

**Kansas State University Faculty Senate**  
**Professional Staff Affairs Committee**  
**Minutes**  
**November 15, 2016**  
**3:30 pm – Business Bldg Room 3042**

Present: Lynn Carlin (Provost Office); Jo Crawford (Libraries); Jordan DeLoach (Student Government); Christina Hauck (English, Arts & Sciences); William F. Johnson (HCS, Employee Relations & Engagement); Chassy Nichols (Engineering); Loleta M. Sump (Facilities); Ashley Thomas (College of Business).

- I. Call to Order by Committee Co-Chair Loleta M. Sump
- II. November 1 Minutes – not yet ready for review.
- III. Old Business
  - a. Total Rewards – any further discussion needed? Yes. Some Committee members reported on informal, post-meeting conversations that had taken place just after the last meeting. The informal conversations provide further assurance that there is indeed top-level university support for achieving equity improvements over time.
  - b. Fair Labor Standards Act (FLSA) – any further discussion needed? No
- IV. New Business
  - a. University Handbook Section C8: Section C8 provides a definition for unclassified professionals but the proposed wording can be interpreted in a variety of ways unfortunately. In her comments on the current draft, the Provost made several suggestions. There was a lengthy and helpful discussion by PSA members which revealed the many intricacies of the current situation. For instance, sometimes tenured faculty members are assigned to unclassified professional appointments for various programmatic reasons. In Section C8, the draft definition defines unclassified professionals by what they are not—not faculty and not classified support staff—whereas the group felt that the definition should focus instead on the affirmative markers that are unique to the contributions of unclassified professionals. Multiple suggestions were made to achieve this. Lynn Carlin volunteered to work with the suggestions post-meeting and present a revised draft to both PSA and the Provost immediately post-meeting.
  - b. University Handbook Section C31.1: Section 31.1 describes the responsibility of departments/units for developing and revising an annual evaluation system for faculty and unclassified professionals in consultation with the appropriate administrator. The discussion revolved around the need to account for both academic and non-academic units in the handbook, the lack in some departments/units of evaluation documents that describe standards and process applicable to unclassified professionals, the lack of unclassified position descriptions as a related problem, and the Provost’s comment that

the new wording should not preclude more standardized evaluation standards in future. To move forward with solid data at hand rather than impressions, the Committee generated possible questions for the upcoming university caucus survey. In the meantime, the Committee will recommend that the new language be adopted, with the caveat that this section be revisited in future when more specifics are known.

- c. General University Caucus (update and survey discussion). Loleta will be following up about the planned survey to unclassified professionals, to make sure that PSA suggestions are addressed.
  - d. Student Senate update. Jordan DeLoach reported on the start of the process to review tuition/fee proposals. Orientation has just been provided to student participants.
- V. Other business. None.

**Meeting Adjourned**