

Kansas State University Faculty Senate

December 3rd, 2024, 3:30 – 4:45 pm

Business Building 3046

or Zoom link:

<https://ksu.zoom.us/j/92136035246>

1. Call to order

1. Meeting called to order at 3:32 PM

2. Attendance

1. Zoom

1. Justin Wild
2. Jody Hodges
3. Marci Ritter
4. Melissa Holmes

2. In-Person

1. Will Grogan
2. Linda Craghead
3. Marcus Kidd
4. Kari Morgan
5. Mariya Vaughn
6. Gina Nixon
7. Lisa Wilken
8. Monica Curnutt

2. Approval of November 19th, 2024, [Professional Staff Affairs 11.19.2024 Minutes.docx](#)

a) Minutes have been adjusted, and have been approved.

3. New/Ongoing Business

a) Workload & Engagement Concern shared by Ag Caucus – Gina

Concern from College of Ag Caucus

4. Concern from faculty regarding initiatives such as Concur.
5. Ag Faculty is being asked to do more and more.
6. Having to keep up with receipts, knowing account codes, etc. are items that used to be taken care of by accounting staff for many years.
7. Workloads have increased because what used to be taken care of is now taking more and more time to execute these tasks.
8. Part of the issue is logistics: you must submit a travel request but then have to submit almost identical information for the actual expense report.

- a) Travel requests are converted to a 'Report' after travel is concluded.
 - b) You will need to reattach any supporting documents though (cost comparisons for example)
9. It may be good to have Memory come and talk to everyone about Concur concerns and Anthony Travel concerns
10. There have been delays in submitted reports sitting in "accounts payable" for months.
11. More focused training would be good. A point of acknowledgement is that it takes a good amount of time to do and complete the training like this.

a) Professional Staff Engagement – ideas

1. Professional Staff Summit (2025-2026 PSA initiative)

- 1. It's like a half-day retreat that would be open for all professional staff to participate in.
- 2. It will most likely involve collaboration from HR to put something like this on.
- 3. Other KBOR institutions have done this: KU is one of them.
- 4. Huck Boyd did the Leadership Institute. Mary Molt and Ron Wilson headed it up
- 5. This came up from one of the schools asking for ideas/suggestions on professional development.
- 6. Most likely will be held until 2025-2026 timeframe.

2. Communication

- 1. An idea is to put the committee minutes in the K-State Today.
- 2. In Engineering, the caucus leader will summarize info from Faculty Senate and will send out to the department heads. The Deans are CC'd so they know what's going on.
- 3. Maybe we can through in a "notes" page on Teams.
- 4. One of the goals is to look at shared governance and the overall structure.

b) Staff Award Survey Update

c) Future Meeting Presenters

- 1. December 17th - Master Plan, with Casey Lauer & Parking Services Update, with Adrienne Tucker
 - 1. Adrienne will go first to talk about Parking. If you have questions / concerns related to parking, please send them to Linda / Monica ahead of time, that'd be greatly appreciated. This can help Adrienne prepare in advance.
- 2. February 4th - Legislative update, with Marshall Stewart
- 3. February 18th - HR updates, with Shanna Legleiter

4. Please reach out if there are suggestions for who else should be invited.

d) Report from KBOR meeting

1. Each standing committee gave a report.
2. Kimm Dennis brought up compensation
3. Linda may have reflections to share next time.

12. Reports

a. Staff Spotlight – Renee Gates

b. SGA Report – Brady Kappelmann

c. USS Report – Kimm Dennis

a. USS Recognition – Monday, April 21

d. Term Staff Report – Marcus Kidd

e. Salary and Fringe Benefits Committee Report – Gina Nixon

a. There are 3 task forces:

a. They're looking more into Emeritus faculty status, how you achieve it, what the benefits are and how this status could help in hiring & retention.

b. Tuition benefits: Question asked about increasing the number of paid for credit hours for employee tuition assistance program. Thoughts of increasing it to 6-7 per semester.

a. They're looking at how many credits are covered, tuition, fees, and online courses. Also looking at differences in term vs. regular appointments.

c. Professional Development: should it be required for staff, what does it look like, and funding availability.

b. Parking lot: childcare for faculty/staff on campus.

f. Docking Institute & Committee – Monica Curnutt, our first meeting with HR is tomorrow (12/04). I'll have more information after that meeting.

