

**Kansas State University Faculty Senate
Professional Staff Affairs Committee
Minutes
October 7, 2014
3:30 pm – Union stateroom #3, K-State Union**

Present: Mary Anne Andrews (Co-Chair), Danielle Brown (Chair), Kelli Cox, Lisa Duer, Livia Olsen (Secretary), Megan Whitney

Call to Order

Minutes Approved

- September 16 minutes approved

Professional Staff Title Update

- Senate leadership is herein referring to unclassified professionals as professional staff.
- We can continue to use this wording; we have not been told we cannot use it.
- A question was asked about this at the State of the University Address. The question is at 1:02:06 on the video which is here: <http://www.k-state.edu/facsen/sou/2014.html>

Human Capital Visit on 10/21

- We can move forward with writing policy but Human Capital would have to implement some of that policy.
- We can address professional staff evaluations. All evaluations need to address certain points, but ratings would be left up to the departments.
- At our next meeting, we can discuss where we see a Human Capital representative fitting on this committee and the type of person who would be most useful on this committee.
- An operations manager position might be the best person for this committee. The resource center director instead, perhaps?
- What does that person bring to this group? That resource person would be a resource who could point to policies and processes that we need to know at that moment. The person would be ex-officio.
- We expect that representative to bring relevant person with them depending on the topic we are discussing.
- We want a person with the broad knowledge or someone who knows who to ask or where to go to find the answer.

Conflict of Interest Policy

- A request was made for conflict of interest policy from Student Life.
- It impacts everyone so we will be reviewing it.

Define Professional Staff

- We need to define who professional staff are how what we do how is different than faculty or support staff.
- A potential definition: Any unclassified employee who does not hold faculty rank and is not university support staff.
- There will still be categories for non-exempt and exempt.
- Do these positions require Bachelor's degree? This is a good question for Human Capital.

Announcements

- The climate survey is coming, please take it.
- The next meeting is in Hale Library, room 503, the Dean's Conference Room.
- The first November meeting is rescheduled to November 4th at 10:00 am. Location: TBD.
- The summer committee will continue working on the University Handbook, Section C.

Adjourned