

MINUTES
KSU Faculty Senate Meeting
Tuesday, September 13, 2011 3:30 pm
K-State Union, Big 12 Room

Present: D Anderson, J Anderson, Auten, Bannister, Bennett, Blakeslee, Bloodgood, Bonella, J Bormann, K Bormann, Boyer, Cates, Cauble, Clark, Cochran, Condia, Cox, DeRouchey, Dille, Donnelly, Easton, Ehie, Fallin, Featherstone, Fees, Frieman, Fritch, Fullagar, Fullmer, Gehrt, González, Graham, Grinter, Holcombe, Honey, Hornsby, Hosni, Hsu, Hubler, Hughey, Johannes, Keen, Kellett, Kerby, King, Kingery-Page, Kirkham, Knackendoffel, Knopp, Lynn-Sherow, Martínez-Ortiz, Molitor, Pahwa, Patell, Raine, Ransom, Rauth, Reed, Reese, Rintoul, Sachs, Schmidt, Sellers, Smith, Soldan, Spears, Stadlander, Sump, Van Horn, Vontz, Watts, Willbrant, Young, and Zajac

Proxies: Arthaud-Day, Baillargeon, Díaz de Sabatés, Goins, Hossain, Maatta, Moser, Mosier, Perez, Roberts, Rogers, and Stewart

Absent: Burenheide, Davis, Finkeldei, Fox, Ganta, Hamilton, Hedrick, Schermerhorn, Spriggs

Visitors: David Allen, Rebecca Gould, Roberta Maldonado-Franzen

Parliamentarian: W. Frank Spikes

1. President Vontz called the meeting to order at 3:31 p.m.
2. Approval of June 14, 2011 minutes
Senator Hosni moved and Senator Clark seconded to accept the minutes as submitted. Motion carried.
3. Faculty Senate meeting efficiencies – Frank Spikes/Tom Vontz
Parliamentarian Spikes informed the Senate that helpful hints for parliamentary procedure can be found on the Faculty Senate website. He recommends that senators review the Constitution and By-Laws which can also be found via the Faculty Senate website.

Past President Cauble thanked Dr. Spikes for his service as parliamentarian and presented him with a token of appreciation.

4. Dispute Resolution reports
 - A. Affirmative Action report – Roberta Maldonado-Franzen – **Attachment 1**
Ms. Maldonado-Franzen presented the 2010 – 2011 Affirmative Action report. A significant increase was experienced in the Advice, Consultation and Referral area. Anyone wanting to discuss the report may contact her office.
 - B. Grievance Chair report – Todd Goodson – **Attachment 2**
Dr. Goodson was not present to give a report. If there are any questions you may contact him for further information.
 - C. Ombudsperson report – Rebecca Gould – **Attachment 3**
Dr. Gould presented the 2010 – 2011 Ombudsperson report. Dr. Gould reported that the university ombudspersons worked with 47 consultees between June 30, 2010 and July 1, 2011. The most common complaint was workplace climate followed by annual evaluation. A recommendation to Faculty Senate is to adjust the grievance timeframe because it is difficult to coordinate schedules and hold meetings within 30 days. Other recommendations include providing better communication and information regarding assistance with teaching and instruction within the classroom and termination of access to electronic resources by removing eID/password access should be used sparingly. Dr. Kelli Cox and Dr. Gould

attended ombudsperson training. Dr. Gould reported that the training was awesome and they are integrating what they learned into K-State's ombuds program. President Vontz voiced the Senate's appreciation for the work the ombuds team does for K-State.

5. Honor & Integrity System report – David Allen – **Attachment 4**

Dr. Allen reported there were 154 violations involving 188 students in the 2010 to 2011 period. The increase in violations is due to the efforts his office has made to reach out and educate the university about their role. Of the 188 students, 13 were repeat violators, 161 received sanctions, four cases were dismissed, and the remainder will be investigated during the fall semester. A concern is that 64% of the offenses involved upperclassmen violators. A difference this year was that after spring final exams, his office received 52 violation reports, 40 of which were recommended for investigation and adjudication. This is normal for December but unusual for May. Since he and his staff do not work during the summer, these numbers constitute a drain on resources. Dr. Allen informed Senate that he has submitted his resignation effective January 1, 2012 to assume a position in the College of Education. Senator Johannes asked about cases involving distance students. He responded that few distance education student violations are reported. Faculty should be aware of unauthorized collaboration, which constituted 60% of the offenses, more than plagiarism. Of the 13 second time offenders, three had completed the development of integrity class. Of those three, one suspension was recommended. Senator Hubler asked for clarification of a policy in which the faculty member who reports a violation cannot be informed of previous violations. The issue is not about the number of people knowing about the violation but rather wanting to handle each one on a case by case basis. Each violation is treated as the first, up to the point that the student chooses to not contest the violation or the panel moves forward. The hearing panel is then informed about the first violation. President Vontz voiced Faculty Senate's appreciation for Dr. Allen's six years of service.

