

**Kansas State University Faculty Senate
Professional Staff Affairs Committee
Minutes
December 16, 2014
3:30 pm – Room 202, K-State Union**

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

Call to Order

December 2 meeting minutes approved

Administrative Reviews

- No news

Section C – Working Group Update

- They are trying to figure out how to organize this section
- They will incorporate changes from the summer into the document Danielle provided.
- They will meet again in January.
- Did the unapproved updates do anything more for Professional Staff? It still had some gaps so there is policy there that needs to be written.
- The rolls and responsibilities section was all faculty oriented.
- It needs to be renumbered too which has a ripple effect.
- Who changes the PPM? Administrative positions can submit changes which the President may approve.
- Some things in the PPM are state governed.
- PPM should reference the University Handbook and not repeat things.

Professional Staff distinction from USS

- There is still concern about people in professional staff positions without a bachelor's degree.
- There is a perceived rule that they had to have a degree to be professional staff but people without degrees are hired.
- The job description and job title is what determines whether or not a degree is required.
- You don't have to be unclassified to be exempt.
- Reality is a limiting factor. If bachelor's degree is required for some positions, there would be more difficulty filling those positions which are already difficult to fill.
- The historical perspective: The State defines duties. If something didn't fit into their classification system, it was unclassified.

- Classification factors include independence; difficulty; supervision; consequences of action or inaction; and does this position need specialized education. USS positions fit neatly into this system.
- Some USS positions do require degrees.
- Human Capital will be looking at career ladders for professional staff.
- What would be a reasonable substitution for not having a degree? What are the exceptions?
- Language about substitution is needed.
- Is USS and PS eventually becoming one the bigger issue for some people? Is that what the concern is? For some people, yes.
- How do other universities do things? We should look at other universities job families.
- We still need something for evaluations.
- The policy for professional staff doesn't exist.

Announcements

- Upcoming meetings
 - January 6 – No meeting
 - January 20 – We will meet

Adjourned