Draft Minutes Leadership Committee  
Thursday, December 5, 2019  
Stevens Board Room

Present: Tim Bower, Terri Gaeddert, Katherine Jones, Monica Curnutt, Michael Oetken, Julie Rowe, Lisa Shappee, Eric Shappee, Alysia Starkey, Dennis Stugelmeyer, Don Von Bergen, Shanna Walker, Ron Werner, Alyssa Wendel, Rick Zajac; Annette Hernandez—Recorder

Call Meeting to Order  
12:28pm

Approval of Agenda  
Moved, Seconded, No Discussion, Approved

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Moved, Seconded, No Discussion Approved

Reports as needed
1) Student Government – Shanna Walker  
   a) Christmas tree is up out in the front of Circle Drive; it will be decorated soon.  
   b) Working on SGA by-laws and almost at a full student senate now.
2) USS – Monica Curnutt  
   a) HCS Team addressing compassion, career development – updating their website  
   b) 360 reviews were done and 47 reclassifications are being examined.  
   c) Faculty/Staff Senators are talking about how to ensure representation for USS, as more positions become reclassified as Professional Staff. The distinction between USS ans PS is being considered.  
   d) Manhattan Facilities went to all days – no night workers  
   e) Parking Services in Manhattan will be going to plate recognition for parking permits. It was asked how this would affect the Polytechnic campus – they will have to look into this, as there will be no tags for Manhattan.  
   f) Division of Vehicle Services will have a Mobile facility on campus so that faculty/staff/students can get their driver’s license/Real ID update etc., They are talking with the company about possibly doing the same at our campus.  
   g) Cat’s Corner in Manhattan – USS will donate all to our campus next month.
3) Professional Staff Affairs – Alyssa Wendel  
   No report
4) Faculty Staff Affairs – Julie Rowe  
   a) Committee just met to review CISF proposals and will get the results to Dean Starkey on their recommendations.
5) Academic Standards – Tim Bower  
   a) Reinstatement will be January 7, 2020 at 8am.
6) Retention & Diversity – Katherine Jones  
   No report
7) Recruitment & Marketing – Michael Oetken  
   No report
8) Campus Planning – Dennis Stugelmeyer  
   No report
9) Facilities – Ron Werner  
   a) Had meeting about the Chemistry Lab – will be called the Science Lab – some changes yet, fire marshal needs to look at. Hope to get started in Spring 2020  
   b) In Aero 6 heating units ordered; hope within the next 2 weeks they will be here
10) Faculty Senate University Planning FSCOUP – Eric Shappee
   No report

11) Faculty Senate Academic Affairs – Don Von Bergen
   a) Recently, the proposed B.S. in Public Health degree program failed to pass in Manhattan. Now trying for a minor in Public Health, trying to push this through. VonBergen advised faculty to build good communication regarding course / curriculum proposals before it gets submitted into Curriculog.
   b) Poor justifications for K-State 8 tags are a common reason for course proposals being rejected by Academic Affairs.
   c) Dual undergraduate / graduate credit for BS/MS path – The proposal whereby students could receive dual undergraduate / graduate credit for upper level courses has been put on hold.

12) Faculty Senate Faculty Affairs – Michael Oetken
   a) Handbook issues in Sec B – we are updating this and the final draft should be done soon
   b) A university excused absence policy is being considered. Currently, faculty decide individually whether a student’s absence is excused. It is not clear what is motivating the development of this policy.

13) Faculty Senate Committee on Technology – Lisa Shappee
   a) IT reorganizing – Teaching/Learning will now be housed there and Innovation in Hale Library once done.

14) Faculty Senate Executive Committee – Rick Zajac
   a) Heard that Dean Starkey did a great job at Tuesday Roundtable (Dec 3rd).

15) Other committee reports as necessary
   None

New Business
1. Director’s Report — Director Gaeddert
   a. A Special Committee for Professional Development Travel funds is working to formalize procedures and criteria for use of these funds.
   b. Manhattan’s Associate of Applied Computer Science Degree will be looked at on Dec 18th.
   c. Curriculum changes being discussed.
   d. Chemistry Lab (will be called Science Lab); as Ron stated changes are pretty close.
   e. Ad for Lab Tech in Aviation Maintenance: Monty Root is leaving in January and have an ad out for AVM Instructor.

2. Dean’s Report – Dean Starkey
   a. She stated that she will present the presentation at the All Campus Meeting on what she talked about at Round Table.
   b. End of the year meeting – close the loop on: Facilities; Faculty Meeting on Associate Dean; Goals for Fall Kickoff; Dean’s Office will take care of All Campus Meetings starting in the Spring; Commencements – Kris Grinter in charge.

Campus Committee Structure
Discussion focused on the question of how much do we use the campus committees? Some of these committees only meet for specific tasks (reinstatement, CISF funds), and are not assigned other issues. For example, recent issues (PTE document, travel for professional development, faculty workload) were assigned to faculty task forces rather than to campus committees. One of the advantages of small task forces is the perception that one’s commitment is limited to resolving a specific issue. It was suggested that committee elections should allow only self-nominations. It was suggested that restrictions should be removed regarding committee membership composition, so that any number of people can join regardless of job classification. It was further suggested that relevant members of administration should serve as chairs or co-chairs as part of their job duties. A revision of the college bylaws will be brought to the January meeting for consideration.