

6-6-2018

Executive Committee & Cabinet Minutes June 2018

UNO Faculty Senate

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Wednesday, June 6, 2018, 2 p.m., ASH 196

Present: Barone, Bereitschaft, Boron, Grams, Kelly, Schoenbeck, Stacy

Excused: Kealey, Nash

I. The meeting was called to order by President Kelly at 2:04 p.m.

Parliamentarian Jim Carroll was called to give an overview of how the Executive Committee & Cabinet work. In lieu of the full senate in the months of June and July, the EC&C will conduct the faculty's business. All decisions made or actions taken shall be submitted to the senate at its next regular meeting in the fall. The rest of the year, August in to May, they meet to prepare the monthly agenda for senate meetings, and, at other times, as circumstances warrant, to consider matters of faculty interest and concern. He reiterated that most business is done in the six standing committee meetings and those reports are brought to the EC&C to decide whether to include resolutions in the full Senate agenda or return to Committee. The EC&C meetings are also where business can be sent to individual standing committees.

II. The Minutes of May 2, 2018, were approved as submitted.

III. Officers' Reports

A. President's Report: Senator Kelly reported he is excited to begin his term as Faculty Senate President. He especially looks forward to working with the Executive Cabinet and the Administrative Technician on agenda items both old and new. During the Summer months, Dr. Kelly can respond at any time by email to address questions and concerns.

B. Secretary/Treasurer Report:

1. Executive Committee & Administration meeting was held May 16, 2018.

Discussion included the Interim Associate VC Research Search Committee which includes faculty from all six colleges, Sara Myers, Sarah Edwards Robin Gandhi, Gina Langan, Troy Romero, Harmon Maher. This will be an interim position for 1-2 years, and SVC BJ Reed is hoping to have someone hired by the end of the month since AVC Scott Snyder will leave June 8th. He noted that we are currently down 2-3 position in ORCA. Internal candidates from UNO and UNMC are encouraged to apply, but this position would only oversee UNO. On a related note, he told us that there will be another joint appointment for a new position in diversity, equity and inclusion, but that this is not a position in Academic Affairs. *(It was noted that there didn't seem to be any diversity in the two choices for Interim VC of Research. Those who attended the interviews were disappointed that there was no distribution of CVs or other information from the*

two candidates. Past-President Grams will prepare a first draft of a letter to Administration to be circulated for comments to all EC&C members, then sent over President Kelly's signature.) We also discussed the proposed change in health insurance from Blue Cross to United Health Care. He noted that this will also mean that our prescription service will change as well from Caremark to CDS. (This will all be decided by the end of June 2018.)

Also discussed was the Dual Factor Authentication system and how we may give new faculty a key fob/hardware token at orientation. (It was noted by the EC&C that more information needs to be distributed. It was also noted that this is out of UNL. Senator Barone will email Matt Morton, Chief Info Security Officer & Asst. CIO, to brief him on what the EC&C considers difficulties. Bret Blackman's, Assoc. VP & CIO of ITS, name was also mentioned.)

**2018-2019 Resolution Action Table
(Action Pending and Current Resolutions)**

| Res. # | Date Senate Passed | Title | Admin Accept | Sent for Senate Action | Denied/Deferred/In Progress | Final Action/Resolved |
|--------------------------|---------------------------|--|---------------------|-------------------------------|------------------------------------|--|
| 4340 | 5/9/18 | Faculty Senate Presidential Appointments (a-e) | 5/16/18 | | | Acknowledged |
| 4339 | 5/9/18 | 2018-2019 Standing Committee Vice 5/16/18Chairs | 5/16/18 | | | Acknowledged |
| 4338 | 5/9/18 | Election of Faculty Senate Secretary/Treasurer | 5/16/18 | | | Acknowledged |
| 4337 | 5/9/18 | Election of Faculty Senate Vice President | 5/16/18 | | | Acknowledged |
| 4336 | 5/9/18 | Appointment of Chair of the Cabinet | 5/16/18 | | | Acknowledged |
| 4235 | 5/9/18 | Appointment of Parliamentarian | 5/16/18 | | | Acknowledged |
| 4234 | 5/9/18 | Appointment of Chair of Committee for Rules | 5/16/18 | | | Acknowledged |
| 4233 | 5/9/18 | 2018-2019 Standing Committee Chairs | 5/16/18 | | | Acknowledged |
| 4232 | 5/9/18 | University Committees (a-j) | 5/16/18 | | | Acknowledged |
| 4231 | 5/9/18 | Campus Committees (a-i) | 5/16/18 | | | Acknowledged |
| 4230 | 5/9/18 | 2018-2019 Membership of Standing Committee Members | 5/16/18 | | | Acknowledged |
| 4329 | 5/9/18 | Senator Replacements | 5/16/18 | | | Acknowledged |
| 4326 | 2/14/18 | Budget Problems & Appreciation | 3/19/18 | | | Acknowledged |
| 4323 | 2/14/18 | Freedom of Expression | 3/19/18 | | | Acknowledged |
| TO BE FOLLOWED UP | | | | | | |
| 4282 | 3/8/17 | Expenses Associated with | 4/19/17 | | | SVC Reed explained the process for UNO paying for legal costs involved. These issues are usually |

