

**Kansas State University Faculty Senate
Professional Staff Affairs Committee
Minutes
February 3, 2015
3:30 pm – Room 202, K-State Union**

Present: Mary Anne Andrews (Co-Chair), Kelly Briggs, Danielle Brown (Chair), Kelli Cox, Mike Crow, Lisa Duer, Sharon Hartwich, Jim Hohenbary, Gina Lowe, Livia Olsen (Secretary), Stacey Warner

Call to Order

Minutes Approved

Section C Discussion

- Faculty and professional staff responsibilities are not the same consistency of possible responsibilities. Should service be included for professional staff?
- Directed service and non-directed service are very different, this is an important distinction.
- C8 – Opportunity to perform non-directed service
- C10 – Not under C8 to parallel text with faculty
- Address temp appointments elsewhere
- C21.2 – Interim administrative positions, move to a different section. Does this apply to professional staff also?
- Add C21.30 that without the 9/11 or 11/9 part for nine-month contracts.
- Are these written into their agreements? Move into appointment procedures?
- Moving duties around for interim positions, need to write this in for professional staff?
- Add C24 – Conditions of appointment is solely for faculty, move professional staff to somewhere else?
- PPM 46.50 appointment form doesn't work for professional staff.
- Pull in a letter of expectation for professional staff, this could be a part of Human Capital's new procedures?
- Issues of professional staff evaluations, how should this be adjusted?
- Does the same evaluation make sense for all professional staff in the same unit? It should be an agreed upon process rather than a form for professional staff.
- Need something about professional staff agreeing to their evaluation procedures.
- Basic policy: You have an evaluation every year; we need a broad guideline of what should be in an evaluation.
- Need the same scale for evaluation terminology with minimum number of categories designated.

15-16 Officers

- Livia will be secretary again.

- Danielle will not chair again
- Mary Anne is undecided.
- We don't know who our engineering person is yet.

Announcements

- Danielle won't be at the next Faculty Senate meeting.
- Human capital will revamp hiring procedures for all three groups, the PPM will change.

Adjourned