

MINUTES
Faculty Senate Executive Committee
Tuesday, September 29, 2020, 3:30 pm
Zoom ID: 733 588 376
<https://ksu.zoom.us/j/733588376>

Present: Bach, Barnett, Beebe, Behnke, Bitsie-Baldwin, Buffington, Charland, DePaola, Ferguson, González, Hay-McCammant, Hosni, Hughey, Ireton, Kiss, Littrell, Markham, McGlynn, Raine, Vardiman, Von Bergen, and Zajac

Absent: Bothwell, Lehman, and Schermerhorn

Proxies: Behnke for Durtschi, Charland for Saucier

Guests: David Brown

1. President Mindy Markham called the meeting to order at 3:30pm and gave a Land Acknowledgement.

2. Summer Reserve – David Brown

The option of distributing 9 months of salary over 12 months to those on 9 month appointments is called the summer reserve program in Human Capital Services (HCS). There has been low participation in recent years for this option and HCS has a potential opportunity to use Direct Deposit to provide a similar outcome as the 9 over 12 option.

The Summer Reserve Program option came about in 2014. There are many manual processes to run this program for 5.7% of the 9 month employee population. There is a Direct Deposit set-up option that could eliminate the cost of maintaining the manual system. Payroll/HCS will assist any employee with the setup to direct the employee funds to multiple accounts via direct deposit.

Discussion/Questions: KU did a survey of their faculty and there was majority interest in having 9 months of pay distributed over 12 months. Is there discussion about doing this for all faculty here at K-State so it would be the normal procedure instead of a special “perk?” A variety of institutions do this now. Are we interested in finding out if 9-month employees are interested in that? Mr. Brown offered to follow up with his peer at KU to see what they are implementing.

It was asked what the participation rate would need to be in order to make this worthwhile to continue. It was also noted that the people who are electing to have summer reserve do find value in it. Mr. Brown noted that in discussions with his team, it seems HCS is acting like a bank, holding funds that already belong to the individual, and that is not what payroll and HCS is set up to do. HCS has posed a question to General Counsel as to whether they could charge fees to run this program, and determined that is possible. The person now running the program will retire in 2021, and that position may not be replaced. Mr. Brown noted that the overall impetus for this is to put the control back into the faculty member’s hands. The head count of those using the option is not the main point of consideration.

Another member mentioned they believed at KU they are adding the 9 over 12 option into their system and it will be available Fall 2021. That would mean all regents universities will have the option. Mr. Brown will investigate this and determine what process KU will use. He also will reach out to those currently using the process to determine what value they find in the program and get feedback.

3. The June 5 and August 25 Executive Committee minutes were approved as submitted.

4. Report from Standing Committees and Student Senate

- A. Academic Affairs – Phil Vardiman/Don Von Bergen
- Proposed items for consent agenda (pages 5-6)
Von Bergen moved to place these items on the upcoming Faculty Senate consent agenda.
No discussion. Approved.
 - Proposed item for discussion agenda (page 7)
Von Bergen moved to place these items on the upcoming Faculty Senate consent discussion agenda.
No discussion. Approved.
- B. Faculty Affairs – Kim Charland/Don Saucier
- Proposed revision to University Handbook, Section B120 and PPM 4410/4650 – **Attachment 1**
Charland provided brief background on the proposed revisions and moved that they be placed on the upcoming Faculty Senate agenda for action.

Discussion/Questions: It was inquired why acting positions will go from 2 to 4 weeks to up to three months. What is the rationale? The three months change better aligns with the FMLA needs to cover a position. There is concern that this would be a long time to have an acting position. The wording says *up to* three months, which is protective for those who may be caregiving or otherwise using FMLA. Jay Stevens will also be invited to the Faculty Senate meeting to answer questions that are raised on this proposal.

Approved. This will be placed on the upcoming Faculty Senate agenda.