| | | | | | | |
|------------------------|----------|---|--|--|--|---|
| | | Visas for International Hires | | | | <i>handled by department chairs and personnel. Costs can't be nailed down, since they vary by who is involved. BJ Reed said he would ask for a one page description of the process made available to faculty.</i> |
| 4279 | 12/14/16 | Grievance Committees Summer Compensation | 12/21/16 3/15/17 4/19/17 | | | - SVC Reed says they may need more information. It is a workload issue as much as a compensation issue. Let's have further discussion. - BJ reiterated that summer pay is not likely to happen, as faculty select a variety of service opportunities. Regarding the three grievance committees, he feels that faculty select this type of service, similar to how faculty choose to serve on thesis committee. Chancellor Christensen said these type of issues, like summer grievance committee work, seldom occur. He is also apprehensive of anyone who has service in the summer wanting compensation. Some service such as FS President and IRB receive workload compensation. |
| CARRIED FORWARD | | | | | | |
| | | | | | | |

2. **Treasurer's Report:** Senator Stacy submitted the May 2018 Budget Report.

IV. Standing Committee Reports

A. **Committee on Academic and Curricular Affairs:** (No Meeting/No Report)

PENDING:

1. **Early College High School:** (EC&C sent to A&CA 2/7/18)

FYI: E-mail received 2/5/18 from Senator Adams:

At Friday's English Department meeting, as we discussed Dual Enrollment and other issues, a new program in the Millard School District dominated much of our discussion and members of the department asked me to take this issue to Faculty Senate. In short, our department has concerns about the various impacts of a program called Early College High School

<http://mshs.mpsomaha.org/academics/early-college-high-school> The program says high school students can earn an Associate degree from Metro and that those credits will fulfill the general education requirements at UNO. Members of my department are concerned about how this might threaten enrollments at UNO and about the quality of such a program (it seems, for example, that a 10th grade English course could satisfy the English 1150 writing requirement at UNO). I would like to put this on the EC&C agenda as a point of discussion to determine if faculty in colleges beyond Arts and Sciences are also concerned about such a program.

B. **Committee on Educational Resources & Services:** Senator Schoenbeck (No Meeting/No Report)

PENDING:

1. **Canvas:** When the transition away from Blackboard enter the final days during

summer 2018, new issues could emerge as more faculty seek technical assistance. (EC&C to ER&S 3/7/18)
(5/2/18 Committee remains open to undertaking a project when an issue becomes clearly defined.)

2. **Payroll Deduction for Paul Beck Scholarship** (2/7/18) (3/7/18): a response from Debra Wilcox (UNO Controllers Office) regarding the possibility that faculty could submit a payroll deduction that would serve as a monthly gift to the Beck scholarship fund. Senator Marlina Davidson has agreed to follow-up.
3. **Accessibility to Classroom IT Equipment** (3/7/18): EC&C sent this item to the ER&S Committee.

C. Committee on Faculty Personnel & Welfare: (No Meeting/No Report)

PENDING:

1. **Wellness Fees.** 10/2017: On Mon Sept 18, there was an initial faculty/staff wellness-based incentive program meeting in EAB 202 organized by Dan Shipp. Attending: Dan Shipp, Cathy Pettid, Joe Kaminski, Jeanne Surface, Griff Elder, Cecil Hicks, Carol Kirchner, and Esther Scarpello.

The group met to discuss how UNO could develop and pilot a wellness-based incentive program for faculty/staff. The wellness program needs still to be worked out—both programmatically and financially. But roughly, the idea is that, UNO would offer a pilot program that would partially reimburse the cost of a Wellness/H&K membership based upon member usage and participation in specific wellness program elements. Tentatively, the financial incentive might be as much as a \$100 reimbursement of the \$150 per semester Wellness/H&K membership fee. Details have to still be worked out. The working goal is to offer this pilot program starting in January (but if not January, then the following August-2018).

