

Draft Minutes Polytechnic All Campus Meeting

Monday, February 25, 2019
College Center Conference Room

Call Meeting to Order

3:30pm

Approval of Agenda

Moved; Seconded; Discussion—Move SGA report to end of report section, Faculty Senate Affairs report is not attached even though agenda indicates that it is; Approved

Approval of Minutes from Monday, November 26, 2018

Moved; Seconded; Discussion—Corrected spelling of Kubota; Approved

Committee Reports

1. University Support Staff – Annette Hernandez
 - a. Manhattan USS Open Forum March 7, 10:30-11:30.
 - b. Salina USS Open Forum March 21, 9:00-10:00 CCCR
 - c. Survey will coming out for all KBOR schools, email will be from Fort Hays
 - d. Manhattan USS Recognition Ceremony—April 18, 2:00, K-State Union Ballroom
 - e. Salina USS Recognition Breakfast—April 25, 8:00am, CCCR
2. Academic Standards – Tim Bower
 - a. No applicants for reinstatement this semester.
3. Faculty Staff Affairs – Julie Rowe
 - a. Not present, No report
4. Retention & Diversity – Katherine Jones
 - a. The Retention and Diversity committee is working together with Noel Levitz to create a customized student feedback survey that we hope to disseminate electronically this semester. We have presented a survey through this organization in the past, but it has been several years. This survey will help us to determine student perceptions and needs, and the results can easily be organized by various demographics to help us determine where our trouble spots are in terms of providing adequate student support.
Following the collection of the survey results, the committee will work with the SGA and other campus collaborators to set up a focus group between coordinators and students to follow up on points from the survey--we hope that by combining the pre-set survey questions and our own more informal, personalized focus group follow up we will be able to paint a more thorough picture of students' concerns, obstacles, and preferences. The committee has discussed creating a special subgroup in the focus group meeting to hone in on international students, especially, as their needs are typically far removed from other undergraduates. The same may be done for other demographics as needed, based on what we see in the survey results.
Sarah Werner is acting as facilitator between our campus and the Noel Levitz organization--further questions about the details of where we are in developing and presenting the survey should probably be directed to her.
The committee will be meeting again soon to coordinate these efforts.

5. Campus Planning Advisory / Facilities – Dennis Stugelmeyer
 - a. Poles have been ordered and vendors contacted to try to have the UAS Pavilion net and poles repaired by mid to late March.
 - b. An engineering firm has been selected for the Apron repair project and negotiations are currently proceeding with them. Once an agreement has been reached, the design team will present their sketches to a committee on the Polytechnic campus. The grant funding for the Apron project is through the Kansas Airport Improvement Program which is administered through KDOT's Division of Aviation.
 - c. The position description for an Associate Director of Facilities has been written and is moving forward with the requisition. Our hope is to have this person on board by the end of March or early April.
 - d. Facilities has been called out several times this winter for snow and ice removal. They have done a terrific job in keeping walks and parking lots clear of snow and ice in order to create a safer environment for students, faculty, and staff. Kudos to the entire facilities team.
6. Science Olympiad outcome
 - a. Over 120 middle schoolers and over 100 high schoolers participated, representing 19 schools.
 - b. Polytechnic Enrollment Management and Marketing say this event was a great branding opportunity for our campus and everything seemed to run very smoothly. Promotion efforts included tours of campus, opening the flight simulator, snapchat filter promotions, and video promotions at the awards ceremony.
 - c. The date change from early January before classes started to early February while classes are in session was a positive change in the hosting of the Regional Science Olympiad on the Polytechnic campus. There were many positive comments from judges and coaches about this change and no negative feedback was heard. The move from one day of competition to two separate days for Division B and C was also seen as a positive change. The days were less busy for those judging events and the hallways were quieter with half the number of guests on campus at a time.
 - d. Over 28 faculty and staff volunteers, along with over two dozen Polytechnic students, stepped up to host the event. Their participation is appreciated.
7. Search committees
 - a. UAS Faculty—the search is still ongoing; doing reference checks right now. Hope to know something by late next week.
 - b. PPIL Faculty—search failed due to lack of qualified applicants.
 - c. CMST Faculty—have two computer faculty candidates scheduled for campus interviews. Michael Pritchard will be here on Monday, Feb. 25. Shruti Daggumati will be here on Friday, Mar. 1. Each candidate will present on a software development topic at 1:30 in TC118 on their respective day. The campus community is invited.
 - d. English Faculty—verbal acceptance
 - e. Director Information Systems—search committee meeting this Thursday
 - f. Director PEO—committee meeting tomorrow
 - g. Dir Facilities—see Campus Planning Advisory report above
 - h. Other HR News
 - i. Tammy Arnold moved to Library, Office Specialist II
 - ii. Denise Werth retiring.
 - iii. Having conversations about how to move forward with HR organization and responsibilities.

