

**MINUTES**  
**Kansas State University Faculty Senate Meeting**  
**November 9, 1999 3:30 p.m. Big 12 Room, K-State Union**

Present: Anderson, Baker, Boger, Chenoweth, Clegg, Devault, Dodd, Exdell, Fenton, Fenwick, Finnegan, R. Flores, Fraser, Geiser, Glasgow, Gormely, Gray, Heinrich, Herald, Heublein, Higgins, Holden, Hosni, Jardine, Jones, Jurich, Kassebaum, Keller, Kirkham, Klopfenstein, Koelliker, Legg, Lutz, Lynch, Martin, McClaskey, McCulloh, Michie, Molt, Mortensen, Mosier, Nafziger, Ossar, Oukrop, Peterson, Quirin, Rahman, Ransom, Reeck, Salsberry, Schapaugh, Schmidt, Selfridge, Sheu, Shultis, Simons, Swanson, Verschelden, Weiss, Williams, Wissman, Youngman, Zabel, Zivanovic

Absent: Bockus, Canter, Devlin, Fjell, Foster, ~~Fraser~~, Gatewood, Hoag, Johnson, Liang, Ottenheimer, Rintoul, Ross, Stewart, Takemoto, Taylor, White, Worcester

Proxies: R. Flores for S. Flores, Molt for Pence, Nafziger for Frieman, Peterson for Shoup Olsen, Quirin for Donnelly

3:00 Pre-Senate meeting presentation by Bernard Pitts, Director of KSU Union, on Union Construction Project.

Pitts provided an update and time line, noting that 53% of renovation cost is going to life safety and infrastructure needs, such as meeting ADA accessibility requirements, replacing sewer lines, enclosing stairwells, and replacing galvanized pipes. Most interior walls on the 1st floor will be removed to provide a more open atmosphere. The dining area should be completed before spring semester, and the bookstore now is being expanded and renovated. A new copy center, ID center, and bank center are under construction, and there will be renovations of the Big 12 room, Forum Theater, Little Theater, Art Gallery, Starbuck's Coffee Shop, Cat's Pause Lounge, and Plaza north of the Union. Pitts mentioned the three existing food carts in Throckmorton, Hale, and the Beach Museum, and said another may be added at the Vet Med Complex. The Union is now able to deliver pizzas on-campus and has hired an executive chef.

Gray asked if the inventory of books in the bookstore would increase. Pitts responded that the inventory is subject to market pressures. Senator Verschelden asked about plans to deal with the increase in trash generated by throw away packaging in the Food Court. Pitts said there are no plans at this time.

- I. President Buddy Gray called the meeting to order at 3:35 p.m. He mentioned that Kristi Harper plans to return to the Senate Office on November 15. He also introduced Pamela Schlodder, an Agricultural Economics major, as our new Parliamentarian. Ms. Schlodder has gained extensive experience and training in parliamentary procedures through her participation in FFA.

II. It was moved and seconded to approve the Minutes of October 12, 1999.  
Motion passed.

III. Announcements

- A. BOR Meeting of October 14, 1999. Gray noted much concern about the possible 1% budget rescission. This topic is on the agenda for this Thursday's Leadership Meeting with President Wefald, who has indicated that we may need to discuss permanent budget cuts for next year. Gray expressed his concerns about the long-term implications of cuts and expressed concern that meaningful salary raises on which faculty senate presidents, university administrators, and Regents worked so hard may come to nothing.

Gray noted the concern expressed in Executive Committee about staff reorganization at the BOR. The Executive Committee asked whether affirmative action guidelines were followed in this process and directed Gray to write a letter to Kim Wilcox, Executive Director of the BOR, asking for explanations of BOR hiring policies.

- B. Leadership Meeting with Administration on October 28, 1999
1. zK-State.com is up and running. At the direction of the EC, Leadership has asked the administration to put the following disclaimer on the page: "There is no real or implied endorsement of the products, services or information on this page on the part of the university or its academic departments."

An Oversight Committee is being established for e-commerce. It will include representatives of Administration, Alumni Association, Athletics, Foundation, Continuing Education, Central Networking Services, as well as two students and two faculty.