The working group plans to meet every two weeks. The first meeting will discuss the requirements for reimbursement.

I have been asked to put together a Faculty Senate Focus Group that this working group can consult.

2. **Summer Compensation for Grievance Committees.** 10/2017 cont.:
RESOLUTION 4279, 12/14/16: Grievance Committees Summer Compensation

While most of us are on 9 month contracts, many uncompensated service obligations require summer participation. Members on the committee have their own anecdotal accounts of what we perceive to be a trend. We are hoping to discuss this topic with the AAUP, so that we can begin to connect some of the dots. We have contacted AAUP. The topic is on their agenda for Friday October 6, 2017.

EC&C 3/7/18: We have been asked to look at the policies and procedures for the 3 committees to see if appropriate language could be added to minimize the necessity of these committees meeting during the summer. John Noble has agreed to produce a first draft response.

Administrations proposal is that 9 month faculty committee members will be compensated up to \$500.00 per day (minimum of 1/2 day) when their committee is required to meet. The sense of the committee was that the compensation what fair. Still, we asked that the rationale be written down and shared with us.

We have contacted the AAUP to make sure that the solution that we are

crafting is in line with the AAUP contract.

(On 5/2/18 the EC&C noted that when we receive the update from AVC Smith-Howell this will be put on the Faculty Senate website.)

3. Visa Issues: Are they consistent college to college.

(1/10/18: Put on EC&A agenda.)

4. Faculty/Staff Safety Processes. 10/2017 cont.: Dr. Gina Toman has been named Faculty Human Resources Officer and Assistant to the Senior Vice Chancellor. She begins her new role on October 11.

We are interested in the administration developing a website similar to the Student Safety Website.

Note: We felt that the following site makes a good model:

<http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/>

We expect Gina Toman will help us address the request that there be a flow-chart that will help faculty understand and negotiate the many resources that are available: Ombudsperson, EAP person, counseling, BRT, etc. What information is confidential, etc. This “flowchart” may manifest itself in the form of the website mentioned above.

(3/4/18 Info: Academic Affairs is doing a big website development.)

5. Server for Personal Web Pages

Senator Elder reported that last year all faculty across campus lost the server, along with the opportunity to have their own personal web sites, like Math. The Web site may have not been pretty, but it was spot on for other mathematicians to check. Senator Zhong said it now looks odd. Senator Kennedy said we all need support to get the server back for supporting personal web sites. Anything without branding is gone.

(On 12/13/17 this issue was given to the FP&W Committee.)

(3/4/18: EC&C suggested putting this item on the EC&A agenda. UNL has cloud hosting services.)

6. Air Handler for Sculpture Lab

(On 4/11/18 Senator Stacy reported the air handler for the Sculpture Lab is dangerously outdated. The full Senate moved to send it to the FP&W Committee to look into how it can be updated or replaced, or who to keep in contact with.)

D. Committee on Goals and Directions: Senator Bereitschaft (No Meeting/No Report)

PENDING:

1. Facilities Planning and Faculty Representation (Specifically, which Facilities Planning Committee would be the best on which to have faculty representation before plans are made, not just reported?) *(Sent to G&D 2/10/16)*

(3/4/18 Info: Senator Bereitschaft is checking on this.)

E. Professional Development: Senator Boron (No Meeting/No Report)

PENDING:

1. Faculty Professional Development Leave policies/procedures:

(1/10/18: The PD committee is waiting for deans to complete a survey to actually gauge faculty's understanding of FPD leave policies and procedures.)

(At the 4/18/18 EC&A meeting this was discussed with Chancellor Gold and SVC B.J.Reed.)

2. Creation of an Easily Found List of What Retiring Faculty Need to Know

(4/11/18: Sent to PD Committee.)

F. Committee on Rules: (No Meeting/No Report)

V. Other Faculty Senate Committees

A. Faculty Senate Budget Advisory Committee Report: Prof. Ebdon, Hall, O'Hara
(It was noted that this committee does not meet unless the current Faculty Senate President gives it a specific charge.)

VI. Ad hoc Committees

A. Ad hoc UNO-UNMC Faculty-to-Faculty Communication and Collaboration Committee (Senator Barone)

(Since the last meeting there has been a transition in leadership in both UNMC and UNO Faculty Senates. The suggestion was to wait for a specific charge to call the group together again. President Chris Kelly, Vice President Timi Barone and the new UNMC Faculty Senate President are planning to schedule a lunch to discuss this.)

