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### Fort Hays State University Faculty Senate Minutes, May 13, 1975

FHSU Faculty Senate

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FORT HAYS KANSAS STATE COLLEGE

TO: The Faculty  
FROM: Bob Lowen, Secretary  
Faculty Senate  
RE: Faculty Senate Meeting  
Minutes  
DATE: May 13, 1975

Minutes of the meeting of Faculty Senate, Tuesday, May 13, 1975, 3:30 p.m.,  
Pioneer Room, Memorial Union.

I. Roll Call

Members Absent: Mr. Dan Rupp, Mrs. Rose Arnhold, Dr. Lloyd Frerer, Mr. Glenn Ginther, Dr. Wallace Harris, Miss Kathleen Kuchar, Miss Orvene Johnson, Dr. LaVier Staven.

II. Announcements:

Dr. Drinan distributed to members of the Senate a copy of a ruling of the Attorney General on sick leave policy for the Regents' system. (see Appendix) The President of the Senate said that the implication of this particular sick leave ruling was that the Board of Regents had the authority to approve sick leave policy for the institutions that did grant accumulated sick leave. The State College Coordinating Committee and the faculty senate presidents were going to be meeting on May 14. At that meeting, Dr. Drinan will push for a 120-day leave provision that would carry unclassified personnel up to the time of 6-month disability. It is anticipated that we will have some specific information on sick leave policy in either the May or the June Regents' meetings. From every indication it looks very favorable that unclassified personnel will have now a sick leave policy that will cover them for extended periods of absence.

Dr. Drinan distributed to members of the Senate a copy of a memorandum on inconvenience pay that the directors of Continuing Education and Gene Kasper of the Board of Regents office had proposed. (see Appendix) From all the information we can gather the prospect of continuing inconvenience pay seems rather dim. The College Affairs Committee was going to have a motion on inconvenience pay to present later in the meeting. Dr. Drinan said that eliminating inconvenience pay would put a far greater burden on departmental decision making in terms of class load and distribution of merit pay within departments. A related matter that complicates some of the inconvenience pay issue is that the legislature is not yet recognizing and funding off-campus instruction at the same rate as on-campus instruction. It appears that it will take some time before off-campus instruction will be counted fully in the on-campus instructional program.

Dr. Drinan said that there had been several meetings concerning the Buckley Amendment and its implementation on campus. Several issues had arisen of interest to faculty one of which of particular interest being the status of advisor files. According to Dr. Slechta, advisor files are not educational records for the purposes of the Buckley Act and therefore students do not necessarily have to have access to them. The President of the Senate said that Dr. Slechta had summarized two separate issues involved in the Buckley

Amendment, the first being access of students to files and the second basic issue being privacy, that is, a limitation of the transmission of information by an institution to third parties.

Dr. Drinan said that the Senate Presidents of the Regents' institutions have been invited to a hearing on bargaining unit determination for KU in mid-June. The President of the Senate said that he did not intend to attend that meeting particularly in the absence of any clear instructions out of our Faculty Senate. The College Affairs Committee will be distributing a copy of a proposed motion that will be debated and discussed during the June 30 meeting of the Senate.

The President of the Senate said that the COD had been considering several issues one of which was the finalizing of the allocation of the new 5.8 positions. Several of those new positions are being committed on a temporary basis to the Continuing Education program. COD had also been informed that there were going to be no new Air Force ROTC units. COD had also agreed that permission to miss commencement should be requested through Dr. Tomanek's and Garwood's offices. There have also been some meetings concerning the National Student Exchange program which the Academic Affairs Committee will report on. COD also had discussed, without necessarily coming to a decision, whose offices should be putting out contracts for new faculty and also termination notes. There is a possible legal problem involved in sending out contracts from a different office than the termination note comes from and there may be a general evaluation in the administration of the appropriate place or places for this activity. Mr. Kellerman, Mr. Keating, Dr. McCullick, and Dr. Drinan met on Friday, May 10, concerning the problem of late adds, an issue that had been touched upon in a COD meeting. Dr. McCullick would report later under New Business on some proposals to encourage students to complete their adds at an earlier date. COD had also talked about the problems of faculty taking over three credit hours. COD last December had decided that any faculty member taking over three credit hours on this campus should have the written permission of his department chairman, dean, and the academic vice-president. Faculty are also encouraged not to enroll in their own courses.

