

MINUTES
KSU Faculty Senate Meeting
Tuesday, October 8, 2013 3:30 pm
K-State Union, Big 12 Room

FACULTY SENATE PHOTOS were taken prior to the meeting at 3:00 PM

Present: B Anderson, J Anderson, Bannister, Barden, Beard, Bennett, Bishop, Blair, Bolton, Bonella, Bormann, Burenheide, Caldas, Cauble, Chakrabarti, Clark, Cox, Crawford, Davis, DeRouchey, Devore, Dille, Dissanayake, Dodd, Easton, Ehie, Farmer, Fullagar, Gamez, Garcia, Goins, Goodson, Guzek, Hartman, Hoag, Holcombe, Hubler, Keen, Knackendoffel, Lavis, Lindshield, Linville, Lynn-Sherow, Maatta, Markham, McCrea, Moser, Narayanan, Nuss, Pacey, Pahwa, Pankl, Raine, Ransom, Reed, Reese, Rintoul, Rogers, Satzler, Schmidt, Schooley, Sherow, Smith, Spencer, Spooner, Stark, Stewart, Sump, Swilley, Unruh, Van Horn, Wang, Warner, Weiss, Willbrant, and Zajac

Absent: Bloodgood, Brody, Dover, Fallin, Faubion, Jackson, Jani, Jones, Kingery-Page, Krishnamoorthi, Lara, Schermerhorn, and Schultz

Proxies: Aakeroy, Armbrust, Auten, Cochran, Featherstone, Hosni, Mosier, Patell, and Spikes

Guests/Visitors: Jennifer Gehrt, Gary Leitnaker, and April Mason

Parliamentarian: Jerry Frieman

1. President Keen called the meeting to order at 3:30pm

2. Visit from Provost Mason

Topic for Discussion: Affordable Care Act Summary (see Attachment 1)

Provost Mason introduced Gary Leitnaker, Associate Vice President of Human Resources, and Jennifer Gehrt, director of Human Resource Services, who discussed the Affordable Care Act (ACA) Summary and how it impacts the university. Ms. Gehrt reported that any employee who works an average of 30 hours per week during a 12 month period will be entitled to full time health insurance. The current challenge is determining how to be in compliance with the Act, for which the 12 month period of tracking hours is to begin October 15, 2013. However, changes cannot be made that quickly so a recommendation has been made to make the proposed policy/procedures effective January 1, 2014. In 2015, 0.75 FTE will be considered full time instead of 0.9 FTE. We now need to begin tracking hours for 218 part-time salaried faculty or professional staff. Two methods of tracking hours, 1) hour for hour or 2) for instructional faculty, associate their class load with the number of hours they are working. For example, if someone is teaching 12 hours, they would be considered full time. Of the 218, 31% (68) have no course load according to iSIS. The assumption is that they do not have instructional duties; therefore, their hours will have to be tracked. To do this their positions will need to be made non-exempt (hourly). Graduate students---GTAs, GRAs---need to be able to track their hours, too. Graduate students are limited to 0.5 time but they may work additional hours as a student employee so they might reach the 30 hour limit. There are possibly 137 Grads that fall in this category. K-State is working with other BoR schools to develop comparable solutions for consistency. The State has said that each agency stands alone so if one school is fined, not all schools will be fined. Senator Sherow inquired if a GRA is working about 15 hours what the obligation is. If they are not working an average of 30 hours a week over 12 months, then there is no obligation to provide full-time health insurance. The recommendation will be that these employees will report their time just as all other hourly employees do. In response to a question regarding the situation of someone being covered under another plan, Ms. Gehrt stated that they can continue to waive coverage. Senator Maatta asked what the biggest shortcoming is for K-State Grad insurance. Gehrt stated the Grad student plan does not include an 18-month COBRA benefit. Employer cost for health insurance is about \$7,000 per person. Senator Ransom asked how you define "work" for a GRA? This is a challenge. This will not affect those that go on phased retirement. Provost Mason clarified that those who are on grants (soft money) need to track hours consistently and equitably. Senator Cauble asked if we will go fully to all electronic time reporting; Gehrt stated we would like to. Cauble gave an example of where a student is hired to do a particular job for a certain sum of money and the number of hours worked can be variable so the department fills out their time. How is this handled? Their actual hours