VII. Unfinished Business

A. Canvas Retention & Completion Calendar: Senator Grams reported in April 2018 this is continuing to be worked on.

(At the 5/2/18 EC&C meeting Past President Grams was tasked to continue to work on this.)

~~**B. RESOLUTION 4314, 11/8/17: Include in ACE a Question Regarding Timely Feedback for Students**~~

~~(4/11/18: Senator Grams will check to see if the question been added to the Evaluation Form? And also, can the form be put on the web somewhere so questions can be seen?)~~

~~(At the 5/2/18 EC&C meeting Past President Grams volunteered to continue checking on this.)~~

~~(This was dismissed at the 6/6/18 EC&C meeting.)~~

C. Risk Assessment

E-mail between F.S. Admin Tech Sue Bishop and Rachel Powell regarding a Risk Assessment presentation:

I will not have information for next year's risk assessment ready to distribute until Jan-Feb 2019.

Information distributed to Faculty Senate would be intended for their use/input only, and I do not expect them to distribute to others unless they choose to do so.

Lastly, here's a little context that I'm hoping will help with understanding my request: When I last spoke with Chancellor Gold in April, he suggested that I present at an Executive Committee & Cabinet meeting or a Faculty Senate meeting, as he (and I) believe it is a good way to learn about UNO's top risks from faculties' perspectives. He even volunteered to introduce me before I present.

When I meet with Chancellor Gold on Friday [June 1, 2018], I will ask him if he still wants me to proceed. If he does, I will get his feedback on when and how to present.

Rachel Powell, CFE, MPA
*Assistant Director of Internal Audit
Business and Finance | EAB 209J*

(At the 6/6/18 EC&C meeting, Sue Bishop, FS Admin Tech, was asked to do more research on Rachel Powell's request. She will ask Ms. Powell to send what type of questions she wishes to ask.)

D. Accept Resignation of Senator Glasser?

Past-President Grams was tasked with contacting Senator Scott Glasser to discover if he has officially resigned and needs to be replaced, or if the scheduling of the U-Wide Chairs and Directors meeting is changed, as we have been assured, he would be able to attend Faculty Senate meetings.

E. Chair for Rules Committee

This is a Faculty Senate Presidential appointment. President Kelly will contact past Rules Chairperson Robert Nash for suggestions on filling this vacancy as soon as possible.

F. Chair and Vice Chair for Faculty Personnel & Welfare Committee

The EC&C will wait for the Retreat, August 15, for this committee to caucus and elect a chairperson and vice chairperson.

G. Vice Chair for Academic & Curricular Affairs Committee

The EC&C will wait for the Retreat, August 15, for this committee to caucus and elect a vice chairperson.

VIII. New Business

A. Dates of July, August, and January EC&C mtgs, and January full Senate mtg.

- July 11
- August 1 or August 8 (Retreat is August 15)
- January 2019 (Semester begins 1/7/19 - - 5 Wednesdays in January 2019)
 - EC&C: January 2 or 9?
 - Full Senate: January 9 or 16?
 - EC&A: January 16 or 23?

B. UNO Moves from Independent Health Services Clinic to Nebraska Medicine Clinic

The following was received as an fyi.

An email received May 23 by President Kelly:

From: Daniel Shipp
Sent: Wednesday, May 23, 2018 6:44 PM
To: Christopher Kelly <cmkelly@unomaha.edu>
Subject: Health Services Transition FYI
Hi Chris,

Hope your summer is off to a good start and you are well. As one of our key campus leaders, I am sending you this FYI so you are aware of our transition from an independent health services clinic to a Nebraska Medicine Clinic, effective July 2nd. The move to a Nebraska Medicine Clinic is definitely part of our overall campus budget reduction strategy, but also, and probably more importantly, the transition represents a commitment to continue enhancing the care for the members of our campus community.

This transition does mean that six current UNO health services staff members are being formally notified today that their UNO employment will be completed on June 29th. Out of respect for the impacted individuals we haven't communicated more broadly until now. This is the difficult reality of the transition process. That said, we are encouraging the staff to apply for open positions at Nebraska Medicine.

From a campus health service and support perspective, we believe that this decision (similar to UNL) will result in a long-term enhancement to the overall quality of care provided to our students, staff, and faculty. Please know there will be a campus announcement in the coming month that will outline the relevant changes associated with transitioning UNO health services to a Nebraska Medicine clinic. I will be sure to keep you updated.