2. Administration was asked about faculty access to Colbert Hills golf course. Fees have not been set, but will likely be higher than Stagg Hill. Faculty and students will receive a discount. Gray extended an invitation from the Administration for a tour of the new course.

3. Other items that were discussed include the Interim Conflict of Interest Policy, pouring rights (now a reality with Pepsi winning the contract), search procedures for administrative positions, and minimum standards for department heads.

- C. Last year the Senate arranged for visits to campus by representatives of two faculty bargaining unit organizations - NEA and AAUP. In the wake of news that Ft. Hays State U. has voted to have collective bargaining, Gray has had requests from faculty to continue this informational process. He has scheduled a possible visit of Dale McKemey (BusAd), president of AAUP chapter, and Michael Kallam (SpecEd) at FHSU for December 2. Additional information about time and place will be forthcoming.

- D. Amy Kerchner, SGA Attorney General, asked for a Faculty Senate Representative to serve on the Student Tribunal.

E. Student Government Initiatives - Jason Heinrich, President of SGA, reported that the following four initiatives were put forward for the year 1999-2000 by the the Student Advisory Committee at the Board of Regents:

1. Regent-wide uniform statement of non-discrimination and equal opportunity which includes sexual orientation.
2. Budget increases, including raising faculty salaries, but not at the expense of tuition hikes.
3. Improvement of transfer and articulation arrangements among institutions of higher education.
4. BOR study of the needs of nontraditional students, with the goal of improving services to them.

Gray said he is impressed with the student initiatives and emphasized the importance communication between FS and Student Senate.

#### IV. Report from Dennis Law, Chair of Strategic Planning Committee

Law described the two-year process of developing the Strategic Planning Report. He said he is as pleased with the process as the product. He named committee members, spoke of balancing aspirations with financial realities, and traced the steps in the planning process. The SPR will be submitted to the Provost at the end of this week. Law suggested the SPR should be considered a working document that will need revision every year.

The nine themes in the final SPR are:

- > support recruitment, retention, and professional development of high quality faculty
- > strengthen the learning environment and teaching environment
- > enhance quality of graduate and research programs
- > develop library infrastructure
- > develop information technology infrastructure
- > enhance diverse and multicultural environment
- > enhance the international emphasis
- > define the university's role in mediated environments
- > contribute to the state's economic development and environmental health

Law shared action plans developed by the SPC to address each theme. He thanked FS for participation in the process and read his transmittal letter to the Provost asking for an annual update of the action plans.

#### V. Reports for Standing Committees

##### A. Faculty Senate Committee on University Planning - Cia Verschelden

1. Strategic Planning Report. Verschelden complimented Law and the SPC for considering all faculty ideas when preparing the SPR. She said there is a clear consensus that FS should accept the report.

She distributed a FSCOUP Response to Strategic Planning Report (Attachment 1) which identifies FSCOUP concerns and suggestions. FSCOUP believes the report needs more focus and should set priorities. It recommends that the Provost and Faculty Senate establish a committee to do that. Law responded that priorities were not set, because unforeseen opportunities can come up on an annual basis that may affect priorities.

Senators asked questions about the level of faculty involvement and about availability of the SPR on the net (the final version will be on the Provost's Home page). They also asked who appointed the SPC (Provost), and whether FS was being asked to accept or approve the report. Senator Rahman commented that accepting the SPR does not imply approval.

Senator Keller moved to accept the Strategic Planning Report. Motion was seconded. Senator Jurich objected, and offered the friendly amendment that the SPR be "received" rather than "accepted." Keller accepted the amendment. Motion passed.

Rahman moved to accept the FSCOUP response to the SPR. Motion was seconded and passed. (Attachment 1)

2. Verschelden reported on appointments to the Campus Development and Planning Policy Committee and subcommittees. She also mentioned several new planning documents presented recently to the Campus Development and Planning Policy Committee, including a several-page proposal for a new parking lot east of the Vet Complex with shuttle service to campus. Campus development studies that have been adopted concern the addition of boxes to the baseball stadium, phase II football stadium renovations, and a feasibility and analysis study for an Equine Activity Center. The proposed Equine Center would cover 200 acres north of Kimball and cost approximately \$34 million, privately financed.

