Call Meeting to Order
3:31pm

Approval of Agenda
Moved, Seconded, No Discussion, Approved

Approval of Minutes from Monday, February 25, 2019
Moved, Seconded, No Discussion, Approved

Committee Reports as needed
1. Student Government
   a. Not present
2. University Support Staff – Annette Hernandez
   a. Recognition ceremony April 18 in Manhattan for years of service, employee of year and awards of excellence
3. Professional Staff Affairs – Alyssa Wendel
   a. KBOR USS / USPS survey—should have received email survey from Fort Hays. Please complete survey.
4. Retention & Diversity – Katherine Jones
   a. Report attached
5. Campus Planning Advisory / Facilities – Dennis Stugelmeyer
   a. Associate Director of Facilities position is advertised, candidates applying, search committee will meet soon
   b. Fixed UAS net pole, Wednesday will finish net repair
   c. Final draft of ramp apron contract working its way through legal; resurfacing of ramp will hopefully commence this summer
6. Search committees
   a. Residence Life Coordinator—ad is out, candidates applying, search committee meeting soon
   b. Associate Director Facilities—see item #5
   c. Director IS—two candidates on campus last week. Committee meeting this week
   d. HR Position—requisition should be approved tomorrow so can start advertising
   e. Director PEO—have had one candidate on campus; second candidate on campus April 4
   f. PPIL Faculty—re-wrote job responsibilities and is being reviewed
   g. UAS Faculty—had one zoom interview, will also seek further candidates.
   h. English Faculty—hired Ruth Mirtz
   i. CMST Faculty—verbal acceptance waiting on final acceptance.
7. Faculty Senate Committee on Technology FSCOT – Lisa Shappee
   a. Two-Factor Authentication—report attached.

8. Faculty Senate Executive Committee – Rick Zajac
    a. Michael Oetken elected faculty senator
    b. Polytechnic committee elections coming soon
9. University Libraries – Katherine Jones
    a. Due to budget issues, Hale Library is looking to cut serials by $650,000. A list of possible cancellations was sent out in K-State today on Thursday, March 21st. To view that list go to the link http://www.lib.k-state.edu/potential-cancellations. If there are any materials on this list that you use on a regular basis, please contact Lisa Shappee, lmccraft@ksu.edu, so that information can be communicated to Hale Library.
10. Other
    a. None

New Business
1. Dean's update (Dean Starkey)
    a. Enrollment
        i. 20th day stats—data will be distributed
            1. Total Headcount—up 4 from last spring
            2. Total FTE—up 15 from last spring
            3. Added 5 freshmen in spring (up from 2 last spring)
            4. 342 of headcount in state (74%), 123 out of state (26%)
            5. 82 freshmen, 98 sophomores, 103 juniors, 209 seniors in spring 2019 headcount
            6. 3 non degree, 35 high school, 9 masters
        ii. Two main themes in looking at enrollment data from Spring Kickoff
            1. Why did decline happen after 2012?
                a. In last five years:
                    i. HLC Admissions qualifications—lost a lot of concurrent credit partners. High school faculty couldn't teach for college credit anymore.
                    ii. Salina Tech accreditation—took a lot of that concurrent credit income.
                    iii. HB155—effort by Kansas legislature to focus on workforce development. High school school students who enroll in vocational school for technical training get free tuition.
                    iv. Nat'l dialogue on value of higher education—
                    v. Cost increase, reduced state funding—
                    vi. We had two admissions reps in 2012 who were on the road all the time.
            2. Why drop of high school students?
                a. Much to do with HCL qualifications and loss of concurrent credit partners

      b. Structure considerations from CCOP/DCOP
          i. Charged with examining School Director position duties, as well as need for central oversight in Aviation and making suggestions regarding restructuring. Had several fact-finding meetings and examined several pertinent documents. Their recommendations:
1. Reincorporate flight operations and aviation academics
2. Create administrative position to oversee the aviation program and flight ops
   a. Position needs to be fairly high-level—Associate Dean, Director, or Assistant Director
   b. Job duties must be spelled out explicitly, assigned to an individual and evaluated by leader who demands accountability.
3. Need to create/improve various tasks and process descriptions within School of Integrated Studies
   a. Need to clarify duties of option coordinators
   b. Consider distributing some option coordinator duties amongst faculty
   c. Position of option coordinator should rotate amongst faculty.
4. Exact composition, function and operation of matrix teams should be clarified
5. Position description of school Director and Associate Dean should be realigned accordingly.
6. Might oversee Global Aviation Initiative—(currently waiting for feedback from Manhattan administration to move forward and then will share information as to GAI status).
7. Aviation Leader must have supervisory authority
      c. Match Madness results--$3000+ in total fundraising, add'tl $500 for largest participation increase, plus $70 in free throw contest.
    2. Director's Report (Gaeddert)
      a. None

For the Good of the Campus
None

Motion to Adjourn
4:56

Committee Report Attachments
Retention and Diversity— is continuing the process of developing and disseminating a Noel Levitz survey this semester to collect student feedback regarding student needs and perceptions and how they impact students' satisfaction. This survey will be disseminated in early April. A focus group will be conducted shortly after the survey is given to follow up on these topics. If you have questions or concerns please contact Katherine Jones or Sarah Werner.

Faculty Senate Committee on Technology Report: Two-Factor Authentication
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 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 Lisa Shappee 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.