

**MINUTES**  
**KSU Faculty Senate Meeting**  
**Tuesday, April 12, 2016, 3:30 pm**  
**K-State Union, Big 12 room**

**Present:** Aakeroy, Ackerman, Andrews, Aramouni, Barden, Bennett, Blair, Blankley, Bolton, Burenheide, Cauble, Charney, Cochran, Corwin, Craft, Crawford, Crow, Dille, Doll, Eiselein, D. Fallin, J. Fallin, Featherstone, Finkeldei, Geuther, Glymour, Goodson, Guzek, Haar, Hartman, Hedrick, Heinrich, Higginbotham, Hsu, Kanost, Keane, Knackendoffel, Lavis, Lindshield, Littrell, Lockwood, Maghirang, Maner, Markham, Maseberg-Tomlinson, Pacey, Reed, Rintoul, Roush, Schultz, Sherow, Simser, Spears, Spooner, Stevenson, Sump, Titgemeyer, Warner, Willbrant, Wilson, Yu, and Zolkiewska

**Absent:** Culbertson, Ferguson, Gabbard, Hurtig, Jones, Lara, Leitnaker, Nelson, Schaake, Schlup, and Tinker

**Proxies:** Armbrust, Clark, Devore, Duncan, Elsasser, Gonzalez, Hamilton, Hettiarachchi, Hoag, Hoeve, Hutchinson, Jackson, Lehman, McCrea, Mosier, Narayanan, Ransom, Rice, Smith, Swilley, Weiss, and Wood

**Guests/Visitors:** Kris Boone, Cheryl Johnson, Lori Kniffin, David Procter, Tim Steffensmeier, David Thompson, and Mary Tolar

**Parliamentarian:** Jerry Frieman

1. President Fred Guzek called the meeting to order at 3:31 pm.
2. Visit from Cheryl Johnson – Total Rewards Overview (3:30-3:45)  
VP Johnson provided an overview of activities taking place in Human Capital Services (HCS). The first priority is to attract, develop, reward and retain a diverse and talented work force. They started with looking at the hiring process to make it more efficient. In February 2016, Page Up was implemented to automate the recruitment process. New employee orientation was revamped and a Wellness Initiative, with both financial and physical components, was developed. Other priorities are to foster a productive work environment where employees feel valued, support the changing nature of the work and work environment, add value and reflect good stewardship of resources, act fairly, ethically and be legally compliant and understand the choice of the customer. Improvements have been accomplished, such as the elimination of the need to track hours for GRAs and GTAs in relation to healthcare. While furloughs are not on the horizon, a proposed furlough policy and guidelines have been developed in order to be proactively prepared for such an event. Since February, with the new Page Up hiring process, 2,066 applications have been accepted, which avails us the ability to gather good data analytics such as most applicants are utilizing mobile and social media and the diverse composition of applicants, etc. New Employee Orientation had 165 people participate. Institutional Equity had 132 issues reported to them over the last year with the predominant issues being bullying and sexual harassment. An investment in online training for faculty/staff was made. A Climate Response Team was established. As to Total Rewards, HCS has experienced some very interesting reactions to market based data. HCS partnered with CBiz, a third party neutral vendor, to accomplish much of the work necessary to the Total Rewards process. Market research showed that 76% of our USS and Professional Staff employees fall within the 50<sup>th</sup> to 75<sup>th</sup> percentile. We have 458 employees with salaries below the 25<sup>th</sup> percentile. The cost to the University to bring them up the 50<sup>th</sup> percentile would be approximately \$1.4M. We have 202 Professional Staff employees who fall below the 25<sup>th</sup> percentile. Around 300 employees are not earning a living wage which, in Manhattan is about \$26K. The cost to bring them up to a living wage would be approximately \$3.3M. Employees will receive a letter after 09/30/16, informing them of where their position falls within the new Total Rewards system. An appeals process will be created for those instances where both the supervisor

and the employee feel their revised position title is not appropriate. However, they would like everyone to absorb the changes for six months and, if at the end of that time, the supervisor and employee agree that the classification is not appropriate, they can appeal. Next steps will be to establish career ladders so employees can plan their career path. When the Affordable Care Act became effective, K-State was not in compliance. Options were offered to 39 employees. K-State is now in full compliance with this law. VP Johnson gave a brief overview of the proposed furlough policy and guidelines as well as a synopsis of the issues that the USS have raised regarding the grievance process. In response to a question from a senator regarding pay raises for postdoctoral scholars being paid from grant funds, senators were assured that these pay raises were possible in the current system.