- i. New Faces, New Positions
 - i. New UAS Research Program Manager Tom Haritos
 - ii. Carl Garten—Dir Extension Office, not new, but perhaps not familiar to all
 - iii. Kris Grinter—New Role—Assistant Director of Admissions
8. College Committee on Planning (CCOP) – Tom Mertz
 - a. On November 12, 2018, Dean Starkey convened a joint meeting of the College Committee on Planning (CCOP) and the Department Committee on Planning (DCOP). She charged the two committees to act in concert in reviewing the academic structure of the college and make recommendations for its improvement. The joint committee held four fact-finding meetings in November and December of last year and reviewed multiple documents. Its recommendations were given to the Dean on February 14.
 - b. Additional info from Dr. Starkey—CCOP recommendations (all concerning Aero leadership structure):
 - i. Associate Dean of Research
 - ii. Director of Aviation—reporting through Dean
 - iii. Assistant Director reporting through School Director
 - c. Global Aeronautics Initiative committees presenting their GAI strategies to President tomorrow.
9. Faculty Senate Committee on Technology FSCOT – Lisa Shappee
 - a. The university is requiring that every employee enroll in two-factor authentication to log into university systems such as webmail, KSIS, canvas, etc. The program being utilized is Duo. They will be handling enrollment by groups. When it is your turn to enroll, you will get an email with information and a deadline to enroll. If you do not enroll by that date, the next time you login, you will be forced to enroll before they will let you into the systems. Most employees are using the smartphone app as their second factor but if you do not wish to use your personal phone, there are other factors that can be used such as a landline or a hardware token. The token costs \$10. To learn more go to <https://www.k-state.edu/its/security/protect-yourself/duo/> or contact me if you have questions or concerns. If you would like to go ahead and enroll early, let me know and I will get you put into the current group.
10. Faculty Senate Faculty Affairs – Troy Harding
 - a. We have been updating Section K on General Services to reflect the current services as well as make sure it accounts for the three campus system. For example, Section K references parking regulations that don't apply on this campus.
 - b. Sections C10 and C11 are being modified to allow colleges more flexibility in determining the rights and responsibilities of faculty in term appointments. The major motivation for the change is that the wording in the current document precludes a term faculty member from even participating in faculty meetings.
 - c. We have been requested to look into creating a policy on excused absences for class attendance. There have been instances where instructors have class policies that dictate that student grades will be adjusted down based on number of class periods missed. This can especially be a problem for student-athletes who miss a lot of class due to their sport schedule. If we decide to open this can of worms, I'll definitely be looking for faculty input on what constitutes an "excused absence" and how far the university should go in dictating class attendance policies.
 - d. The FA committee had a joint meeting with the Professional Staff Affairs committee on Feb. 19 to discuss regular vs term appointments. Apparently term appointments aren't always being used as originally intended. As a result we have quite a number of "temporary" long-term employees that don't have the same benefits and rights as colleagues in regular appointments. It is hard to predict where this is going. The Provost has suggested that we consider a new policy setting maximum

number of years that someone can stay in a temporary position before it gets reviewed for a regular position.