- C. Professional Staff Affairs – Maria Beebe/Mishelle Hay McCammant
Analysis on the listening sessions last semester have been completed and an article in K-State Today will be submitted along with a survey to verify what was heard and to allow for additional comments. They have a committee put together to discuss the differences for term vs regular appointment benefits.
- D. Student Senate – Nathan Bothwell
President Markham shared the report submitted by Senator Bothwell who could not attend. Student Senate has nearly completed its proposed callback process for Privilege Fee entities across campus. The original goal for proposed callbacks was to callback roughly 1-1.5 million dollars in student fee monies, and cover the rest of our deficit through our reserve accounts. The original plan was to present and announce our new budget last night to the Privilege Fee Committee. Our original budget had a number of student layoffs and a reduction in some services, but we had mostly avoided any long term faculty or staff furloughs/terminations. However, new information was received regarding budget projections yesterday and we need to revise our proposed budget. This budget is now being presented to the Privilege Fee Committee at a Special meeting on Thursday, October 1st at 5:30 pm and will include additional callbacks totaling between \$500,000 to \$1 million. We have now reached a point where critical student services and entities will potentially be forced to reduce their hours, services, and/or staff. This includes major campus entities such as the K-State Student Union, Recreational Services, University Counseling Services, Collegian Media Group, and potentially even Lafene Health Center. Questions about this budget can be directed to Speaker of the Student Senate, Nathan Bothwell at ndbothwell@ksu.edu.
- E. Technology – Brett DePaola/Michael Raine
FSCOT has a full agenda and it will continue this way. The two largest topics are conveyed here. Much work by our campus IT unit was completed to enhance classrooms over the summer and to improve the technology in 100+ scheduled classrooms. There were also a great number of departmental space upgrades as it was determined a lot of classes are taught within those. Academic tool vetting process has been ongoing – enhancements of canvas, questions about tophat used only for attendance, etc. We want to find out what software serves the needs of the faculty the best and provide support from

IT only on those packages. The committee will come up with recommendations on which packages should be supported and maintained. Questions: Have you surveyed faculty on what software they use? There could be packages that users have chosen to use over those that are currently supported. It will be suggested in committee that we put out a survey to find out what is being used and not currently supported by IT. It was commented that Mediasite is uploading faster after IT worked to not only change settings, but was authorized to add servers to gain improvements.

F. University Planning – Brad Behnke/Dan Ireton

Will meet on October 1st. We are interested in getting feedback from faculty at the General Faculty meeting on Wednesday. Much of the agenda will be discussing furloughs and COVID 19 changes. We are factfinding.

5. New Business

A. A motion was made by Hosni and seconded by Von Bergen to approve the faculty senator replacements for the following caucuses:

Paige Adams for Amanda McDiffett, General University (Oct. 20-May 21)

Erin Yelland for Mykel Taylor, Extension (Oct. 20-May 23)

Approved. It was inquired and the reasons for these replacements were related. One is changing units and the other is leaving KSU.

6. Announcements

A. General Faculty meeting – Wednesday, September 30th, 3:30 pm

President Markham conveyed appreciation to caucus chairs in supporting this process and gathering questions and comments for the meeting. Past President González and President Elect Littrell will join in moderating the process tomorrow. Encourage your colleagues to attend this meeting.

B. COVID-19 updates

At the State of the University address, Dr. Thomas Lane touched on the topic of surveillance testing within the residence halls, this will be expanded to the campus soon.

C. KBOR meeting report

Joint KBOR and State Board of Education. There is a suggestion to set a standard K-12 and Higher Education spring break. Proposals are to be developed.

Funding of the first few hours for students who are taking credits in high school is going to be proposed, with as little as 3 hours and up to 15 hours under discussion. President Markham will keep ones informed.

A Freedom of Speech and Expression regents-wide statement is under development. The governance committee of KBOR is taking this on. The Council of Faculty Senate Presidents is also working on drafting a statement. It was asked if general counsel at the different institutions been involved in these discussions. President Markham will email our General Counsel, Shari Crittendon, and get her connected to the conversation.

A desire was expressed that an announcement from Faculty Senate be made about the upcoming changes in the Freedom of Speech and Expression statements so that, rather than an overall statement, a more individualized one can be worked on that fits the culture on our campus.

D. Topic for Provost visit to October Faculty Senate meeting

Covid adjustments in the long term. What is the University's long-term plan so that we will have a strong message for employees.

Budget issues. How has current enrollment affected our budget projections? How do we create a sound budget, to avoid layoffs?