6. Report from Standing Committees and Student Senate

Past President Cauble presented faculty senate lapel pins to the senators present. This is the first time Faculty Senate has had lapel pins. The pins will help identify senators to others on campus and are recognition for the contributions that senators make toward shared governance at K-State.

A. Academic Affairs Committee – Andrew Bennett

Senator Bennett reported that the committee had no action items or course and curriculum changes on the agenda. They are working on suggested syllabus language to help students understand what authorized collaboration is. A K-State 8 task force will begin reviewing course tagging and other related issues. The committee is also identifying areas in which they may be able to assume a proactive role for K-State 2025.

B. Faculty Affairs Committee – Judy Hughey/Kaleen Knopp

Senator Hughey reported that Faculty Affairs had no action items to bring forward. Faculty Affairs has been working collaboratively with the Provost and other offices in Anderson Hall on a number of items. Appendix G continues to be a work in progress. After reviewing the proposed anti-bullying policy, Provost Mason determined a more universal policy would be beneficial. She established a task force which brought forward a document that Faculty Affairs will be looking at. The revisions to the University Handbook continue to be worked on as is the clinical faculty language proposal. The Professors of Practice work group is working on this policy and looking at the rights that should go with the title. Faculty Affairs will be looking at K-State 2025 themes for priorities that they can proactively work on. Brian Niehoff is attending Faculty Affairs meetings. This is a positive effort toward improving communication. Senator Hosni asked if promotion and tenure could be addressed through the 2025 task force. There is not a task force; however, faculty input is being sought. Each standing committee is reviewing 2025 themes to determine priorities. President Vontz summarized the goal of having each committee involved in order to recognize priorities that might cross university departments in order to take a proactive role and invest in the creation of ideas. Faculty Affairs expressed appreciation for the pay raise that will be received.

C. Faculty Senate Committee on Technology – Dave Rintoul

Senator Rintoul reported that three items were discussed at their first meeting. Jeff Morris, Vice President of Communications and Marketing, gave an update on the new content management system being used for Web design. The goal is to have 80% of the university department websites on line with the new design by June 2012. This will not extend to faculty webpages. The second item pertained to remote access via SSH and RDP which will be blocked because of security risks. VPN (virtual private network) protocol will be used so remote access will continue to be available. The third discussion point pertained to issues regarding faculty submission of textbook information to be compliant with the federal mandate. When the mandate was made, the decision was to use Varney's system, which was already in place. Various issues have been experienced, i.e. unavailability of required books and the option to check that no textbook is required. They discussed the possibility of utilizing iSIS to meet the compliance requirements. Any development should meet two criteria, 1) enter the books in only one place and 2) eliminate need to transport data between two systems. President Vontz reported that he had visited with Varney's about the issues that have been raised. They thought it would be possible to address them. Senator Hosni affirmed the importance of this issue and extended his appreciation for what is being done. Senator Lynn-Sherow inquired about whether it should be clearly communicated to the university community about the use of KSU webmail. Email is public property and subject to subpoena. Discussion regarding this issue followed.

D. Faculty Senate Committee on University Planning – Bob Condia

Senator Condia reported that Associate Vice President for Facilities, Dr. Ed Rice, attended the September 1 meeting. Prior to the meeting, he supplied the peer reviews for 2006 and "Sightlines" reports for 2010 and 2011 (<http://www.k-state.edu/facilities/Sightlines/2011Presentation.pdf> and <http://www.k-state.edu/facilities/Sightlines.html>). Facilities is in charge of maintaining existing buildings, building new buildings, mail services, motor pool and maintaining campus grounds. K-State has the oldest campus in our peer group in terms of building age and infrastructure with 90% of our buildings being more than 25 years old. K-State has approximately 700 acres of maintained landscape and more than 200 structures containing nearly six million square feet of space. Compared to our peer institutions that average \$3.87 per square foot, we spend \$1.40 per square foot in maintenance. Kansas' annual stewardship in asset reinvestment is much worse than our peers. In terms of maintenance and repairs, the average employee is relegated 73,500 gross feet, yet perceived quality is only slightly less than our peers. The average custodial worker is responsible for caring for 47,000 square feet, yet perceived quality is slightly higher than our peers. Facilities total budget is \$30 million with \$15 million spent on utilities. Salaries are about \$14 million. This leaves about \$500,000 for an operating budget. Rehabilitation and Repair (R & R), about \$4.4 million, are allocated by the State and are the funds that keep things going. Next year, this figure should double because the crumbling classroom bond will be paid off. We ought to be spending \$17 – 18 million annually on repairs and maintenance, hence the \$500 million in deferred maintenance. One time funds in recent years have enabled us to put meters on all buildings to monitor utility usage. Subjectively, the Sightlines group (2006 report) suggests that Facilities staff is doing an impressive job for their budget and numbers. From random survey interviews, the staff respects the faculty and others and feels the faculty and others respect their work. Critically, Sightlines mentions that high workload and low salaries are demoralizing the staff. The staff also feels that communication between upper management in both directions through middle management is weak. The premise of the meeting was to actively work with Dr. Rice in promoting good communications between Facilities and campus employees, in particular the constituents of Faculty Senate. Dr. Rice noted that the peer review done by Sightlines indicated that communication is one of the priority needs and he is working on its improvement. They have recently created a committee to review all work orders for each building. Their goal is to become more accessible and to have work orders available to view by those involved. The largest communication issues were discussed as well as ideas for improvement. Dr. Rice suggested that FSCOUP review Facilities' policies and procedures and recommend improvements from a customer perspective. FSCOUP's priorities for K-State 2025 could include having a building steward to oversee what is done in a building to make sure decisions made are in the best interest of the building. Senator Condia is serving as Faculty Senate's representative on the President's Campus Master Plan Update committee, which was initiated by the Provost. They are reviewing the current (2004) master plan, the 2025 Facilities logic model, and the

