

**Kansas State University Faculty Senate  
Professional Staff Affairs Committee  
Minutes  
September 2, 2014  
3:30 pm – Room 202, K-State Union**

**Present:** Kelly Briggs, Danielle Brown (Chair), Lynn Carlin, Kelli Cox, Ashley Croisant, Lisa Duer, Sharon Hartwich, Livia Olsen (Secretary), Stacey Warner

**Call to Order**

**Minutes Approved**

- May 20, 2014 minutes approved

**Professional Staff Title Update**

- It was approved by Faculty Senate but we are now being told to hold on the use of the title.
- We need more information because we are not sure what caused this change.

**Section C of the University Handbook – Summer Committee update (Kelly Briggs)**

- Our approach was to look at what is applicable to us, do some quick language fixes, and then split it into two sections.
- The first half is faculty information.
- The second half is professional staff information.
- We looked at areas where there is a policy for us but also, where there are big gaps for us.
- Appendix Q – Section C40-49 is almost word for word, Q is more recent though. Do we need it in C? Instead just reference Q.
- Talk to University Handbook committee about what our logic is for two sections, do they endorse this approach? Then look for areas that need work and develop a work plan with Human Capital.
- There should be repercussions for not evaluating professional staff, how is this enforced?
- PPM also impacts us, there is no cross walking for linkages.
- The evaluations issue is really complex; it is bigger than the handbook.
- We need approval for a split in this section from University Handbook committee to give us a clean separation in this section.
- Next, bring Cheryl Johnson into this discussion.
- Evaluations should be based on job families rather than college.
- Representatives from this committee will meet with the University Handbook committee. Danielle will set this up.
- The committee thanks the summer group for this work.

**Human Capital Representative**

- Do we want a representative from Human Capital?
- Our questions can be answered quickly; we don't have to speculate about the answer to a question though sometimes it places that person in an uncomfortable position.
- We don't know who will be in those positions yet but when they are filled we would like a representative on this committee.

### **Climate Survey**

- We should all be champions of this in our areas.
- The Climate Survey opens October 13.
- There will be many reminders along with a booth in the union.
- The survey goes to everyone not just faculty and staff.
- We should review the report when it comes out.

### **Anti-Discrimination Training**

- Remind people in your area to do the training.
- It is different than the Title IX training.
- Not everyone has gotten the emails.
- People can sign up for face-to-face training instead from HR web site.
- Deans receive reports about percent of people who did the training.
- Some people received the emails twice; others have not received any emails. Are there problems with the system?
- You must use the link in the email you receive rather than a forwarded email from somebody else.
- It shows up in HRIS if you have taken the training.

### **Social media policy**

- They are transitioning to writing our own policy for K-State.
- We need a representative to be on the committee writing this policy with Julia Keen and someone from Faculty Affairs.
- The policy will be finalized in November and will go before Faculty Senate in December.
- Ask Mary Anne if she wants to be on the committee, she would be good.

### **Announcements**

- Next meeting: Update on University Handbook committee, update on terminology, talk about having an open forum

### **Adjourned**