The President of the Senate said that because of some of the increase of costs of printing on campus that the Senate budget was being strained and, as of April 30, only had about \$75 of its \$1000 appropriation left.

The next Senate meeting will be on Monday, June 30, in the Santa Fe Room. Dr. Drinan encouraged all senators who will not be on campus to alert their alternates and have alternates identified to Dr. Miller, chairman of the By-Laws Committee, so that proper notification of the meetings and distribution of materials can take place.

### III. Reports from Standing Committees:

#### A. Academic Affairs.

Dr. McCullick presented to the Senate without recommendation, a new course proposal by the Mathematics Department. He explained that the department wanted the new course, numbered 010, because of the problems non-major students were having with the regular offering of College Algebra. This remedial course would be geared for those persons who were weak in

mathematics. The course would not carry credit toward graduation. Dr. McCullick said the committee was split about recommending the course and thought the Senate would be the place for further debate and decisions. He said that maybe if the course was approved it might pave the way for other similar programs from other campus departments. And he noted that because of the low number of the course, it might not be funded by the state.

Dr. Charles Votaw made the motion that the course application be accepted by Faculty Senate.

Dr. Robert Adams seconded the motion that Faculty Senate accept the application for Mathematics 010.

Mr. Peier questioned the validity of the course. He wondered about the credit, non-credit aspect.

Dr. Lew Miller asked why students attempted College Algebra without preparation.

Dr. Elton Beougher said because some departments required College Algebra and that 200-250 students take the course and that a large percentage of them are not adequately prepared.

Miss Veed said mathematics is in a peculiar situation. She said students don't get the preparation in high school mathematics that they did. She said high schools are requiring English and some other subjects but that too many students simply do not take the mathematics they need for college work.

Dr. Miller asked if the departments that require mathematics specify College Algebra.

Miss Veed said yes, in most cases, or they require some form of college mathematics.

Dr. Robinson said that if this course fulfills a need of the students, the Senate should support it.

Mrs. Pfeifer agreed. She said we should strive to help the students who need some kind of college algebra. She said the students should understand that the course is voluntary and does not offer credit toward graduation. She suggested that high school counselors be programmed better about courses students need for college work.

Mr. Peier said if we accept this, it would mean 127 hours for some students to complete in order to graduate. Can we really require them to take that many hours? He also asked why not use Fundamentals of Mathematics as a substitute course.

Miss Veed said Fundamentals of Mathematics is a general education course that is considerably different from algebra. Fundamentals does not prepare students for algebra study.



Dr. Marshall said the course is to be offered on an optional basis. Students do not have to take it.

Mr. Peier asked why we couldn't put them into College Algebra and if they couldn't pass, flunk them out.

Dr. Marshall reiterated the students have the choice of where to go.

Mr. Peier asked if we should tell them they had to take 127 hours to graduate.

Dr. Marshall said the class is not required. It is a service for the student.

Miss Veed said KU, KSU and WSU all offer this same type of pre-college mathematics course.

Dr. Adams called for the question.

The motion to accept Mathematics 010 passed.

Dr. McCullick said he would ask Dr. Richard Zakrzewski to apprise the Senate of the National Student Exchange Program.

Dr. Zakrzewski said the NSEP involves 32 colleges and universities in the U.S. and Hawaii and exists for exchange between one another for cultural, sociological and supplementary programs. He said the two basic plans we could enter would be 1) waive out-of-state tuition and 2) students pay all fees at home institution and then go to school of choice if exchange could be worked out. He said that students wanting to study at another institution would have to go through a coordinator (much like the pro football draft) and be exchanged for another student. He said that initial expenses would be \$400 to join the NSEP and that additional expenses for literature, brochures and other supplementals would probably bring the total cost involved to \$1,000. He said the FHS Student Senate had expressed an interest in helping defray expenses.

Dr. Drinan said Student Body President Lyle Staab was backing off somewhat from the funding of the program. Staab wants some administration financial help to supplement Student Senate's input.

Dr. Zakrzewski said he felt the students are willing to help support the program and that if FHS gets involved it would probably be three years before the program really got underway. He said we could drop out at any time and that most of the campuses involved now are located on the east and west coasts and in Hawaii.

Dr. Pruitt asked what happens to credit hour production if our students go off campus.

Dr. Zakrzewski said we could count it here because we should get involved in plan 2 and pay tuition at home.

