting will be cancelled.

April 1st & 15th (Start of transition meetings no guests)

Final May 6th & Transition 20th

AI Notes:

Overview

The Professional Staff Affairs Committee Meeting focused on several key topics aimed at enhancing staff engagement and representation within the university. The committee discussed the upcoming Docking Institute Survey, emphasizing the inclusion of faculty and graduate students in 2025, supported by the President's office for funding, and the need to align question development with Initiative 9 to ensure a comprehensive approach. Engagement strategies for professional staff within shared governance were explored, highlighting the need for better representation in the Faculty Senate and addressing barriers to participation due to work commitments. The meeting also covered developments in staff classifications, a new learning and performance management system under HR review, and the planning of future meetings and potential guest speakers to improve transparency and communication. Additionally, there were updates on the Salary and Benefits Committee's task forces related to professional development and tuition benefits. Action items were outlined for committee members to take specific steps toward advancing these initiatives, ensuring that professional staff voices are heard in decision-making processes.

Notes

Docking Institute Survey Discussion (00:00 - 13:17)

- Survey given every three years, results from 2019 and 2022
- Previously surveyed USS and UPS only
- Considering surveying faculty and grad students in 2025
- President's office agreed to pay for the survey
- Plan to meet with HR to formulate questions
- Need to align questions with Initiative 9 (employer of choice)
- Considering including grad student and faculty member on committee
- Importance of having a good list of recipients and redacting identifying information

Professional Staff Engagement (14:31 - 21:39)

- Approximately 1200 faculty members and 2400 professional staff on campus
- Faculty Senate represents both faculty and staff
- 15 caucuses in total, including various departments and groups
- Question raised about staff representation in Faculty Senate
- Concern about name 'Faculty Senate' being potentially deceptive for staff involvement

Staff Representation and Engagement (21:49 - 37:08)

- Discussion on how to actively engage professional staff in shared governance
- Suggestion to look at makeup of caucuses and nominate more staff
- Challenges in staff participation due to work commitments
- Importance of including staff in decision-making processes
- Need for better communication about staff representation in Faculty Senate

Staff Classifications and Trends (37:08 - 40:14)

- Discussion on employee classification and faculty classifications
- Marcy to compare data with DARE (Division of Academic and Research Excellence)
- Provost's office working on reporting administrative and faculty positions
- Importance of aligning reporting methods across departments

Learning and Performance Management System (40:14 - 53:05)

- HR looking at RFP for learning management and performance management system
- System to potentially include online performance appraisals and training tracking
- Importance of aligning with Initiative 9 and integrating with ERP
- Potential for housing professional development modules
- Request for feedback on system requirements from committee members

Meeting Scheduling and Guest Speakers (53:52 - 01:02:22)

- December 17th meeting confirmed
- March 18th meeting (during spring break) cancelled
- Discussion on potential guest speakers for future meetings
- Suggestions include parking services, master plan, university communication, and legislative updates

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Communication and Shared Governance (01:04:06 - 01:22:02)

- Discussion on K-State Today changes and university rebranding
- Importance of transparency and involving staff in decision-making processes
- Suggestion to invite Patrick (communications) to discuss plans and engagement
- Staff Spotlight update from Renee - October selection made, announcement coming soon

Staff Experience Session (01:22:13 - 01:24:40)

- Kimm and Marcus attended a staff experience session organized by President Linton
- Discussion on faculty and staff experiences, including perceived class distinctions
- Positive feedback on the session and its potential benefits for staff members

Salary and Benefits Committee Update (01:24:40 - 01:31:03)

- Formation of task force committees on emeritus status, tuition benefits, and professional development
- Discussion on extending tuition benefits to dependents and online courses
- Consideration of required professional development for all staff
- HR planning survey on professional development for spring

Action items

Monica Curnutt

- Meet with HR to formulate questions for the Docking Institute Survey (09:56)
- Ask other Regent schools about including faculty and grad students in the survey (16:56)

All committee members

- Consider potential nominees for the survey committee (24:13)
- Look at the makeup of caucuses and consider how to increase staff involvement (33:24)
- Provide feedback on Learning Management and Performance Management system requirements (01:14:14)

Linda Craghead

- Send out email with questions about Learning Management and Performance Management system (01:12:42)

Renee Gates

- Finalize and send out Staff Spotlight announcement (01:21:04)