3. FSCOUP has surveyed College Committees On Planning (CCOPs) and prepared a document summarizing the results. The CCOPS vary according to kinds and level of activity, with some taking an active role and others operating only in cases of financial exigency.

Rahman commented on the parking lot plan, noting that a study last year by outside consultants did not envision additional parking as a top alternative. She wondered what such a plan would mean for the city's public transportation planning.

Senator Weiss asked if money from tobacco settlements will be used to further biomedical education. Gray said that Leadership and FSCOUP will ask about this.

**B. Academic Affairs - John Selfridge**

1. Selfridge moved correction of the 8 June 1999 FS Minutes of a typographical error. Motion should read: "...with a minor change for FN 400 that revises the prerequisites to read as "CHM 110 and 11 or 210; BIOL 198; FN 132 or ASI 318; or consent of instructor." Not "and consent of instructor." Motion passed.

**2. Course and Curriculum Changes**

a. Undergraduate Education. Selfridge moved:

(1.) Approval of Undergraduate Course & Curriculum Changes approved by the College of Education 28 September 1999, and amended:

EDAL 405. Leadership in Practice. Approved by Academic Affairs 5 Oct.

EDAL 430. Women and Leadership. Approved by Academic Affairs 5 Oct.

EDAL 450. Senior Seminar in Leadership. Approved by Academic Affairs 5 Oct.

EDCEP 120. Academic and Career Decisions. Approved by Academic Affairs 19 Oct. (Title changed with agreement by College of Education from original submission.)

Motion passed.

(2.) Approval of Undergraduate Course & Curriculum Changes approved by the College of Business Administration 29 September 1999:

add: GENBA 495. Golf Course Internship in Business/Hospitality Management

Motion passed.

**b. General Education**

Selfridge moved approval of General Undergraduate Catalog description of general education policy approved by College of Education 27 April 1999 and by the University General Education Implementation Task Force 2 September 1999. Motion passed.

**3. Graduation Lists**

a. Selfridge moved approval of additions to the Summer 1999

Graduation List:

Bryan C. Ferguson, A&S, BS-Geography

Jessica Anne Milleson, HE, Apparel Marketing & Design-Apparel Marketing

Nathan W. Maholland, A&S, BS-Social Science

Gaspard Nderagakura, Ph.D.  
Rachel Lowe Robinson, A&S, BS-Biology  
Ali H. Toumadj, A&S, BS-Biology  
Aris Denise Word, HE, Early Childhood Education  
Motion passed.

- b. Selfridge moved approval to delete Allison Shaskan, MA, from the May 1999 Graduation List.

Motion passed.

## B. Faculty Affairs Committee - Brad Fenwick

1. Fenwick provided background to the BOR Sabbatical Leave Policy (Attachment 2). It revised the resolution passed by FS April 27, 1999, and requires a one-year payback period for one-semester and full-year sabbaticals. He moved acceptance. Following some discussion of the BOR rationale, motion passed.

2. Fenwick moved approval of the Interim Summer School Policy (Attachment 3). He provided background for the need to clarify the policy, especially since Deans have taken over operation of summer school from DCE. He noted that there are many complications to this issue, including effect on quality of faculty, shifts of funds across colleges, and compensation. The issue needs more study by Academic Affairs, FSCOUP, and Faculty Affairs before a permanent policy can be recommended. Fenwick pointed out that the Interim Policy does have a sunset clause, limiting it to two years. FA will recommend appointment of a faculty/administrator task force to assess summer school.

Senators Dodd, Osser, Michie, Baker, Jurich, Koelliker, Swanson, and Legg discussed interpretations of minimum number of students required for faculty to receive their negotiated summer salaries. They also discussed the possibility of negotiating more than 100% of salary when responsibilities increase above negotiated expectations.

Fenwick said answers to some questions remain unclear in the Interim Policy, but it provides some guidance for the short term. He and Gray pointed out that Administration has agreed that summer school should be funded on the same basis as fall and spring semester courses and will attempt to work with the Legislature to change summer school funding.