Dr. Pruitt said he could see where we might get some students here who would otherwise not have come.

Dr. Zakrzewski said South Tampa University has experiential college and sends students off to other campuses. He said the program has lots of flexibility and that students go for one semester or one year and are usually sophomore or junior level. He said some students may come and stay but he doubted it.

Mr. Caplan asked if the cost was \$400 or \$1,000 to join.

Dr. Zakrzewski said \$400 for initiation and to belong to the national office and that over the course of a year, the total expenses could run as much as \$1,000.

Dr. Zakrzewski made the motion that Faculty Senate accept the National Student Exchange Program on the FHS campus.

Mr. Lojka seconded the motion.

Dr. McCullick suggested that the College and Student Senate support the program financially.

Dr. Drinan said the program could be good for recruiting.

Dr. Drinan called for the question.

The motion to accept the NSEP passed.

#### B. College Affairs.

Miss Veed discussed the collective bargaining issue briefly and handed out a proposal (see Appendix) from her committee for the Senate's acceptance. She said the issue will be discussed further at the June 30 Senate meeting before which time written comments to Dr. Maurice Witten should be sent. Miss Veed said this proposal is what College Affairs sees this issue to be at this time.

Miss Veed then moved that the Senate adopt the "Inconvenience Pay Support Program" from College Affairs.

The Faculty Senate of Fort Hays Kansas State College supports inconvenience pay for those professors who teach off campus for these reasons:

- (1) The location of Fort Hays State makes it absolutely essential that we travel long distances in order to provide continuing education services. This travel involves a certain amount of risk, additional time, and is physically enervating.
- (2) Continuing education classes demand additional night work.
- (3) There are additional meal costs which are not covered by state reimbursement.
- (4) The instructor has to develop more resources for continuing education classes.

(5) The instructor has to carry his own teaching and instructional materials.

(6) The instructor is called upon to use his personal car more than 50% of the time. This can involve 6-8 round trips.

(7) The nature of the off-campus classes require that the college instructor perform under different pressures than he might experience on campus.

(8) This type of instructional activity means that the faculty member has less time for family responsibilities.

Dr. Marshall seconded the motion.

Dr. Drinan asked if there were any questions.

Dr. Drinan called for the question.

The motion to support the inconvenience pay program passed.

Miss Veed then presented a motion that the Senate accept a proposal from her committee that the Reduction in Personnel Committee or another committee similarly constituted, be appointed to serve as an Addition in Personnel Committee.

"The faculty should be involved in the process of allocating faculty as additional positions become available according to FTE ratios. Therefore, the Faculty Senate recommends that the Reduction in Personnel Committee, or another committee similarly constituted be appointed to serve as an Addition in Personnel Committee."

Dr. Pruitt seconded the motion.

Dr. Norma Herman suggested an amendment to the proposal. Whereas the original draft's first sentence read, "The faculty should be involved in the process of allocating faculty as additional positions become available according to FTE ratios," Dr. Herman suggested the sentence read, "The faculty should be involved in the process of allocating faculty as additional positions become available according to FTE ratios and internal reallocation of unclassified personnel."

The amendment was seconded.

Mr. Caplan asked if these committees are advisory.

Dr. Drinan said yes.

Dr. Drinan called for the vote on the amendment to the proposal.

The amendment to the proposal passed.

Dr. Drinan called for the vote on Miss Veed's motion.

The motion as amended passed.



C. Student Affairs Committee.

Mrs. Littlejohn discussed the idea that Student Senate had proposed earlier that all departments develop and adopt a handbook for its majors like the department of Health, Physical Education and Recreation has. The Faculty Senate Executive Committee has recommended that College Affairs Committee study the proposal. There was nothing more from Student Affairs.

D. By Laws Committee.

Dr. Miller said his committee had no report at this time.

IV. Old Business

There was no old business.

V. New Business

Dr. McCullick said there is some valid concern by the administration about the program of late class adds. (after the 20th day) He said the college is losing credit hour production. He said the loss of credit hours is compounded in that we are not being properly funded for courses picked up after the 20th day. For example, if we had 300 adds of three hours each after the 20th day, that is 900 credit hours or three faculty positions. He suggested Faculty Senate support a program by the administration in arriving at a method by which we can eliminate late adds. Dr. McCullick put his suggestion in the form of a motion.

Mr. Schmeller seconded the motion.

