

**Kansas State University Faculty Senate
Faculty Affairs Committee
Minutes
April 3, 2018**

3:45 p.m. – Business Building 2123

Attendance: Charlie Barden, Amy Betz, Troy Harding, Daniel Ireton, Mindy Markham, David Procter, Don Saucier, and Charlotte Self

❖ **Call to Order Faculty Affairs**

The Faculty Affairs Committee meeting was called to order at 3:48 p.m.

❖ **Approve Minutes**

➤ **March 6, 2018 Minutes (Attachment with draft minutes)**

Minutes were approved as submitted.

❖ **Old Business**

➤ **Received updated version of Section E, Sabbatical Leave**

An updated version of Section E, Sabbatical Leave was provided by Dr. Ruth Dyer after consulting with Robert Large. A motion was made by Senator Betz and seconded by Senator Saucier to approve the updated Section E of the University Handbook. Motion approved. This will move forward for a first reading at the April 10th Faculty Senate meeting.

➤ **Review and vote Appendix O Policy on Integrity in Research and Scholarly Activity.**

Dr. Beth Montelone provided a revised version of Appendix O based on feedback from the previous Faculty Affairs meeting. A motion was made by Senator Betz and seconded by Senator Saucier to approve the updated Appendix O of the University Handbook. Motion approved. This will move forward for a first reading at the April 10th Faculty Senate meeting.

Section G will be forthcoming from Dr. Beth Montelone, and we will review and discuss this at a future Faculty Affairs meeting.

❖ **New Business**

➤ **First Reading of Appendix U Mediation Policy**

Charlotte Self presented updates that were made to Appendix U following a meeting between Jay Stephens, the VP of Human Capital Services, and President Lindshield. Terrie McCants, the former Mediation Coordinator, retired. In her role, she received a \$5,000 stipend. Jay Stephens would like for the Employee Relations and Engagement staff within Human Capital Services to provide the mediation coordination services for any cases. Appendix U of the University Handbook has been revised to reflect these changes.

A question was raised regarding potential conflicts of interest if HCS is involved as one of the parties in the mediation. Charlotte indicated that the University will use the State of Kansas Employee Assistance Program, which has approved certified mediators. If needed, HCS will coordinate with an outside certified mediator. It was determined that additional information will be added in the section on Coordination of Mediation Process to state: If there is a conflict of interest, an individual can contact the State of Kansas Employee Assistance Program directly.

A recommendation was made to update the language in clause 7 under confidentiality from “tape record” to “audio or video record.”

A recommendation was made to include bullet points on the first page under Guidelines for Mediation regarding examples.

Charlotte will make these revisions and bring the updated version of Appendix U forward to the April 17th Faculty Affairs meeting for a vote.

➤ **Update from Handbook Committee.**

The handbook committee was looking at two sections of the University Handbook:

- Section J: Major University Resources and Educational Services
- Section K: General Services: Recreation, Cultural, Social Activities; Political Events

As they were reviewing these sections, it came to their attention that there were a number of items that were outdated. The handbook committee wondered whether or not they needed to have a description of the services within the handbook itself or if they could provide links to these services for additional updated information so the handbook does not continually become outdated. FAC determined that the handbook should include links to relevant websites to reference current information.

❖ **From Committee Members**

Charlotte Self indicated that they held the training for the Ombudspersons.

Senator Barden indicated there is a push by the Board of Regents for each university to have an amorous relationship policy. This has come before the committee before, but policy was not developed. President Lindshield will take a draft policy forward to HCS and the general counsel office before bringing it forward to Faculty Affairs.

Senator Barden also indicated that there are some updates that may need to be made to a portion of Section C. Senator Ireton indicated that the University Handbook Committee will review this and then bring it forward to Faculty Affairs.

❖ **Next Meeting: April 17, 2018 (Business Building 2123) at 2:30 PM.**

❖ **Adjourn**

The meeting was adjourned at 4:28 p.m.