Senator Schapaugh offered a friendly amendment to the fifth sentence in the proposed policy to read "This agreed-upon percentage will not be **reduced** (to replace "adjusted") at a later time..." which Fenwick accepted.

Senator Keller moved to cut off discussion. Motion was seconded and passed.

The motion to accept the Interim Policy for Subsection c23.1 passed.

VI. Report of Faculty Senate Technology Committee

Because Senator Takemoto could not be present, Gray called attention to the draft of Kansas State University Electronic Mail Policy in the Executive Committee Minutes (Attachment 4).

VII. Old Business - None

VIII. New Business

Senator Rahman moved accept a resolution signed by five faculty members regarding funding cuts for education proposed by the Governor. Motion was seconded. Rahman provided background to the Legislature's promise for three years of salary and OOE enhancement as part of this year's reorganization of the Board of Regents.

Senator Exdell, with assistance of other Senators, offered two friendly amendments to change wording of the resolution. He asked that the third WHEREAS read, "The Kansas Legislature may be unable to fund education at all levels because of a shortfall of funds caused by tax cuts enacted in the last legislative session." The "THEREFORE BE IT RESOLVED" would add the following (addition underlined): "...take whatever actions are necessary, including the restoration of tax revenues, to ensure adequate funding..." Rahman accepted the amendments. Motion passed. (Attachment 5)

IX. For the Good of the University

Rahman asked that Gray send a letter on behalf of FS to Wefald and Hellebust thanking them for committing \$5 million of the Pepsi pouring rights contract to library funding. She also asked that he send a letter to Senator Roberts commending him for his position on faculty salaries.

Rahman commented that there should be on-going direct involvement of FSCOUP and FS representatives in the Strategic Planning process.

Gray reminded Senators to fill out the surveys about Union Food Services.

X. Meeting adjourned at 5:35 p.m.

FSCOUP Response to Strategic Planning Report  
November 4, 1999

FSCOUP recommends that Faculty Senate accept the report of the Strategic Planning Committee. We appreciate the efforts that the Committee have made to include a variety of views and perspectives from across campus. There are many very thoughtful ideas in the report, virtually all of which we see as important for the future of Kansas State University.

We would like to register the following concerns and suggestions:

- The large number of "themes" appears to us to diffuse the attention that any one theme can practically receive. This broad-based approach fails to clearly and strongly define for the university the direction that we want to be going in the next five years. With this report as a starting point, we suggest that the next steps be to focus on priorities within these themes and identify specific action steps (with their budgetary and programmatic implications) to achieve the priorities.
- FSCOUP believes that a strong emphasis must be put on infrastructure. The question must be asked, "Where do we want to be five years from now and what infrastructure do we need to undergird our process in that direction?" Critical issues involve our infrastructure in the recruitment, retention, and development of faculty, information and computing technology, library resources, and financial support for academic programs. Without these foundational supports, even the most desirable planning themes are insupportable.
- We recommend that the Provost and Faculty Senate jointly appoint a committee that would synthesize the planning document, prioritize selected action items, and set a time frame for implementation.

FSCOUP looks forward to the continuing process of planning in the best interest of student learning, a strong research program, and outreach to the community and the state. We encourage all parts of the university community to remain involved in this important and on-going planning task.

Cia Verschelden, Chair



E5 And provided further: Faculty must agree to return to the service of the state institution granting the sabbatical leave for a period of at least two ~~one~~ years (18 ~~9~~ or 24 ~~12~~ months depending on term of employment) immediately following the expiration of the sabbatical leave. Persons failing to return to the institution granting sabbatical leave, shall refund all sabbatical pay. Those who fail to remain for the full two years of school service (18 ~~9~~ or 24 ~~12~~ months depending on annual term of employment) shall refund that portion of their sabbatical pay as represented by the portion of the two years they fail to serve.