Dr. Drinan said we should encourage earlier adds, before the 20th day of the semester.

Miss Veed asked if the college could require students to add courses before the 20th day.

Dr. McCullick said he doubted it because in some cases late adds are legitimate. He said that readings courses and others lend themselves well to late adds.

Dr. Marshall said the regulation should be made that students simply cannot add or withdraw after the 20th day of classes.

Dr. Drinan said student interest is very important. He noted that students wanted very much the late withdraw policy we now have.

Mr. Caplan suggested students be made to withdraw after the 20th day by permission only. (He was informed that is the way it is now.)

The question was called for.

The motion by Dr. McCullick that Faculty Senate support a move by the administration to solve the 20th-day add problem was passed.

VI. The meeting was adjourned at 4:45 p.m.



APPENDIX

April 22, 1975

Opinion No. 75- 174

Mr. Max Bickford  
Executive Officer  
Kansas Board of Regents  
Suite 1416 - Merchants National  
Bank Tower  
Topeka, Kansas 66612

Dear Mr. Bickford:

You forwarded to us an inquiry concerning a proposed sick leave policy, under consideration by the University of Kansas. This proposal stems from Opinion No. 75-85, issued by this office, which held that a claim for sick leave pay could not lawfully be honored, there being no institutional policy for accumulating and granting sick leave having been theretofore adopted.

Under the proposed policy, a faculty member with ten or more years will be entitled to a maximum of 100 days of leave, provided that his or her supervisor(s) certify that the member in question has always substantially performed assigned duties during that period. Faculty members with nine years service will have 90 days of leave, subject to the same condition, and so forth, down to ten days' leave for one-year members. Under this policy, a faculty member with ten years of service would immediately be entitled to 100 days sick leave, not based upon any accumulation of unused sick leave credits, but on the basis of a present grant of credit based on past years of service.

K.S.A. 1974 Supp. 76-712 states thus:

"The universities and colleges of this state are state agencies and state institutions and shall be controlled by, and operated and managed under the supervision of the board of regents. For such control, operation, management or supervision, the board of regents may make contracts and adopt orders, policies or rules and regulations and do or perform such other acts as are authorized by law or are appropriate for such purposes."

This provision is intentionally broad and general in its terms, and vests equally broad and general authority in the State Board of Regents to adopt policies for the operation of institutions under its control. Adoption of a sick leave policy is clearly an appropriate, and indeed necessary, policy for the management and operation of institutions under its jurisdiction. The nature of that policy is to be decided by the Board or administration of the institution under its authority, so long as it is not contrary to law, and so long as it is "appropriate." We cannot conclude that the proposed policy is contrary to law, or is "inappropriate" in any factual fashion. Accordingly, we conclude that the policy is one within which it is in the authority of the Board to approve for the University of Kansas.

Yours very truly,

CURT T. SCHNEIDER  
Attorney General

APPENDIX (continued)

DRAFT  
April 16, 1975

INCONVENIENCE PAY

The Council of Deans and Directors of Continuing Education received a request from COCAO asking the Council to determine if "actual expenses" for off-campus course instruction are adequately covered and "inconvenience" of off-campus instruction is adequately provided for.

The Council recognized that normally more effort is required to teach an off-campus course than to teach a comparable on-campus course. The Council agrees with the spirit of the stated issues associated with the "inconvenience" of off-campus course instruction as outlined in the March 15, 1975, letter written by Dr. G. W. Tomanek to Dr. Joe McFarland.

The Council believes, however, these problems are managerial in nature. Some of the major management tasks associated with the solution of these problems are:

1. Providing for the equalization of effort between assignments including off-campus instruction and assignments including only on-campus instruction.
2. Providing for off-campus instruction in the reward system in the same manner as that currently in use for on-campus instruction.

The Council also believes policies or procedures should not define teaching assignments as more or less inconvenient regardless of location. There may, however, be a difference in the effort associated with carrying out comparable teaching assignments in different locations. Such disparity of effort should be appropriately and professionally recognized.

The Council further believes some of the following management actions or procedures may lead to the equalization of effort and the improvement of attitudes toward off-campus teaching:

1. Define off-campus workload to be fewer instructional credit hours than the on-campus workload.
2. Provide more secretarial and GTA support for off-campus instruction.
3. Initiate on-campus scheduling changes that will minimize the scheduling inconvenience of off-campus instruction.
4. Increase average on-campus class size to make tenths time available for off-campus teaching.
5. Define off-campus instructional activities as a major faculty evaluation category.
6. Offer an appreciable number of off-campus classes on a joint sponsorship basis with two or more Regents' institutions.