worked need to be tracked for FLSA as well as ACA. Hourly students can work 30 hours a week during a semester and 40 hours during the summer. Only 13 students met the 30 hour mark from the period of 9/1/2012 – 8/31/2013. For a nine month employee, we have to look at hours over the nine months. The projected cost of the Act for K-State is approximately \$52,000 annually, just for those faculty and staff who will be changing from part-time health insurance coverage to full-time coverage. Any newly eligible employees such as graduate students will increase this cost. If a student works hours for multiple entities, all hours will be combined, unless those hours are worked for a local agency. Senator Spooner stated that it should be recognized that the largest number affected will be graduate students and this will add about \$5000 annually to their employment costs.

3. The September 10, 2013 minutes were approved as submitted.
4. Approval of Consent Agenda (page 4) – Dave Rintoul
Senator Rintoul moved to approve the consent agenda. No discussion. Motion carried with one abstention.
5. Report from Standing Committees and Student Senate
 - A. Academic Affairs – Andy Bennett
No action items at this time; however, the revised certificate policy will soon be brought forward.
 - B. Faculty Affairs – Betsy Cauble
No action items. Library representatives came to their last meeting to discuss a proposed Open Access Policy. This will be acted on in the near future. The Post Tenure Review Policy continues to be worked on and will come forward in the near future. The BoR intent is to promote professional development; therefore, the committee suggested language to reflect that. Cindy Bontrager will visit in November to discuss benefit type questions such as tuition benefits for dependents of part time employees, tuition benefit increase from three to six credit hours for employees, DCE fee waivers for employees, nine month employees being able to receive pay over a 12 month cycle and if this is not possible, could health care premiums be deducted over a nine month period. The Office of General Counsel has been invited to discuss Appendix M: Dismissal of Tenured Faculty; also what administrators' responsibility is regarding comments/corrections on performance reviews. Another topic of discussion for FAC will be non-tenured faculty appointments which are allowed. They will investigate if this situation needs to be addressed.
 - C. Technology – Don Crawford
As of October 7, 2013, 22,709 student and ITS accounts have been migrated to Office 365 with 256 departments and 13,000 accounts yet to migrate. This translates into 13.3 TB of data to move. Senator Crawford reviewed how we got to this point. Starting in June 2013, about 80 heavy calendar users began working in a test environment. If you have to use several calendars, you may benefit from using a desktop client like Microsoft Outlook. Beginning August 22nd, iTAC and IT Security and Compliance staff migrated and are learning and creating documentation to prepare for the rest of campus. On October 18th the library staff will be migrated. Once that goes well, then remaining accounts will be migrated. A variety of communication channels are being used to inform the campus community, i.e. Office 365 website, IT News blog, K-State Today, Twitter, Knowledge base, and Office 365 Yammer group as well as posting to the general K-State Yammer group. Senator Crawford explained that about two weeks prior to migration, you will receive an email informing you to expect the migration to occur soon. One day you will log in and be in the 365 environment. You may not have all documents immediately but they should appear over the next couple of days. All appointments should be on the calendar. A senator commented that students have had trouble with their contacts not coming over. They do not expect this to be a problem since they are using different tools than those used in the student account migration. FSCOT also met with Follett Bookstore management to discuss the Higher Education Opportunity act of 2008 and the Resolution Regarding Textbook Reporting Measures Approved by FSCOT February 21, 2012. David Phillips, Assistant Manager - Course Materials, Follett Higher Education Group was formally asked to provide the same level of information through the textbook links provided in iSIS as Varney's had. The textbook link from iSIS, while it takes the student directly to Follett, should give comparative pricing from numerous vendors at a glance for the same materials.

