

**Kansas State University Faculty Senate
Professional Staff Affairs Committee
Minutes
April 7, 2015
3:30 pm – Room 202, K-State Union**

Present: Mary Anne Andrews (Co-Chair), Kelly Briggs, Danielle Brown (Chair), Lynn Carlin, Ashley Croisant, Mike Crow, Lisa Duer, Sharon Hartwich, Jim Hohenbary, Chassy Nichols, Livia Olsen (Secretary), Michelle White-Godinet

Call to Order

Minutes Approved

Welcome New Member

- Chassy Nichols is the new representative from the College of Engineering

Wrap up Section C

- C38 – There are already layers of approval so adding HCS would be another layer and it would not fix the current problem. We should send a memo to accompany this about HCS.
- 38.1C – Remove letter of expectation

Grievance Policy and Notice of Non-Renewal

- There is confusion about 6 months versus 12 months when contracts are not renew for professional staff.
- Can professional staff grieve or not? According to the Handbook they can although University counsel disagrees. Many professional staff do not believe that they have the right to grieve based upon what they have been told.
- We need to make sure 6-month language is not in the most recent edit of Section C.
- Appendix G, as it is written, protects us but the attorneys see it differently.
- Lynn will look at track changes to make sure we know exactly what the changes are. If we could have that before the next meeting, it would be great. We just need the grievance sections.

HCS Meet and Greet with Consultant – Mary Anne

- CBIZ is the consulting group. They are starting their work in May.
- They are starting with USS, then IT, and student life. The whole process will take 2-3 years.
- It will be very in depth. They have worked with the other Regents institutions and know the state well.
- There needs to be job descriptions in place for everybody for this to work. It will slow things down without them. Should we engage staff and ask them to write down what they do so people have time to think about it?

- They are aware of the lack of job descriptions for some people.
- The CUPA (<http://www.cupahr.org/>) and ONET (<https://www.onetonline.org/>) websites provide job descriptions.
- Who is 15-person steering committee? That committee is just for USS.
- There needs to be a professional staff steering committee too.

USS Update – Ashley

- There is an open forum coming up
- The recognition ceremony is April 22.
- New officers will be instated in June.
- Niece and nephew added to bereavement.

Term vs. Regular Contracts

- The report from Kelly about the numbers was sent out in email.
- The split is about half and half.
- How is this decided? There should be guiding principles.
- Department heads need some guidance when there is not a funding issue.
- Some department heads just do this for flexibility. Is that ok?
- Is this report right? There are zero faculty for some departments.
- People on term contracts need representation.

Announcements

- Committee Assignments for next year will be made by April 27.
- Elect 15-16 Chair at May meeting.
- Agriculture, architecture, and business college representatives will be replaced.
- Livia won't be here for next two meetings so somebody else will need to take minutes. She has a sub lined up for the April 21 meeting.

Adjourned