The Council reaffirms its earlier policy recommendation that inconvenience pay associated with off-campus instruction be suspended.

APPENDIX (continued)

FACULTY SENATE  
FORT HAYS KANSAS STATE COLLEGE

WHEREAS the Faculty Senate of Fort Hays Kansas State College believes that the educational interests of the institution and its students are served by maintaining the traditional, collegial, professional relationship between faculty and administration, and desires strongly that circumstances will allow for the preservation and enhancement of this relationship, and

WHEREAS the Faculty Senate of Fort Hays Kansas State College recognizes the recent gains in institutional support achieved under this arrangement and has reason to believe that it will continue to advance the professional interests of the faculty and the welfare of the College, but

WHEREAS the laws of the State of Kansas (KSA 75-4317 to 75-4337) provide for the determination, upon petition by groups beyond the cognizance of the Faculty Senate of Fort Hays Kansas State College, of an employees' bargaining unit,

NOW THEREFORE BE IT RESOLVED that:

- 1) Taking the initiative in petitioning for the establishment of a bargaining unit at this time is an inappropriate action for the Faculty Senate of Fort Hays Kansas State College, but
- 2) The Faculty Senate of Fort Hays Kansas State College should prepare a statement of its own position relative to a faculty bargaining unit for use in the event that another group files a petition with the Public Employees Relation Board of Kansas seeking the establishment of a bargaining unit.

Description of Bargaining Unit to be Proposed if Necessary

The faculty bargaining unit for Fort Hays Kansas State College shall include all permanent unclassified personnel holding academic rank of Instructor or above and college nurses, stationed on or off campus, excluding the following: The President of the College; Vice Presidents of the College; Administrative Deans; Associate Deans; Directors (Field Service, Alumni, Athletic, Campus Planning, Employee Relations, Health Office, Health Services/Educational Activities, Housing, Sports Information, Institutional Research, Memorial Union, Bookstore, Physical Plant, Placement Service, Senior Companion Program, Student Financial Aids, Western Kansas Talent Search); Registrar; Comptroller; graduate assistants.



The President of the Senate directed to be attached to the minutes the following:

On May 14, the Senate Presidents met in Topeka at the Coordinating Committee to discuss sick leave policy with the Regents and the chairman of the Council of Presidents. The Council of Presidents had met that day to recommend a sick leave policy to the Regents which is substantially the same as approved by the Regents on May 15. As you will notice there is no maximum on the amount of sick leave that can be accumulated although there remains some doubt on whether more than six continuous months could be taken at one time. There was no effort to specify a "short sick leave policy," that is, a short amount of time of absence that would not erode accumulated sick leave. Point 5 gives flexibility to each institution to develop procedures to certify that each faculty member has substantially performed her/his duties. Department chairmen will have the responsibility of certifying performance. During the next month representatives of our College Affairs Committee will sit in on our administration discussion of implementation. By our June 30 Senate meeting we should have a full report on sick leave policy as it will be administered here.

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Board of Regents  
Approved May 15, 1975

SICK LEAVE POLICY FOR UNCLASSIFIED EMPLOYEES

1. Sick leave for unclassified employees shall be available based upon the years of service at Kansas Board of Regents institutions.
2. Unclassified employees shall be credited with 10 days sick leave for every academic year they have been full-time employees at a Kansas Regent institution. Accumulations for academic years or semesters spent on less-than-full-time status shall be reduced proportionately. Accumulations for time on sabbatical leave shall be proportioned according to the pay status during that period. No time shall be awarded for periods when personnel were on leave-without-pay status.
3. Unclassified employees accumulate sick leave at the rate of one working day for each calendar month employed, with no limit on the number of days which can be accumulated. Sick leave with pay may be granted only for the necessary absence from duty because of personal illness or temporary disability of the employee or for legal quarantine. Personal illness shall be defined to include disability caused or contributed to by pregnancy, termination of pregnancy, childbirth and the recovery therefrom.
4. If upon retirement or death an unclassified employee has accrued 100 or more days of sick leave, he or she shall be paid for 30 days of accrued leave at time of severance.
5. Each Regent institution shall adopt appropriate procedures for administering this policy.