D. University Planning – Barbara Anderson

FSCOUP entertained information from Cindy Bontrager on budget issues; a lot is yet to come in regard to the impact of cuts to the FY15 and FY16 budgets. FY14 cuts are a 1.2% base cut and funds to meet these cuts can come from any source. Ryan Swanson, associate vice president of campus planning and facilities management, is out meeting people and getting up to speed in his first weeks on the job. He is a licensed architect, has an MBA and came to K-State from Wake Forest. Next month Jeff Morris, vice president for communications and marketing, will attend FSCOUP to discuss the work he is doing with other BoR schools to develop the talking points to use with the Legislature and the public to help them understand K-State better, including that it is a 24/7/365 enterprise. Senator Sherow asked for clarification about how the 2% merit raise at mid-year will be handled to be in line with UH guidelines. Each unit will have to work it out according to their departmental document's guidelines for merit raise allocations. The remaining salary enhancement funding in this year's budget is for the look back promotion raises, a pool of money set aside for equity raises that will be given in \$3,000 increments based on appeals from Deans to the Provost and monies are for professorial awards. Senator Sherow stated that some of these pay enhancements, particularly the promotion raises, should not be considered a pay raise but payment for accomplishments such as promotion to a higher rank. Senator Sherow also pointed out that only 100 of the equity awards will be granted. Equity awards include retention, inversion, etc.

E. Student Senate – Kyle Nuss

Student Senate is working on determining an appointee for the Professional Staff Affairs committee for FS. The Privilege Fee Committee is reviewing KSDB and will then be reviewing OSAS. They are starting to appoint individuals to the Tuition Strategy Committee; it will be interesting to see how this interfaces with the new budget committee. They are moving forward with the smoking policy changes and how to complete that process efficiently.

6. Announcements

A. University Budget Committee

This committee is being formed by the President. FS has submitted names for its three appointees. The committee will begin meeting soon. This will be an opportunity to propose different options for the budget.

7. New Business

A. Proposed Academic Calendar for Fall 2016 through Spring 2019 – **Attachment 2**

Background: Kansas Board of Regents requires submission of universities' academic calendars every three years by January for their approval. Amendments to an approved calendar can be made if needed. The University Calendar committee works on these calendars and submits proposals to Faculty Senate, via the Executive Committee, for approval and submission to the Provost, who then presents the calendar to the Board of Regents for approval in January. Senator Cauble moved to accept the proposal. Discussion followed. Motion carried.

8. For the Good of the University

- State of the University Address, Olathe – Tuesday, October 15, 2013, 3:00 pm, Forum Hall

Senator Crawford stated that he is looking for three faculty volunteers who are non-technical for the email steering committee.

Senator Lynn-Sherow stated that in regard to the Affordable Care Act, we will have a lost opportunity if we do not obtain the services of a Navigator. This could be on the Salaries and Fringe Benefits agenda to research.

9. Meeting was adjourned at 4:32 pm

Submitted by: Loleta Sump, Faculty Senate Secretary

Next meeting: Tuesday, November 12, 2013; 3:30 p.m., Union Big 12 room

**CONSENT AGENDA
ACADEMIC AFFAIRS**

1. Graduation list as submitted by the Registrar's office:

Spring 2013

2. Graduation list additions and/or corrections:

Bruce Kamanga, BS in Business Administration, December 2012.

Jessica Renee Tonne, Bachelor of Science, College of Human Ecology, December 2012.

Yacine Ait Si Amer, Bachelor of Science, College of Engineering, May 2013.

Brandan Rooney, Master of Science, Graduate School, May 2013.

3. Posthumous Degree Requests:

John Hull, Master of Science in Gerontology, December 2013.

Denver Barr, Master of Interior Architecture and Product Design, May 2014.

Rachael Stueder, Master of Interior Architecture and Product Design, May 2014.