Spring break and moving furloughs around. What information can be shared to help modify our scheduled furloughs before the next semester? For example, modification with respect to the number of furlough days or the dates taken.

What is the Provost's vision or definition for shared governance? Especially in a decentralized model. The decentralization of the budget pushes weighty decisions to the deans' level; therefore, we need to find more support from the president and provost to encourage transparency and shared governance at all levels.

7. Open discussion period for senators as needed

Faculty and staff virtual counseling sessions are available starting on October 8th. There is room for more people to take advantage of these services. To sign up for a session or express interest in a future session, please access the [COVID-19 virtual counseling session registration form](#).

Resource links about Free Speech:

<https://www.thefire.org/research/publications/student-surveys/2020-college-free-speech-rankings/2020-college-free-speech-rankings-view-rankings/>

and

https://www.sourcewatch.org/index.php/Foundation_for_Individual_Rights_in_Education

8. The meeting was adjourned at 4:59 pm.

Respectfully submitted by:

LaVerne Bitsie-Baldwin

Faculty Senate Secretary

Next meeting: Tuesday, October 27, 2020; 3:30 pm

**ACADEMIC AFFAIRS
PROPOSED ITEMS FOR CONSENT AGENDA**

Approve to place the following course and curriculum changes and posthumous degree request on the upcoming Faculty Senate consent agenda:

A. COURSE AND CURRICULUM PROPOSALS:

To view the proposals in Curriculog,


First - Login to Curriculog using your K-State eID and password

<https://kstate.curriculog.com>

Second – Copy the Curriculog agenda links listed below, then paste and go to them in your browser to view the course or curriculum proposals being acted on.

From the list of proposals, hover over the proposal and click View/Edit Proposal Icon

For courses: In User Tracking, change "Show current" to "Show current with markup"

For curriculum: Select the files tab:  and open the associated files.

View the proposal

Note: Use the browser’s back button  to return to the agenda and select next proposal.

For more information on viewing proposals, see:

<http://www.k-state.edu/curriculog/training/view/index.html>

COURSES: <https://kstate.curriculog.com/agenda:1092/form>

Business Administration	ENTRP - 411 - Intrapreneurship ENTRP - 435 - Entrepreneurial Experience ENTRP - 575 - Entrepreneurship and Innovation Capstone ENTRP - 825 - Strategic Innovation
Health and Human Sciences	CFT - 899 - MS Research in Couple and Family Therapy CFT - 970 - Specialization and Leadership CFT - 990 - Dissertation Proposal Seminar CFT - 999 - Doctoral Research in Couple and Family Therapy
Technology & Aviation (Polytechnic)	CMST - 285 - Web Certificate Capstone Studio DIGME - 163 - Fundamentals of Design Thinking DIGME - 365 - User Experience (UX) Design in Digital Media
Veterinary Medicine	AP - 839 - Biomedical Methods Laboratory AP - 893 - Introduction to Nanomedicine CS - 841 - Advanced Clinical Gastroenterology CS - 842 - Advanced Clinical Hepatology VAP - 893 - Introduction to Nanomedicine

CURRICULUM: <https://kstate.curriculog.com/agenda:1093/form>

Business Administration	Entrepreneurship and Innovation BS (name change) Entrepreneurship and Innovation Minor (name change)
Education	Leadership Studies Minor (Proposed to be offered to non-K-State Graduates)

Engineering	Computer Science (B.S.)
Technology & Aviation (Polytechnic)	Aeronautical Technology BS–Helicopter Pilot Option (discontinue) Engineering Technology-Digital Media Technology Option (AETA-DM) (discontinue) Professional Master of Technology (PMT) (Discontinue)

B. Posthumous degree request:

Sahar Lashkarbolooki, Ph.D. in Electrical Engineering, Graduate School, Fall 2020

**ACADEMIC AFFAIRS
PROPOSED ITEMS FOR DISCUSSION AGENDA**

Approve to place the following new curriculum proposal on the upcoming Faculty Senate discussion agenda:

New Certificates:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1094/form>

Technology & Aviation (Polytechnic)	Digital Media User Experience (UX) Design Certificate Front-end Web Development Certificate
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