

Kansas State University Faculty Senate

January 21st, 2025, 3:30 – 4:45 pm

Business Building 3046

or Zoom link:

<https://ksu.zoom.us/j/92136035246>

1. Call to order

1. Attendance:

1. Zoom

1. Renee
2. Kimm
3. Melissa
4. Justin
5. Amy
6. Mariya

2. In-Person

1. Will
2. Gina
3. Kari
4. Monica
5. Linda
6. Marcus
7. Lisa
8. Marci
9. Jody

2. Approval of December 17th, 2024, minutes, linked: [Professional Staff Affairs 12.17.2024 Minutes.docx](#)

3. New/Ongoing Business

a) Presentation - Memory Buffington, Christa Beemer, Britt McLaughlin – Concur & Anthony Travel

1. Way to start phasing out eForms. It was a homegrown tool that was in place around the late 90s. It was maintained by staff who are no longer at K-State. It's a huge vulnerability to keep operating in that way.
2. Concur was the tool that was selected. It's used across all the major Big 12 schools. They have hundreds of higher education clients. It's a standard among the sector related to travel.
3. Goal was to do a pilot program with business staff in February 2024. The incident at the beginning of the year prompted a decision of (a) keep doing what we're doing, which caused for overtime for multiple staff in that area, or (b) enact the changes and do a full massive rollout.
4. One of the unanticipated outcomes was that units decided to drastically change business practices. Some have kept things the same for the most part. Others have required staff do a lot more with expense related matters.
5. Itemization is one issue can call for a submission to be recalled.
6. Campuswide trainings are led by Christa and new trainings will be coming up.
 1. There will be beginner levels and advanced levels of how to use the system.
 2. It will come out in the K-State Today.
 3. Strongly encouraged.
7. Proxy access is a change that occurred recently.
8. Travel related: basic economy has not actually saved the university money due to last-minute travel changes, etc. This is because someone bumped from a flight may have to pay more to get a different ticket to go elsewhere. There's typically a \$200 difference between basic economy and the step up from that.
9. Single Event Travel Card (SET): you can choose the max limit they can use to book things. It can only be opened during the duration of their travel. Turnaround time for issuing them is very quick. All users have to do is complete a training.
 1. What some have done is used the personal card to initially book the room and then change it to the SET card once they're able to.
 2. If someone travels ONLY once per year, a SET card would be most appropriate. If someone travels 3 times, may make more sense to get a permanent card
10. Toll receipts
 1. Tolls are unique, but it's okay to submit the total reports once you get the finalized expenses (which may be after the 30 days)
11. Office hours

1. They are still offering Zoom-based open office hours to answer questions about Concur. 9 AM – 10 AM // 2 PM – 3 PM
12. PPM 6410 // Procurement Card Policy Manual – on the Concur website
 1. Both have valuable information.
- b) KBOR Tuition Assistance Presentation Discussion - [KBOR TAP Info](#)
 1. Please get feedback back by this Friday, January 24 by 3 PM.
- c) NNR Proposal from Arts & Science Caucus discussion - [NNR Language](#)
 1. Please get feedback back by this Friday, January 24 by 3 PM.
 2. Immediate signatures were collected, but more are being requested to allow it to carry more weight.
3. General Discussion
 - a) Potential for a name change.
 1. Other schools have different names for their senate bodies.
4. Reports
 - a. Staff Spotlight – Renee Gates
 - b. SGA Report – Brady Kappelmann
 - c. USS Report – Kimm Dennis
 - a. No report.
 - d. Term Staff Report – Marcus Kidd
 - a. No report.
 - e. Salary and Fringe Benefits Committee Report – Gina Nixon
 - f. Docking Institute & Committee, Review questions – Monica Curnutt
 - a. Will plan to share them out in the future.
4. Adjourn

General Info:

Future Meeting Dates: see below

February 4th – Legislative Updates (Marshall Stewart & company)

February 18th – HR updates (Shanna Legleiter & team)

March 4th - Discuss Professional Staff Engagement/Propose Senate Name Change

April 1st & 15th

April 21st – USS Recognition Ceremony – All are encouraged to attend

Final May 6th & Transition 20th

Overview

During the recent PSA Committee Meeting held in Room 3046 of the Business Building and via Zoom, members discussed various key topics including the implementation of Concur, which is intended to replace E-forms following a cyber incident that accelerated its rollout. Challenges related to its adoption were highlighted, revealing a disparity in business staff support across departments and varying faculty experiences with the platform. Additionally, the committee reviewed the use of travel cards for both frequent and infrequent travelers, noting some issues with tolls on rental cars and sales tax exemption certificates. Training resources and ongoing support for Concur were addressed, including new sessions and daily Zoom help. Feedback was requested on NNR guidance and potential expansion of tuition assistance, with feedback deadlines set for January 25th. The Docking Institute survey questions were finalized with adjustments to align with strategic initiatives, and a final review is scheduled for February 18th. Upcoming meetings will include legislative and HR updates, as well as discussions on the committee's potential name change and different senate structures among universities, prompting action items for members to conduct research and provide thoughtful feedback.

Notes

Concur Implementation and Challenges (01:29 - 13:15)

- Concur implemented to replace E-forms
- Rollout accelerated due to cyber incident
- Some colleges changed internal processes drastically
- Business staff support for faculty/staff varies across departments
- Weekly business liaison trainings provided

Concur Usage and Feedback (13:16 - 22:35)

- Faculty experiences with Concur vary
- Business staff play key role in supporting faculty/staff
- Some departments changed expectations for faculty/staff
- Concur training and support ongoing

Travel Cards and Expenses (22:36 - 32:35)

- SET cards discussed for infrequent travelers
- BPC cards for frequent travelers
- Tolls for rental cars causing some issues
- Sales tax exemption certificates available

Concur Training and Resources (32:36 - 42:57)

- New training sessions planned
- Concur zoom help available daily
- Resources available on Concur website
- PPM and procurement card manual provide valuable information

NNR and Tuition Assistance (42:57 - 52:11)

- NNR guidance needs feedback from caucuses
- Potential expansion of tuition assistance to all region affiliated schools
- Feedback needed by January 25th

Docking Institute Survey (52:11 - 01:02:22)

- Survey questions finalized
- Some language tweaked to include strategic initiative language
- Final review scheduled for February 18th

☑ Upcoming Presentations and Discussions (01:02:22 - 01:13:29)

- Legislative update scheduled for next meeting
- HR updates planned
- Time needed to discuss potential name change for committee

☑ Senate Structure and Name Change (01:13:29 - 01:22:59)

- Different senate structures across universities discussed
- Potential survey to understand various university senate structures
- Need for solid conversation about potential name change

Action items

All committee members

- Review NNR guidance and tuition assistance documents and provide feedback by January 24th (01:11:32)
- Review Docking Institute survey questions and provide feedback before February 18th (01:19:20)

Monica Curnutt

- Share Docking Institute survey questions with the committee (01:17:26)

Unassigned

- Research senate structures at other universities (01:21:14)