3. The March 8, 2016 minutes stood approved as submitted.
4. Approval of consent agenda (pages 2-3) – Andy Bennett – **Attachment 1** (3:48-3:50)  
President Elect Bennett inquired if any items should be moved to the discussion agenda. Seeing none, he made a motion to approve the consent agenda items. Motion carried.
5. Report from Standing Committees and Student Senate (3:51-4:39)
  - A. Academic Affairs –Teresa Hartman
    - Approval of discussion agenda item (page 4) – **Attachment 2**
      - 1) Add: Interdisciplinary – PhD in Leadership Communication  
Senator Hartman moved to approve the PhD in Leadership Communication. No discussion.  
Motion carried.
  - B. Faculty Affairs –Betsy Cauble and/or Mindy Markham
    - Proposed changes to University Handbook – Section C (first reading) – **Attachment 3**  
Senators Cauble and Markham brought forward proposed changes to Section C of the University Handbook for a first reading with a vote to be taken during the May Faculty Senate meeting. Section C has been reviewed by the handbook and policy committee, HCS, General Counsel, Professional Staff Affairs and Faculty Affairs. Everyone is encouraged to review Section C so we are sure it is clear and understandable for people.
  - C. Professional Staff Affairs – Mary Anne Andrews  
Senator Andrews reported that a meeting with VP Johnson and her staff resulted in a very good discussion. Important points coming out of the discussion included the letter to employees that will be issued on September 30<sup>th</sup> with revised position titles, salary grade assignment and market compa-ratio (i.e., at market, below or above), training offered to supervisors/managers to enable them to better address employee questions about the process and outcomes and the issue of position titles that are common to both the USS and Professional Staff. Changes to the FSLA salary threshold will impact about 1,000 employees, moving them from exempt to non-exempt. This change will have a drastic effect on the university budget. HCS has agreed to have a representative from PSA work with their team as they develop compensation plans and explore and identify funding sources and develop performance management systems. PSA supports USS employees receiving the same leave that we do; however, meetings with VP Bontrager may be needed to address the potential funding questions around the increase in vacation time. A side issue for those falling below a living wage is the affordability of housing for employees and students in Manhattan. This may be an area that leadership committees will want to consider.
  - D. Technology – Don Crawford
    - Data Access Report (informational item) – **Attachment 4**

Senator Don Crawford presented the Data Access Report as an informational item and provided background for the report. Some discussion followed regarding the Freedom of Information Act.

- Web Content Accessibility Report (informational item) – **Attachment 5**  
Senator Lisa Crawford-Craft presented the Web Content Accessibility Report as an informational item. She provided insight into the content of the report and raised awareness of the importance of working toward making everything on the web accessible.

E. University Planning – Dave Rintoul for Spencer Wood

Past President Rintoul, on behalf of Senator Wood, reported that FSCOUP received an updated draft of the Furlough Policy and guidelines. It is improved but still in need of further input. The biggest improvement is the addition of material based on conversations with Peter Dorhout and Paul Lowe regarding the complexities of RSCAD streams of funding and appointments. It likely needs further vetting, but is considerably better. Issues that remain challenging include:

- the statement to the effect that “no classes will be cancelled.” This is problematic, because it means that only faculty will feel the pain of budgetary challenges. Faculty Senate Leadership Council expressed serious reservations about this policy and suggest, instead, that reductions in work should be roughly commensurate, perhaps, with appointments. This raises a second concern regarding potential reductions in tenths time. If faculty are reallocated tenths, explicitly or effectively, then questions immediately surface regarding evaluation. Most importantly, such reductions could impact evaluations for tenure and promotion. For example, would a reduction in tenths assigned to research mean that expectations for tenure are reduced? Further, it raises questions about what counts as a year for tracking progress for tenure and promotion. Some statement, it seems, might be required to define a year as anything that is 1/2 or more of an academic year. Hence, if someone were approaching their fifth year and experienced a furlough, they may still be expected to submit their material that year even though, in their experience, they may have had less than an actual year at their contractual research appointment, etc.
- the assignment of employees to tiers (by salary level) with the idea that furloughs might be weighted to impact the upper tiers more than the lower tiers. Currently there are four tiers with the upper tier including 80,000 and above. The problem is that the top and bottom of the fourth tier are vastly different in salaries. We have many assistant professors, for example, that would be in the upper tier.

Very soon the draft policy and guidelines will be distributed among our constituents to get their input and ask that folks be on the lookout and be prepared to provide comments based on their experiences and roles so that we can communicate this input back to HCS. Individuals who want to comment on the draft policy can get a copy, via email, from Spencer Wood or from Candace LaBerge.

Rintoul also discussed city/university funds. The city’s committee met on April 11<sup>th</sup> and we should have an update soon regarding their decisions on this academic year’s proposals. Input from senators on ideas for next year’s funds are welcome as they are beginning to work on those and will continue that work over the summer. One idea that has come forward is to install lighting around the university gardens. The footings for the lights are already poured but the lights were never purchased and installed. This is an area that receives a fair bit of foot traffic and is really quite poorly lit.

F. Student Senate – Kurt Lockwood

President Guzek presented Senator Lockwood with a certificate of appreciation for his work with Faculty Senate this year. Certificates were also awarded to Senators Andrew Hurtig and Joe Tinker in their absence and delivered by President Guzek later. Senator Lockwood stated that this would be his last report. The new Student Senate leadership will be present at the May Faculty Senate meeting.

