

**Kansas State University Faculty Senate
Faculty Affairs Committee
Professional Staff Affairs
Joint Meeting
Minutes DRAFT
October 15, 2013
3:30pm – 401 Hale Library**

Attending: Mary Anne Andrews, Regina Beard, Andrea Blair, Kelly Briggs, Danielle Brown, Betsy Cauble (chair FAC AFF), Kelli Cox, Eric Dover, Lisa Duer, Todd Easton, Sharon Hartwich, Jim Hohenbary, Katie Kingery-Page (secretary FAC AFF), Carol Konold, Cathie Lavis, Kurt Lockwood, Kaitlin Long (SGA), Mindy Markham, Brian Niehoff (Provost Office), Livia Olsen, Stacey Warner

- ❖ Call to Order
- ❖ Welcome and Introductions
- ❖ Why are we meeting together [FAC AFF and new Professional Staff Affairs Committee?
 - Cauble shares back ground on KSTATE faculty senate
- ❖ **Professional Staff Affairs Committee gives new chance to review and shape policy that makes our lives better**
 - Establishing the New Committee
 - Chair Election
 - Secretary Election
 - Determination of lengths of terms
 - Don't want full rotation off at one time...staggered
 - Sharing the Work
 - Meeting every other week; chair has added responsibility; executive committee of Senate meets LAST MONDAY OF MONTH
- ❖ Old Business
 - Post Tenure Review Policy
 - Currently with the Provost
 - Will come back to FAC AFF; we will send to executive committee if its ready to be placed on Faculty Senate agenda
 - Non Tenure Track Assistant Professors
 - Plan to gather data more data?
 - Unclassified professional
 - Question raised re: exempt vs. non-exempt unclassified staff
 - Unclassified staff are generally exempt---sometimes unclassified are non-exempt (not exempt from overtime/qualify for overtime payment)...salaried vs. hourly
 - Definitions seem a bit fluid; probably make sense to whoever made designation in HR; new committee may wish to ask HR staff who make designations to visit a meeting and explain rationales

- Divide work, FAC AFF look into faculty term, PROF AFF look into unclassified
- Kelli Cox can help us access lists of personnel data so we understand more of who these folks are, why positions are as they are; PROF AFF will discuss what positions to gather more data on
- Faculty assistant professor term appointments: may be due to some units handling A.B.D. hires with term contracts; this is handled in handbook
- May be very reasonable decisions; or may reveal shortsighted decisions based upon lack of resources
- Questions re: why a person is hired as term or permanent; should time in service automatically trigger change over to permanent; what are the boundaries...? Source of funding for position? What if position is funded by soft money but goes on for years?
- Mediation Coordinator Reporting Structure
 - Temporary fix until reorganization occurs
 - Mediation coordinator Terri McCants, has arrangement to receive backup from [Rusty Andrews and ---?]
 - VP for Human Capital hire is in the works; no restructuring will occur until new hire on board
- Human Resources and Benefits Issues
 - Cindy Bontrager et al. will be at November 19 FAC AFF meeting
 - Asked due to series of inquiries on whether part time staff have access to student dependent tuition grants? Should they after lengthy term of service? What would cost be to university to implement this?
 - Dependent grants basically are treated as scholarships from our general university budget (about a million dollars right now)....but have not been fully understood in terms of cost-benefit; we do receive fees from people using these benefits
 - Also asked due to request to increase number of hours in employee tuition waiver; and request to have DCE fees waived for employees
 - Additional question re: 12 pay months for 9 month employees (spread out); also whether benefits deduction could be evenly spread across pay periods for 9 month employees
 - We need Cindy Bontrager to explain the flow of funds
 - Joint meeting? Yes, PROF AFF would like to be there
- Appendix M
 - Current request for Appendix M hearing
 - Appendix M is process by which tenured faculty member is dismissed
 - A proceedings is currently underway
 - Those experiencing this process will take notes as to what works well/does not work well in terms of timeline and recording process
 - Attorneys can be present and can argue cases, unlike grievance hearings
 - Wait until completion of current proceedings to determine needed changes
- Faculty and Staff Evaluation Issues

- General Counsel willing to talk but believes there is a remedy
- Ombudspeople raised concern that persons want to know what happens when they write comments on their annual review; person not liking outcome of evaluation can go through administrative appeal; but process seems vague after person submits their feedback to the
- Request is for acknowledgement of receipt of person's comments re: their evaluation
- Cauble and Cox will set a meeting with university counsel and FAC AFF to broach topic of whether change should be made to handbook
- Easton raises issue of how this problem could feed into a lack of rights for faculty in situation of chronic low achievement
- Within Easton's department, unit proposed a setup of a chronic low achievement committee to provide further input beyond department head and dean; their policy is still in review with university counsel
- Timeline issue of chronic low achievement has also been raised—if feedback given by March, not much time to remedy problems by following due date for evaluation
- Should annual evaluation be grievable, versus administrative appeal?
- Related professional staff issues---lack of position descriptions in cases and lack of annual evaluation in cases

❖ New Business

- None today

❖ Announcements

- Lou Douglas lecture on growing income inequality in America

❖ Adjourn FAC AFF and convene PROF AFF