

**Kansas State University Faculty Senate
Faculty Affairs Committee
Minutes
September 3, 2013; 3:30pm – Union 205**

Attending: Jared Anderson, Regina Beard, Andrea Blair, Betsy Cauble (chair), Todd Easton, Katie Kingery-Page (secretary), Mindy Markham, Kaitlin Long, Frank Spikes, Esther Swilley, Brian Niehoff

1. Call to Order
 - Introductions.
 - Brief explanation by Chair Cauble of Brian Niehoff's role in committee and why we have a provost's office rep on committee.
2. Additions to Agenda
 - None
3. Approval of May 21, 2013 Minutes
 - Markham moved, Beard seconded; no additions or corrections; minutes approved.
4. Old Business
 - A. FSFB request to add additional member to their committee make-up
 - Discussion re: what benefits specialist would bring to FSFB.
 - Spikes moved; Easton seconded.
 - Discussion: would the position be permanent within HR? Yes, people might rotate in and out.
 - Motion carried.
 - B. FAC representative to FSFB for the upcoming year
 - Beard interested in serving.
 - Anderson moved; Swilley seconded.
 - Motion carried; Senator Beard accepted as FAC AFF rep to FSFB
 - C. Handbook Committee Report???
 - Chair Cauble will speak with Judy Hughey and Melia Fitch re: where hand book changes stopped; Cauble will bring this info to our next meeting.
5. New Business
 - A. Post Tenure Review Policy report
 - Chair Cauble distributed the draft post tenure review policy, and with Niehoff, added history on mandate from Board of Regents. Niehoff was co-chair of task force developing the draft policy.
 - Every 6 years, post tenure review to occur.
 - Process would look back over prior 5 years of annual reviews
 - Process described in the draft policy could be used in full by any department that wanted to adopt the process as is, or a department can alter the process, so long as it meets minimum review requirements.

- Cauble brought up concern and comments provided by Provost Mason re: consistency of evaluation language.
- Must be implemented next fall—will require change to department documents for each unit fairly soon.
- Discussion: desire for developmental focus in the post tenure review policy.
- Discussion: every 6 years faculty can go up for professorial performance award to satisfy the review requirement; this award greatly helps compression issues of salary at the full professor level.
- Discussion: would this post tenure process apply if a full professor did not go up for professorial performance award? Yes.
- Discussion: need to clarify language so it's clear that review is every 6 years regardless of outcome of process (achieving promotion to full professor/not achieving; receiving performance award/not receiving—regardless, submission for these satisfies the review requirement).

B. Open Access

1) Library Representative will be at Sept. 17 Meeting

- Will come to discuss open access repository (KREX).
- We have no policy in the handbook.

C. Mediation Coordinator Reporting Structure

1) Appendix U Language

- Members to look at appendix U, closely read prior to next meeting

2) Back Up

- Mediation coordinator has no backup—how can we solve this?

D. Tuition Benefits

1) Part-Time Employees

- Dependent tuition benefits for part time employees have been requested by a 25-yr part time employee
- We need to consult budget office
- Bookkeeping for tuition waivers: a grant used to pay a portion of tuition—that's how waiver works, comes from University budget
- Unknown in the numbers: do we retain employees through this benefit? Each user of benefit pays fees, how much does that offset costs of the waiver?
- Philosophical argument on cost versus benefit has been longstanding.
- Some interest on campus for having the benefit transfer to other KBOR schools.
- Part time benefit scenarios: pro rate benefit by time and adjust by years of service?
- These benefits are not a KBOR policy; they are something institutions choose to do (or not to do).
- Appears to be a fair benefit that any parent can use for children, spread among any number of children.

2) Increased for Employees from 3 to 6 Credit Hours

- 3 per semester is current; when does benefit kick in within period of service to university?
- Retention is a question; would increasing hours encourage people to complete degrees and leave?
- Where will the money come from?
- What if increase was in flexibility, rather than amount of hours? I.e. Take class when you want throughout year, not capped at 3/semester.

3) DCE Fees waived for Employees

- You can take DCE class with tuition waived, but fees are still there
- DCE fee structure changing, Chair Cauble proposes we see how DCE fees change before we make any decision re: DCE fees and benefits.
- Issue tabled.

E. Appendix M

- An inquiry has been made on Appendix M (dismissal of tenured faculty)
- Issues related to timelines that exist in App. M
- FAC AFF members should take a close read of App. M before next meeting
- Consequences of an App. M hearing demand that the appendix be very clear and helpful
- At issue is protecting individual rights for due process and being sure the process is reasonable for a university

F. Non Tenure Track Assistant Professors

1) College of Ed?

- We need to look into where the positions occur.
- May be practitioners (public school professionals).
- Professional titles taskforce (professors of practice) info should be forthcoming soon from Office of Provost and could affect this issue.
- Members will each find out if this (asst. prof., non-tenure line) exists in our units; report back next meeting.

G. Promotion to Full

1) Handbook and Departmental Procedures not followed.

- A concern has been raised; we do not know specifics; Chair will direct concerned party to Office of Academic Personnel

H. 4-5 Day Forced Leave from Christmas to New Years for Some Employees

1) Why? Facilities, IT, and Library Staff are on campus

- A question for Cindy Bontrager.

I. 9 Month Employees: Option of Paying 12 Months

- A local decision; not a state decision.
- Fran Willbrant or Cindy Bontrager may be able to discuss this with us.
- How summer funding would be handled is a question.
- Consensus among all present that we should tackle this.

J. Concealed Carry

1) Safety Training for Faculty and Staff

- Waiver is in effect until 2017.
- What will we do during waiver period? Need to discuss whether training will occur, whether focus will be upon renewing waiver, refresher on emergency response procedures?
- Military affairs director/campus police/office of student affairs could be good resources.
- Heather Reed is working on “student of concern” awareness.
- We will invite noted offices and individuals, begin conversation, and seek to craft a statement.

6. Announcements

A. **General Faculty Meeting**

September 5 at 5:00pm in the Alumni Center Ballroom

Topic: Develop standing committee for unclassified professional staff

B. State of the University Address

September 20 at 3:30pm in the Alumni Center Ballroom

C. Sexual Violence on Campus; New Federal Mandates

- Compliance needs to be carefully monitored.
- Training will be forthcoming so that employees understand their roles and responsibilities.
- Will likely lead to mandatory training to help ensure compliance.

7. Adjourn

Beard moved, Kingery-Page seconded; meeting adjourned.