E7 Division of Human Resources will notify the department administrator, dean, provost, and controller in writing concerning faculty members who are leaving Kansas State University prior to completion of their two ~~one~~-year period of obligation. The controller will determine the duration of service performed after return from sabbatical leave, (summer school teaching is not credited toward completion of the 18 ~~9~~-month, two ~~one~~-academic-year service requirement), calculate the amount to be repaid by the faculty member based on a standard formula, and notify the faculty member. The faculty member and the controller will establish a mutually agreed-upon repayment schedule whereupon payments will be remitted to the Kansas State University cashier. (Policy and Procedures Manual)

Policy adopted by the Board of Regents June 24, 1999.

## Current Subsection C23.1

C23.1 Summer employment. The university customarily offers an eight-week summer session, often with shorter sessions as announced. All nine-month faculty members who will teach in summer school are notified that their names have been included at specified salaries in the tentative summer school budget, with the understanding that, if the estimated teaching load or other duties require modification to meet actual conditions, the salaries will not be reduced below 70 percent of the tentative amounts. For summer employment in the eight week sessions, a total of one-ninth of the previous full-time, nine-months' salary is paid for the instruction of three credit hour courses which are not part of the faculty members' regular teaching assignments. Faculty on summer appointments will be compensated at their current rate of pay through the end of the fiscal year. At the beginning of the fiscal year faculty will be compensated at their new rate of pay. Such compensation also applies to faculty supported on grant funds during the summer. Employment in the summer session earns for the faculty member all the fringe benefits that accrue monthly for regular nine-month appointments, except that sabbatical leave benefits do not take into account previous summer school employment. For 12-month faculty members, the summer session is considered a normal part of their duties. (ACM 1-19-55, Revised 5-21-99)

## Proposed Interim Policy for Subsection C23.1

C23.1 Summer employment. The university ~~customarily offers an eight-week summer session, often with shorter sessions as announced,~~ offers a variety of variable-length sessions during the summer. All nine-month faculty members who will teach in summer school are notified that their names have been included at specified salaries in the tentative summer school budget, ~~with the understanding that, if the estimated teaching load or other duties require modification to meet actual conditions, the salaries will not be reduced below 70 percent of the tentative amounts.~~ The summer salary for a faculty member will be negotiated between the faculty member and the department head when the summer school assignments are made. Faculty members who teach a three-credit-hour summer course which is not part of their regular teaching assignment will be compensated at the negotiated salary, which may range between 70 to 100 percent of one-ninth of their full-time, nine-months' salary. This agreed-upon percentage will not be reduced at a later time for a course that enrolls at least the predetermined minimum required number of students, regardless of the eventual class size. The nine-month academic year enrollment capacities are expected to be adhered to except for negotiated arrangements. ~~For summer employment in the eight week sessions, a total of one-ninth of the previous full-time, nine-months' salary is paid for the instruction of three credit hour courses which are not part of the faculty members' regular teaching assignments.~~ If a class fails to meet the predetermined minimum enrollment, then at the instigation of the faculty member, negotiations may take place for a salary below the seventy percent figure provided the faculty member wishes to teach the class. For instances in which a faculty member's assigned summer duties are more than a normal load, additional compensation or support may be approved by the dean of the college and the provost. The additional salary policy, modified to reflect approval by the dean and provost, and in cases of continuing education courses, approval also by the Dean of the Division of

Continuing Education, would be followed. (See Chapter 2, Section 2-141 of the Business Procedures Manual (5-1-91).

Advising during the summer enrollment period and during the summer teaching period is an essential component of the University's mission. Thus, it is expected that advising will be recognized as a legitimate component of recompensed activities during the summer period.

Faculty on summer appointments will be compensated at their current rate of pay through the end of the fiscal year. At the beginning of the fiscal year faculty will be compensated at their new rate of pay. Such compensation also applies to faculty supported on grant funds during the summer. Employment in the summer session earns for the faculty member all the fringe benefits that accrue monthly for regular nine-month appointments, except that sabbatical leave benefits do not take into account previous summer school employment. For 12-month faculty members, the summer session is considered a normal part of their duties.

