

**Minutes of the Joint Meeting of the
University of Missouri-St. Louis
University Assembly and Faculty Senate
February 23, 2016 - 3 p.m.
202 JCPenney**

The meeting of the University Assembly was called to order at 3:00 p.m. by the Senate Chair, Dr. Keith Stine. He asked for approval of the minutes from the meeting on January 26, 2016. The minutes were approved as written.

Report of the Chairperson (Dr. Keith Stine):

- Chair Stine reported that the nominations for the Chancellor's Awards for Excellence will be due on April 4, 2016. He asked the University Assembly to consider nominating faculty colleagues for these important awards.
- Dr. Stine explained that full-time faculty members will be receiving a message asking them to complete a committee preference poll in March. The preference polls give faculty the opportunity to choose committees that are of interest to them.
- Dr. Stine reported that the Intercampus Faculty Council met by telepresence on Feb. 22, 2016 and discussed the following topics:
 - The ongoing and continuing fallout of the events at MU on the relationship between the UM System and the legislature and the Board of Curators which may include budget cuts to the UM System.
 - The progress on formation of the Presidential search committee.
 - Reactions from the other campuses to the change in retiree medical benefits
 - Legislative update on bills introduced to require posting of course syllabi by faculty and a move by Missouri State University to allow it to offer professional and doctoral degrees
 - Additional discussion of teaching waivers including separating out those due to family medical leave versus those based on grants or on research. There was continued discussion of possible changes to collected rules and regulations regarding post-tenure review.
 - Ongoing concern over handling of the suspension of Melissa Click from her position at the MU campus.
- Dr. Stine reported that the Homecoming Chili Cook-off event co-sponsored by the Faculty Senate and the Office of Student Life was a success. He thanked the faculty, staff and students who participated and acknowledged the faculty chili servers. Dr. Stine and Ms. Miriam Rocca, Assistant Dean of Students, presented the Golden Ladle trophy to the College of Arts & Sciences for their winning chili. Dean Ron Yasbin accepted the trophy along with Dr. Tom Meuser who submitted the winning recipe.

Report of the Chancellor (Dr. Tom George):

- Chancellor George announced that a new Chief Financial Officer for UMSL has been appointed. Alumnus Richard Baniak has been chosen to replace Dr. Jim Krueger who recently retired as the Vice Chancellor for Managerial and Technological Services. Mr. Baniak's appointment is effective May 1, 2016.

- Chancellor George announced that the Phased Retirement Enhancement Program (PREP) is being offered again. He asked Mr. Peter Heithaus, Associate Vice Chancellor for Human Resources, to provide a few details about the program. Mr. Heithaus said that the PREP will be available to faculty and staff who are retirement-eligible. The deadline to apply for PREP is April 29, 2016. He explained that those who take PREP would retire on or before Sept. 1, 2016. Mr. Heithaus reported that last year PREP was offered to 193 individuals. A total of 41 individuals took advantage of the offer. This year 168 individuals are eligible to apply.
- Chancellor George reported on the budget cutting process. He asked Ms. Nikki Krawitz to explain the timeline for building a sustainable budget. Ms. Krawitz reported the following:

The process to build a sustainable budget is designed to be iterative and thus foster strategic decision making, provide opportunities for feedback, and identify unintended consequences before the budget is finalized. The budget timeline below details important dates in the process. The guiding principles developed in the fall, and posted on the Sustainable Budget Realignment website, will inform the decision-making. Reductions in administration and areas that are not directly involved in teaching, learning, research and student support will be considered first.

In order to ensure that decisions are made carefully and thoughtfully, the date for renewing contracts for NTT faculty will be extended to May 1. In addition, layoff decisions will also be communicated on or before May 1. All full-time staff layoffs will be eligible for transition assistance. Ms. Krawitz reported the timeline as follows:

<u>Date</u>	<u>Action</u>
Feb. 19	5, 10, 15% Budget Scenarios due to Joann Wilkinson Budget Director
Feb. 20 – Mar. 4	Chancellor and advisors (Provost, Krueger, Krawitz) review proposals, gather additional information, identify initial action plan.
Mar. 7	Budget and Planning budget update
Mar. 7 – Mar. 11	Consult on proposed plan with student affairs (Coonrod, Byrd), research (Spilling), advancement (Leifeld), diversity (Burris), and strategic planning (Isaac-Savage) and revise based on feedback.
Mar. 14 – 16	Consult on proposed plan with Provost’s Council and Chancellor’s Cabinet and revise based on feedback.
Mar. 18	Consult on proposed plan with Budget and Planning and revise based on feedback.
Mar. 21 – Apr. 1	Chancellor and advisors finalize plan
Week of Apr. 4 – 8	Present revised plan to Provost’s Council & Chancellor’s Cabinet
Week of Apr. 4 – 8	Present revised plan to Budget and Planning
April 11 – 22	Chancellor and advisors finalize plan
Week of April 25-29	Share plan with campus community
April 29	PREP II Elections due at HR
May 1	Contract notification to NTT faculty for AY 2017
May 1	Layoff notifications completed

Report of the Staff Association (Ms. Mary Tackett substituting for Mr. Nick Palisch):

Ms. Tackett reported that the Staff Council is working on a bylaws revision. The bylaws revision will be discussed at the next Staff Association meeting to be held on April 20. Ms. Tackett stated that the Focus on the Future program will be held during the week of March 28-31. An e-mail will be sent to staff announcing the details of Focus on the Future.

