

**Kansas State University Faculty Senate
Professional Staff Affairs Committee
Minutes
January 7, 2014
3:30 pm – Room 208, K-State Union**

Present: Mary Anne Andrews (Co-Chair), Kelly Briggs, Danielle Brown (Chair), Lynn Carlin, Kelli Cox, Lisa Duer, Jim Hohenbary, Cathie Lavis, Olivia Law-DelRosso, Livia Olsen (Secretary), Stacey Warner
Guests: Betsy Cauble

Call to Order

Welcome Provost's liaison

- Welcome Lynn Carlin who will be our liaison from the Provost's office

Minutes Approved

Faculty Affairs Chair Betsy Cauble - Appendix G Update

- This change to Appendix G will limit which grievances receive a full hearing
- Things like non-reappointment, denial of tenure, etc. can still have a full hearing
- Other grievances end with an administrative appeal if this is passed
- The rationale for this is the huge amount of time and effort invested by many people in order to conduct a full hearing for a grievance
- #5 is what is being added
- This needs to be approved by this committee before it goes before Faculty Senate since this process applies to professional staff also
- Approved

Discussion of HR visit, identify action plan

- The University Handbook says that departments determine evaluations but it is very faculty focused; the Handbook needs to be sorted out to make it more clear
- At what point do we start collecting information and stop waiting
- You have to look at job families first, not just individual position descriptions; you would then develop model position descriptions.
- Write a memo to advocate for all professional staff to have current position descriptions and for those to be gathered
- The Task Force report lays out what needs to be done
- Maybe the place to start is with the Handbook, there is not a general framework for professionals in it
- Policy statement: all professional staff must have position descriptions and it should be out of compliance for them not to have them

- Put together a subgroup to put something in writing for the Handbook
- Look at what other universities in Kansas are doing since they have a professional staff senates separate from faculty senate; Kelly will pull relevant information from other universities for our next meeting

KBOR Social Media Policy Update

- There will be a committee with representatives from all Regents institutions to examine this issue
- Faculty Senate President has been asked to provide names for appointment to the committee

Announcements

- General Caucus will join us for our 1/21 meeting at 3:30pm in the Cottonwood Room

Adjourned