This interim policy will be in effect for a period of no more than two years, during which time a group of faculty and administrators will conduct a formal study and bring recommendations for more permanent changes. (ACM 1-19-55, Revised 5-21-99)

## Draft

### Kansas State University Electronic Mail Policy

Policy: Kansas State University respects the privacy of e-mail users. KSU will not read e-mail of its faculty, staff, or students for any reason except as specifically defined below.

Violation of University policies governing the use of or access to University e-mail may result in restriction of access to University information technology resources in addition to the appropriate disciplinary action that may be applicable under University policies, guidelines or implementation procedures, up to and including dismissal. This policy applies to all e-mail as processed or stored on University-owned equipment or servers and by individuals using such equipment at any location.

Access to e-mail: This section defines the procedure for accessing e-mail.

All requests must be made directly to the VPAST or designee. There are no exceptions to this rule.

#### No Committee Clearance Required:

1. Court Orders.
2. Personal safety (may include bomb threats, suicide attempts, or other forms of bodily harm) . This provision is to be used only to solve the immediate emergency and not for any other purpose.
3. Preventing unauthorized access and system misuse ( may include virus or hardware or software problems).

#### Committee Clearance Required:

Investigating reports of violation of University policy and local state or federal law.

The information will initially be requested in writing from the VPAST. The VPAST will then request the information from the individual . If the information is not provided the requestor can then submit the request to a mediation committee. Both parties will be informed of the results of mediation. However, it is a violation of University policy to

obtain such information without the e-mail author being informed. In all other respects, this procedure will be considered confidential.

The committee shall be composed of: one administrator appointed by the administration and other than the VPAST, one faculty member appointed by faculty senate, one classified staff member appointed by classified senate, one student appointed by student senate, and a member of University legal counsel as an ex officio member. Each member shall serve for one year and shall be available by phone page. An appointed alternate shall be available for each member. It shall be a conflict of interest for someone who is a committee member's supervisor to request access to e-mail from this committee. In this case, an alternate without such conflict shall be designated.

Warning: There is no guarantee of privacy for documents stored on University-owned equipment. Users should be aware that e-mail in its present form cannot be secured. This makes such information vulnerable to access by unauthorized third parties. Users and senders should be aware that even though both parties discard their copies, there will be backup copies that can be retrieved from the central system for up to 1 month.

E-mail may constitute a public record like other documents under the Kansas Bureau of Open Records Act or other laws. If an e-mail message is a University record as determined by legal authority, it is subject to the same retention period as the paper equivalent. Incidental e-mail for which retention of records is not required may be destroyed at the user's discretion.

In the event of possible violation of privacy contact Jane Rowlett (Director of Unclassified Affairs and University Compliance at [jrowlett@ksu.edu](mailto:jrowlett@ksu.edu) or the Violations List at.....

#### E-mail Listing Policy:

KSU faculty and classified staff may not unlist their computing ID from the KSU white pages or campus phone directory. Exceptions require approval of the VPAST.

Students may suppress their e-mail address by contacting KSU Information Technology Help Desk and requesting an unlisted ID. Faculty or staff who are enrolled in any class at KSU may not suppress their e-mail ID.



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## RESOLUTION

### FUNDING OF EDUCATION BY THE STATE OF KANSAS

WHEREAS: Quality education is the number one priority of voters nationwide, and is a high priority for Kansans and the Kansas Legislature, and

WHEREAS: Education is one of the largest and most important expenditures in the state of Kansas, and

WHEREAS: The Kansas Legislature may be unable to fund education at all levels adequately because of a shortfall of funds caused by tax cuts enacted in the last legislative session, and

WHEREAS: The citizens of Kansas expect and deserve adequate funding for quality education at all levels, and

WHEREAS: Education is vitally important to the long-term economic and social well-being of the state of Kansas, and

WHEREAS: Failure to adequately fund quality education now would further compound the problem in the future,

**THEREFORE BE IT RESOLVED:** The Faculty Senate of Kansas State University recommends that the members of the Kansas Legislature take a proactive position with respect to properly funding education at all levels; state these concerns publicly in all available forums; and, take whatever actions are necessary, including the restoration of tax revenues, to ensure adequate funding to meet the current and future needs of the state in the vital field of education.

Approved by Kansas State University Faculty Senate  
November 9, 1999