Report of the Student Government Association (Mr. Cameron Roark):

Mr. Roark reported on three topics. The Associated Students of the University of Missouri (ASUM) has lobbyists in Jefferson City. The student lobbyists are encouraging the legislators to consider giving the student curator the right to vote. The filing period for the election of the Student Government Association (SGA) officers is open. Mr. Roark asked the faculty to encourage students who may be interested in running for election. Mr. Roark reported that the SGA held a successful forum last Friday about the budget situation. He stated the SGA appreciated that the administration attended the forum and answered many students' questions regarding the budget.

Information Technology Committee Report (Mr. Rocky Keel):

Mr. Keel announced that the members of the Information Technology Committee have had discussions about emergency notifications while classes are in session. The members realized that some instructors may require students to turn off their mobile devices during class. In doing so, students may not receive any emergency notifications during class. The Information Technology Committee acknowledged that there is not a policy which addresses the need to have one computer or mobile device on during class in order to keep both the instructor and students informed of any emergency. Therefore, the IT Committee created the new policy. The policy has been vetted with the Academic Advisory Committee. The following policy was presented to the University Assembly.

The Assembly voted in favor of the policy:

Emergency Notification Access Policy

University Assembly Information Technology Committee

Instruction Sub-Committee

Approved by the Academic Advisory Committee on December 4, 2015

Approved by the Information Technology Committee on December 7, 2015

Rationale:

The University of Missouri provides an emergency notification system for all four of its campuses. In case of emergency, the warning system will notify students, faculty, and staff who have registered with the system by cellular phone voice mail, by text, and by email. However, for notifications to reach their destinations, students, faculty, and staff must have access to internet and cellular networks through a computer or mobile device. (A mobile device can be any portable device capable of sending or receiving internet and/or cellular data.)

Policy:

To that end, it is UMSL policy that in any classroom, facility, or space where students, faculty, or staff are gathered for official class-related activities at least one computer or mobile device must be left in a state such that it can receive and send safety related communications. In any classroom where student use of computers or mobile devices is restricted, the presiding faculty, staff member, or student shall be responsible for having (or designating another individual as having) such an active computer or mobile device. Any classroom, facility, or space used for official class-related activities that does not have access to internet or cellular networks should be reported to ITS for remediation to the best of its ability.

Enforcement of Emergency Notification Access Policy: Failure to follow the Emergency Notification Access Policy may result in appropriate disciplinary actions.

Public Safety Innovations (Mr. Brian Kuhn):

Mr. Brian Kuhn, Business Technical Analyst in Information Technology Services, presented a demonstration of the new desktop panic button and the new smart phone application called 911 cellular. Mr. Kuhn reminded the Assembly that, in case of an emergency on campus, the best way to reach campus police is to call 516-5155. The new panic buttons on desktop computers can be used for emergencies, but it will not allow the individual to give any details. If the panic button is pressed, campus police will immediately send officers to that location. Mr. Kuhn also demonstrated how the new 911 cellular “app” will work. An important feature of this application is its ability to track an individual’s location by GPS and to pinpoint an exact location. Mr. Kuhn reported that the desktop panic buttons will be installed in the next month. The 911 cellular “app” should be available to students in May and announced to the campus for the Fall semester. Mr. Kuhn reminded the faculty that instructors have to be logged into the computer and continue to keep the computer running during class to have access to the panic button. Chief Forrest Van Ness, Director of Institutional Safety, thanked ITS for their efforts with the new 911 cellular application to refine it to meet the needs of the campus.

The members of the University Assembly asked questions about the new safety products. Dr. Stine thanked Mr. Kuhn for his informative presentation.

There being no other business, the University Assembly meeting was adjourned at 3:37 p.m.

Faculty Senate Meeting

The Faculty Senate meeting was called to order at 3:41 by Senate Chair Keith Stine. He reported that the Administrator Evaluation Survey will be distributed to faculty and staff beginning March 4. The survey will close on March 18. Dr. Stine encouraged everyone to participate.

Chancellor George reported that the legislature is still discussing funding for UM System. He will keep the Senate informed of the outcome.

Committee on Committees Report (Dr. Alice Hall):

Dr. Hall explained that the Budget and Planning Committee needed a replacement for the Optometry representative due to Dr. McAlister’s retirement. Dr. Hall announced that the members of the Committee on Committees have nominated Dr. Carl Bassi to replace Dr. McAlister as the Optometry representative.

The members of the Faculty Senate approved the nomination.

Curriculum and Instruction Committee Report (Mr. Michael Allison):

Mr. Allison presented the following calendar and program proposals:

- Revision to the 2015-2016 Academic Calendar (removed the August Commencement)
- Revision to the 2016-2017 Academic Calendar (removed the August Commencement)

- Revision to the 2017-2018 Academic Calendar (removed the August Commencement)
- Change to the B.A. in Anthropology
- Change to the Certificate in Archaeology
- Change to the Bachelor of Educational Studies

The Senate approved all of the above proposals and amended academic calendars.

There being no further business, the meeting adjourned at 3:50 p.m.

Respectfully submitted,

Matthew Keefer
Senate/Assembly Secretary

(Minutes written by Loyola Harvey, Faculty Senate/University Assembly Office)