If you receive questions regarding the current health services transition, please feel free to use the following talking points to discuss the situation:

All affected employees were notified over a month ago of the 'more likely than not' scenario that Nebraska Med would be managing Health Services at UNO in the near future and that they would be given the opportunity to apply to Nebraska Med for open positions

- *Affected employees are being provided official notice on May 23rd in conversations with UNO administrators and Human Resources*
- *Affected employees are being informed that their last day as a UNO employee will be June 29th*
- *Nebraska Medicine will assume management responsibility of UNO Health Services on July 2nd with a focus on student health with the potential for expanded services as we move toward the fall semester*
- *Counseling & Psychological Services (CAPS) is unaffected by these changes and will remain a UNO directed/managed department*
- *We are excited to begin operating a Nebraska Medicine clinic at UNO this summer/fall.*

Please share this info with your leadership team and feel free to reach out to me with questions,

C. Faculty Grievance Process

From: Shereen Bingham

Sent: Thursday, May 31, 2018 5:36 PM

To: Christopher Kelly <cmkelly@unomaha.edu>

Subject: Faculty Grievance Committee

Hi Chris,

I saw that you have been elected Faculty Senate President – thank you for taking on this important position!

I am writing to tell you about an issue I plan to bring to your attention in Fall, once the semester is underway. It's about the Faculty Senate Grievance Committee's inclusion of the Ombudspersons on the form people use to submit a grievance (the form is attached). The form requires the individual to indicate whether they appealed their grievance with a UNO Ombudsman and what the result and recommendation was. This violates the purpose of the Ombuds because we are supposed to be completely confidential, informal, and neutral. I will be requesting that the Grievance Committee's form (and policy) be changed.

If you have thoughts about how I can most efficiently go about raising this requested change in Fall, I would appreciate your advice!

Thank you,

Shereen
 Shereen G. Bingham, Ph.D.
 Professor / University Ombuds / Director, Ombuds Services
 School of Communication / 107U Arts and Sciences Hall
 University of Nebraska at Omaha
 6001 Dodge Street / Omaha, NE 68182-0112
sbingham@unomaha.edu | 402-554-4857

At the EC&C meeting of 6/6/2018, it was noted that the form for submitting a Faculty Grievance is no longer used, although the ombudsman is mentioned in the Policies and Procedures. The Grievance Committees should be notified, in the fall, that these be re-written to exclude the Ombudsperson, because any of that information would be confidential.

D. Preliminary Retreat Planning

- **Goals for 2018-2019**
- **Speakers:**
 1. Chancellor Gold
 - To discuss Search guidelines, inbreeding of Administrators, and joint appointments. All of which may leak into academic areas.
 2. Other possible topics for presentations were:
 - Dual Factor Authentication with folks from Lincoln
 - Esther Scarpello, to discuss the health care benefits differences between Blue Cross/Blue Shield and the new Health Care System.
 - Whoever becomes the Interim AVC for Research.
- **Timeline/Schedule**
- **Etc.**

IX. The meeting adjourned at 3:39 p.m. with announcements.

X. Announcements

- A. EC&A Mtg:** Wednesday, June 20, 2017, 2 p.m., EAB 200
- B. EC&C Mtg:** Wednesday, July 11, 2018, 2 p.m., ASH 196
- C. EC&A Mtg:** Wednesday, July 18, 2017, 2 p.m., EAB 200
- D. EC&C Mtg:** Wednesday, August 1 or 8, 2018, 2 p.m., ASH 196
- E. Faculty Senate Retreat:** Wednesday, August 15, 2018, 8 a.m. to 4 p.m., Mahoney State Park, Main Lodge
- F. Faculty Senate/SAC Awards Dinner:** Monday, April 15, 2019, evening

| Schedule for 2018-2019 | |
|--|--|
| EC&C Meetings (Usually 1 st Wednesday of month) | Faculty Senate Meetings (Usually 2 nd Wednesday of month) |
| June 6 | June |
| *July 11 | July |
| *August 1 or 8 | August 15, 2018 (Retreat) (3 rd Wednesday) (Classes begin 8/20/18) |
| September 5 | September 12 |
| October 3 | October 10 |
| November 7 | November 14 |
| December 5 (Prep Week) | December 12 (Finals Week) |

| | |
|---|---------------------------------|
| | (Commencement 12/14) |
| January 9, 2019 (Semester Begins 1/7/18) | January 16, 2019 |
| February 6 | February 13 |
| March 6 | March 13 (Spring Break 3/17-24) |
| April 3 | April 10 |
| May 1 (4/29 – 5/2 Finals) (Commencement 5/3) | May 8 |