Kansas State University Faculty Senate
Professional Staff Affairs Committee
Minutes
September 2, 2014
3:30 pm – Room 202, K-State Union

Present: Kelly Briggs, Danielle Brown (Chair), Lynn Carlin, Kelli Cox, Ashley Croisant, Lisa Duer, Sharon Hartwich, Livia Olsen (Secretary), Stacey Warner

Call to Order

Minutes Approved

- May 20, 2014 minutes approved

Professional Staff Title Update

- It was approved by Faculty Senate but we are now being told to hold on the use of the title.
- We need more information because we are not sure what caused this change.

Section C of the University Handbook – Summer Committee update (Kelly Briggs)

- Our approach was to look at what is applicable to us, do some quick language fixes, and then split it into two sections.
- The first half is faculty information.
- The second half is professional staff information.
- We looked at areas where there is a policy for us but also, where there are big gaps for us.
- Appendix Q – Section C40-49 is almost word for word, Q is more recent though. Do we need it in C? Instead just reference Q.
- Talk to University Handbook committee about what our logic is for two sections, do they endorse this approach? Then look for areas that need work and develop a work plan with Human Capital.
- There should be repercussions for not evaluating professional staff, how is this enforced?
- PPM also impacts us, there is no cross walking for linkages.
- The evaluations issue is really complex; it is bigger than the handbook.
- We need approval for a split in this section from University Handbook committee to give us a clean separation in this section.
- Next, bring Cheryl Johnson into this discussion.
- Evaluations should be based on job families rather than college.
- Representatives from this committee will meet with the University Handbook committee. Danielle will set this up.
- The committee thanks the summer group for this work.

Human Capital Representative
• Do we want a representative from Human Capital?
• Our questions can be answered quickly; we don’t have to speculate about the answer to a question though sometimes it places that person in and uncomfortable position.
• We don’t know who will be in those positions yet but when they are filled we would like a representative on this committee.

Climate Survey

• We should all be champions of this in our areas.
• The Climate Survey opens October 13.
• There will be many reminders along with a booth in the union.
• The survey goes to everyone not just faculty and staff.
• We should review the report when it comes out.

Anti-Discrimination Training

• Remind people in your area to do the training.
• It is different than the Title IX training.
• Not everyone has gotten the emails.
• People can sign up for face-to-face training instead from HR web site.
• Deans receive reports about percent of people who did the training.
• Some people received the emails twice; others have not received any emails. Are their problems with the system?
• You must use the link in the email you receive rather than a forwarded email from somebody else.
• It shows up in HRIS if you have taken the training.

Social media policy

• They are transitioning to writing our own policy for K-State.
• We need a representative to be on the committee writing this policy with Julia Keen and someone from Faculty Affairs.
• The policy will be finalized in November and will go before Faculty Senate in December.
• Ask Mary Anne if she wants to be on the committee, she would be good.

Announcements

• Next meeting: Update on University Handbook committee, update on terminology, talk about having an open forum

Adjourned