Research Infrastructure Task Force report. Vice President Bruce Shubert will attend their next meeting to discuss the budget.

E. Student Senate – Natalie Rauth

Senator Rauth reported that Student Senate is allocating \$13.4 million in privilege fee money this year. Suggestions for the City/University funds include an extra turn lane at 17th and Anderson. The track and turf project for Memorial Stadium is on hold due to the future renovation of East Stadium into the Welcome Center. Other initiatives under discussion include a bike rental program, more campus lighting, and an initiative to inform students of this summer's City Commission decisions. In general senate business, they are planning a retreat to get to know each other and inform senators about what student senate does and its importance. SGA InTouch is a program where student senators will visit the largest student groups to educate them on what SGA does and collect information from them. The goal is to increase voter turnout. Darwin Abbott, parking services director, came to discuss parking concerns. Twenty-five new interns will be sworn in. Senator Cox asked for clarification about parking concerns. Senator Rauth responded that parking is a continued frustration for students. Current parking stall allocation in the garage is 500 student, 500 faculty/staff, and 300 public stalls. On September 15, 2011, reserved and preferred stalls will be made available to students. They are looking for carpooling incentives. Senator Cauble suggested that a potential use of the City/University funds could be a bus service. Senator Rauth stated that students are interested in public transportation and in fact allocated \$125,000 toward such an effort; however, it was returned because of lack of interest. They are considering a referendum in the spring.

7. Announcements

A. President/Faculty Senate Leadership Council (FSLC)

President Vontz reported that a goal this summer was to review and update the Constitution. This work is continuing and will include a separate meeting to approve. Additionally, a "loose ends" list was compiled and shared with administration which has resulted in marked progress being made. In response to search committee procedure concerns last spring, the Provost is putting together focus groups to address the search committee process. Interim affirmative action director, Roberta Maldonado-Franzen, has been invited to the next FSLC meeting with the provost so that concerns may be directly relayed. Please email President Vontz or any FSLC member if you have concerns that you want known. Provost Mason asked FSLC about the benefit of having a representative of her office on each standing committee. In light of the fact that these meetings are open, FSLC decided that this could be positive and so, these representatives are now meeting with the committees as non-voting members. Some good results have already been experienced because of this decision. Becky O'Donnell has been serving as the mediation coordinator; she has submitted her resignation effective December 31, 2011. FSLC will work with the provost to create a job description. Faculty Senate Executive Committee and FSLC will be responsible for filling this position. Provost Mason will soon be charging a committee to review the process by which courses are tagged for K-State 8 and also review courses already tagged. President Vontz, as this year's chair of the Council of Faculty Senate Presidents, will give a five minute report to the Board of Regents at their meeting next week and the Regent Faculty Senate Presidents will have breakfast with the regents also. The group is looking for issues that cut across every university. The administration is on the brink of officially announcing the January pay raise for faculty and unclassified staff.

Senator Bonella announced K-State Libraries will have Faculty and Graduate Student Library days October 5 – 6, 2011. Multiple sessions will be offered between 1:30 -4:30 p.m. Check their website for more information.

Senator Young will also be addressing the Board of Regents on behalf of the Council of Unclassified Professional Presidents next week.

8. For the Good of the University

- Manhattan campus State of the University Address/Open Forum – Friday, September 30, 2011, 3:30 p.m., Forum Hall, Student Union
- Salina campus State of the University Address/Open Forum – Thursday, October 6, 2011, 3:30 p.m., College Center Conference room.

9. Adjournment

Senator Cochran moved to adjourn. The motion was seconded. Meeting adjourned at 5:05 pm.

Respectfully submitted,

Loleta M. Sump
Faculty Senate Secretary

2011/2012 Faculty Senate meetings (second Tuesday of the month; 3:30 pm; Union Big 12 room):

October 11, 2011 (**Faculty Senate Photos, 3pm: Forum Hall**)

November 8, 2011

December 13, 2011

No January meeting

February 14, 2012

March 13, 2012

April 10, 2012

May 8, 2012 (New senator orientation, 2pm, Union Big 12 room)

June 12, 2012