6. Announcements (4:15-4:19)

- A. 2016 FS Elections completed – standing committee assignments due April 22
- B. 2016 Faculty and Professional Staff Retiree Ceremony and Reception – Tuesday, April 19, 2016; 4:00pm; Alumni Center Ballroom

7. Open discussion period for senators as needed

Senator Finkeldei reported that ITS is exploring the cost and feasibility of establishing a web content accessibility center, staffed by students, who can provide services such as transcribing videos into an accessible format. He will keep senators informed of any progress on this.

8. The meeting was adjourned at 4:33 p.m.

Respectfully submitted by:

Loleta Sump,  
Faculty Senate Secretary

Next meeting: Tuesday, May 10, 2016; 3:30 p.m., Union Big 12 room

- New Faculty Senator Orientation: 2:00 pm
- Recognition and Reception for outgoing senators: 3:00 pm
- 2015-2016 Faculty Senate meeting: 3:30 pm
- 2016-2017 Faculty Senate meeting: immediately following the 2015-2016 adjournment

**CONSENT AGENDA  
ACADEMIC AFFAIRS**

1. Undergraduate and graduate course and curriculum changes and graduation list (see attachment 1 for supplemental information):

**UNDERGRADUATE**

**College of Business Administration** (approved by college on February 24, 2016)

**COURSE CHANGES:**

*Department of Management*

**CHANGES:**

FROM: ~~MANGT 367 – Information Systems Fundamentals~~ TO: MIS 411 – Studio 1: Business Programming Applications I

FROM: ~~MANGT 486 – ERP Configuration Management~~ TO: MIS 433 – Studio 3: ERP Project Planning and Implementation

FROM: ~~MANGT 570 – Systems Design~~ TO: MIS 555 – Studio 5: Business Programming Applications II

FROM: ~~MANGT 576 – Management of Local Area Networks~~ TO: MIS 444 – Studio 4: Digital Business Networks

**ADDITIONS:**

MIS 366 – Info Tech for Business

MIS 490 – Undergraduate Research Experience

MIS 495 – MIS Internship

**DROP:**

MANGT 476 - Storage Management Systems

**CURRICULUM CHANGES**

*Department of Management*

Changes to the Business Administration Pre-Professions program (BAPP). Rationale: A minor change in admission requirements to add general business (distance learning students) as a degree plan (major). MIS 366 Information Technology for business is being added to Business Core Requirements since this is a new course that only management information system (MIS) students will take. All other business students will complete MANGT 366.

Changes to the General Business Administration (B.S.) via distance education. Rationale: The General Business on-line distance learning program will no longer be a degree completion program. Admission to the program will be the same as on-campus business programs. Admission requirements are being changed to reflect this change.

**College of Human Ecology** (approved by college on February 29, 2016)

**COURSE ADDITION**

*Department of Kinesiology*

KIN 380 Principles of Exercise Training

**College of Technology & Aviation, K-State Polytechnic** (approved by college on March 11, 2016)

*Department of Arts, Sciences and Business*

Changes to the Associate of Science in Applied Business (AABA). Rationale: After a careful review of the curriculum, the Arts, Sciences, and Business faculty proposed these changes to remove items of ambiguity,

streamline the curriculum, increase course choices for students, and accommodate the needs of online students.

## **GRADUATE** (approved by the Graduate Council on March 1, 2016)

### **COURSE ADDITIONS**

Education EDLEA 848 Philosophies of Inquiry  
Education EDLEA 928 Narrative and Arts-Based Inquiry in Qualitative Research  
Education EDLEA 958 Case Study in Qualitative Research  
Education EDLEA 968 Discourse Analysis  
Education EDLEA 978 Qualitative Data Management and Analysis Using Nvivo  
Education EDLEA 988 Differentiated Research  
Arts and Sciences MATH 770 Introduction to Topology/ Geometry I  
Arts and Sciences MATH 771 Introduction to Topology/ Geometry II  
Arts and Sciences PSYCH 961 Multivariate Analyses of Behavioral Data

### **CURRICULUM CHANGE**

Arts and Sciences - Women's Studies Graduate Certificate

### **CURRICULUM ADDITION**

College of Education: Graduate Certificate in Qualitative Research

## **GRADUATION LIST ADDITIONS / POSTHUMOUS DEGREE REQUEST**

Scott Emerson, B.S. in Information Systems, College of Engineering, December 2015  
Ian Wright, B.S. in Civil Engineering, College of Engineering, December 2015  
Posthumous degree: Tyler Andrew Nelson, B.S. in Agriculture, College of Agriculture, May 2016

**DISCUSSION AGENDA  
ACADEMIC AFFAIRS**

See attachment 2 for supplemental information on the following proposals.

1. **CURRICULUM ADDITION:**  
Interdisciplinary - Ph.D. in Leadership Communication