2. Adjourn

General Info:

Future Meeting Dates: see below

December 17th - Master Plan, with Casey Lauer & Parking Services Update, with Adrienne Tucker

January 7th & 21st

February 4th - Legislative update, with Marshall Stewart, **February 18th** - HR updates, with Shanna Legleiter

March 4th, April 1st & 15th, Final May 6th & Transition 20th

Adjourned @ 4:28 PM.

Overview

The Committee Meeting held on Tuesday, December 3, 2024, in-person in Room 3046 of the Business Building and via Zoom addressed several key topics, beginning with video setup issues and attendance, which included members both online and in-person. The minutes from the previous meeting were approved with minor changes, and future presenters were scheduled for updates on various topics including the master plan and HR updates. Significant discussions focused on concerns about increased workloads due to the Concur system, prompting suggestions for improving its process and training. A proposal for a Professional Staff Summit was introduced, aiming to enhance communication and engagement among professional staff, alongside challenges regarding listservs. The committee deliberated on enhancing shared governance communication, the formation of task forces for addressing salary and benefits issues, and updates on the positive partnership initiatives with Fort Riley. Action items were assigned, including inviting speakers for future meetings and addressing specific workload and communication concerns.

Notes

Meeting Setup and Attendance (02:43 - 11:48)

- Video setup issues addressed
- Attendance taken: Marci, Jody, Melissa, Justin online; Mariah, Lisa, Carrie, Will, Marcus, Linda in-person
- AI tools being tested for notetaking and email management
- Minutes from November 19, 2024, approved with minor changes
- Future meeting presenters scheduled: Casey Lauer for master plan update, Adrienne Tucker for parking discussion, Marshall Stewart for legislative update, Shanna in January for HR updates, Patrick for communications and website updates

Workload and Engagement Concerns (13:18 - 20:34)

- Ag Caucus expressed concerns about increased workload
- Concur system causing challenges for faculty and staff
- Discussion on the impact of new systems on workload
- Concerns about time spent on administrative tasks vs. core responsibilities
- Suggestions for improving Concur process and training

Professional Staff Engagement Ideas (21:47 - 30:20)

- Proposal for a Professional Staff Summit for development
- Discussion on improving communication with professional staff
- Challenges in creating and maintaining professional staff listservs
- Ideas for disseminating information through department representatives

Shared Governance and Communication (32:02 - 40:36)

- Discussion on improving engagement in shared governance
- Challenges in communicating with diverse professional staff groups
- Ideas for annual summaries of committee work and impacts
- Need to review representation in shared governance structure
- (2025-2026 PSA initiative)

Salary and Benefits Committee Updates (41:56 - 51:13)

- Task forces formed to address: Emeritus faculty status, Tuition benefits for employees and dependents, Professional development opportunities
- Discussion on childcare issues postponed
- Meeting with HR planned to discuss Docking Institute Committee

☑ **Fort Riley Partnership and Miscellaneous (53:04 - 58:50)**

- Positive feedback on Fort Riley tour
- New partnership initiatives between K-State and Fort Riley
- Spring tour of Fort Riley announced
- Discussion on how information about partnerships is disseminated

Action items

Linda

- Defer discussion on AD Caucus concerns until Gina joins the meeting (05:13)
- Invite Memory to speak about Concur issues during the next meeting (20:34)
- Add a note page in Teams for professional staff engagement ideas (46:31)

All members

- Send parking concerns to Linda or Monica ahead of Adrian Tucker's presentation (08:36)

Melissa

- Fix minutes to reflect proactive vs. reactive discussions (05:13)

Kim Dennis

- Speak at USS recognition on Monday, April 21st (48:41)

Michelle

- Take Salary and Fringe Benefits Committee reports to Faculty Senate (53:04)

Linda, Kim Dennis, and Renee Gates

- Meet with HR about Docking Institute Committee (54:51)