11. Faculty Senate Academic Affairs – report deferred to Faculty Meeting

New Business

1. Dean's update (Dean Starkey)
 - a. Thanks to Jessica Spare, Rick Zajac and Don Von Bergen for work on Science Olympiad.
 - b. Schilling Clean Up Project—contamination in soil from when this was AFB. Four public entities—airport, city, USD 305 and KSU—filed lawsuit 15 years ago to get materials cleaned up. Getting to point where report is coming in from KDHE with clean up recommendations. Will be going into mediation regarding who will be paying for clean up. Will be public meeting about KDHE recommendations March 26, 6:00 on our campus.
 - c. Have been bringing together Unit Leaders periodically to look at
 - i. Communication plan—unit leaders were to have reviewed communication plan with units. Meeting tomorrow to discuss results. One idea that came from discussion was for these “Matter of Fact Mondays” to be less focused on faculty senate reports and more focused on day to day operations. Also will be shifting focus so it is not so strictly academically oriented.
 - ii. Budget discussions—discussing what percentage of budgets have been used in relation to where we are in fiscal year.
 - iii. Creating master list of large ticket items that are needed across campus that may lie beyond budget limits so can begin to prioritize.
 - iv. Zajac—who are “unit leaders”? Starkey—mostly director level and above. Can send list out. (list attached)
 - d. Soon will send Power Point from spring kick off with comments made in small groups about recruitment/enrollment data. Next “Matter of Fact Monday” will be focused on that feedback.
 - e. Dr. Smith marketing/enrollment update—
 - i. Marketing plan—three-year recruiting cycle
 - Sophomores—Email campaign focused specifically on sophomores—brand, value and awareness. Just had first sophomore day last Friday on campus. About 100 sophomores. Advertising materials (postcards) are personalized.
 - Junior—add texting to communication plan. Viewbooks also personalized, focusing on each program. Talk more about how to get involved on campus. Talk about residence life. Call to action—Apply Now, Start Your Journey, Schedule Your Visit Today.
 - Seniors—more aggressive email/texting campaign. Once they have filled out FASFA, materials begin to contain financial information about how they can afford to come to KSUP. Scholarships, etc. Outreach phone calls from Faculty once they are admitted.
 - Summer melt—over 20% of applications, may have been to events but in summertime lull, may change mind about going to school. Introducing AI technology called “Willie” to respond to students 24/7 to help reverse this trend.
 - ii. Personalized Web Site-
 - Marketing materials have links to web pages personalized to each student. From that page, students have option to explore other degree programs if they want to. Includes Parent Page.
 - iii. Enrollment Dashboard
 - Requested from each college by Provost Taber.
 - 589 personalized campus visits/interviews in 2018 (increase of 49% over 2017).

- f. Safety Issues
 - i. Going to do Stop the Bleed program.
 - ii. Had safety audit done on campus. Some changes coming.
- g. Greater Salina Community Foundation Match Madness Event—March 21
 - i. All proceeds going to Cat’s Corner.
 - ii. If everyone on campus gives \$1, will have company-wide picnic.
- h. Diane Brindle, from KSUP bookstore, passed away unexpectedly on Saturday. Service will be Saturday, March 2, 11:00am, Bennington Bible Church
- i. KU/KSU—unofficial watch party at Speakeasy 8:00 tonight.

Motion to Adjourn—4:46pm

Attachment 1: KSUP “Unit Leaders”

- Alysia Starkey—KSUP/College of Technology and Aviation
- Christopher Smith—Enrollment Management and Marketing Services
- Dennis Stugelmeyer—Finance
- Heather Wagoner—Communications and Marketing
- John Dahl—Flight Operations
- Katherine Sanders—Academic Advising
- Kirsten Zoller—Professional Education and Outreach
- Kurt Carraway—Applied Aviation Research Center
- Lisa Shappee—Library
- Stephanie McDowell—Finance
- Terri Gaeddert—School of Integrated Studies
- Kyle Chamberlin—Student Life Center
- Sarah Werner—Student Life
- Jess Simpson—Student Support Services
- Steve Garman—Security
- TBD—Facilities
- TBD—Information Service