



2019-2020 Executive Council
Agenda
Wednesday, April 1, 2020
Virtual Meeting

Members: Cast-Brede, Davidson, Hale, Helm, Ostler, Qureshi, Schoenbeck, Surface, Woody

I. Official Call to Order: Vice President Surface

II. Presentation and Approval of Minutes: March 4, 2020 (agenda attachment – pgs. 1-9)

III. Officers' Reports

A. President's Report: Senator Hale

B. Secretary's Report on EO&A Meeting: Senator Davidson

- 1. EO&A Attendees: Kopp, Smith-Howell, Surface, Qureshi, Hale, Kamm, Pettid, Davidson
2. COVID-19 Response procedures were discussed and the impact on university faculty, staff and students. SVC Kopp acknowledges all of the great work, many faculty around campus are doing to keep things running.
3. Meeting adjourned at 2:55pm.

Table with 7 columns: Res.#, Date Senate Passed, Title, Admin Accept, Sent for Senate Action, Denied/Deferred/In Progress, Final Action/Resolved. Rows include Res. 4399 (Temporary Emergency Attendance Policy), 4400 (Professorship Committee), and 4401 (Temporary Arts & Sciences Replacement Senator).

C. Treasurer's Report: Senator Davidson (March 2020) (agenda attachment – pg.10)

IV. Standing Committee Reports

A. Committee on Academic and Curricular Affairs: Senator Woody

- 1. No meeting. No report.

B. Committee on Educational Resources & Services: Senator Schoenbeck

- 1. The committee worked via e-mail this month. We reviewed 63 applicants for the Paul Beck Memorial Scholarship. Given the funds available, we decided to award eight applicants – six undergraduates and two graduate students – at the amount of \$500 each.

- Undergraduate awardees:
o Sydney Bonta
o Sofia Cormack
o Isaac Hiebert
o Justin Krug

- Claire Redinger
- Margarita Rodriguez
- Graduate awardees:
 - Brittany Kohl
 - Zachary Smrcina

C. Faculty Personnel & Welfare Committee: Senator Helm

1. Restroom Issues

- a. In the weeks prior to the two-week spring break, the Committee was contacted by several UNO faculty regarding the cleanliness and upkeep of campus restrooms. The specific reports were forwarded from the Committee to Custodial Services. Following a discussion with the Manager of Custodial Services the specific issues were immediately addressed. The Committee was also educated in how the University has implemented a Covid-19 plan for cleaning the Campus. As of the week of March 9th, restrooms were being cleaned early in the morning and “Touch Points” were being cleaned repeatedly throughout the day.

2. HR, Ombuds and BRT

- a. Following information received from several faculty concerning outcomes related to personnel complaints filed with Human Resources, the Behavioral Review Team and the Ombuds Service, the Committee agreed to research the related procedures and solutions.

D. Committee on Goals and Directions: Senator Ostler

1. Ongoing/Pending Items

- a. With the broad responsibility and response to the COVID19 university issues, the members of the Goals and Directions Committee have suspended looking into options for the advancement of Non-tenure track faculty as it relates to collective bargaining. We will continue to explore options for advancement outside the contract agreement for adjunct faculty, as well as full time faculty to the extent that those options are allowed within the current contract structure. This suspension includes the parallel work with the Ad Hoc Committee on Faculty Advancement.

2. Solar Feasibility

- a. The Solar Feasibility study conducted by Dr. Bing Chen has been forwarded to the Chancellor’s office and is under review as time allows.

E. Professional Development: Senator Cast-Brede

1. Student Health Insurance Plan: We will continue to monitor next year as a new committee is formed.
2. Campus Policy Regarding Bringing Children to Work:
 - Committee solicited feedback on the draft policy from Staff Advisory Council, Chancellor’s Commission on the Status of Women, and WiSTEM Pro^2.
 - Incorporated feedback into the policy (attached / changes are in red) (agenda attachment – pg. 11)

- Committee plans to continue looking into emergency daycare services
- Committee presenting the following resolution:

RESOLUTION: Change to Children in the Workplace Policy

WHEREAS, the University of Nebraska at Omaha’s Children in the Workplace policy requires advance approval from a supervisor before a UNO employee may be bring a child to work due to unavoidable circumstances;

WHEREAS, many unavoidable circumstances, such as snow days and daycare cancellations, provide little advance notice so that a UNO employee would have little time to contact their supervisor;

WHEREAS, certain employee groups, such as single parents and those of low socioeconomic status, are especially burdened by these circumstances, thus raising concerns of equity;

WHEREAS, the UNO Chancellor’s Commission on the Status of Gender Equity, the UNO Staff Advisory Council, and the UNO WiSTEM Pro^2 organization have submitted positive feedback on the proposed policy;

BE IT RESOLVED, that the UNO Faculty Senate does hereby recommend and endorse the attached Children in the Workplace policy for adoption on the UNO Campus.

3. Lactation Policy:

- Committee solicited feedback on the draft policy from Staff Advisory Council, Chancellor’s Commission on the Status of Women, and WiSTEM Pro^2.
- Incorporated feedback into the policy (attached / changes are in red) (agenda attachment – pgs. 12-13)
- Committee presenting the following resolution:

RESOLUTION: Adoption of Lactation Policy

WHEREAS, UNO does not have a campus wide policy to provide accommodations for lactating and breastfeeding mothers;

WHEREAS, a limited number of buildings on the UNO campus have dedicated space for lactating mothers;

WHEREAS, Section 7 of the Fair Labor Standards Act (amended March 2010) requires employers to provide nursing mothers break time to express breast milk

WHEREAS, the American Academy of Pediatrics (AAP) recommends

breastfeeding for infants in the first six months and with a mixture of solid foods up to age three;

WHEREAS, the UNO Chancellor’s Commission on the Status of Gender Equity, the UNO Staff Advisory Council, and the UNO WiSTEM Pro^2 organization have submitted positive feedback on the proposed lactation support policy;

BE IT RESOLVED, that the UNO Faculty Senate does hereby recommend and endorse the attached Lactation Support for Nursing Mothers Policy for adoption on the UNO Campus.

(Letter: CCSGE Faculty Senate Policy Endorsement March 2020 – agenda attachment – pg. 14)

F. Committee on Committees: Senator Qureshi

1. This committee would like to thank Matt for his hard work on the cHarmony app and for walking us through the admin section of the App. Further to our meeting, here are the selections of committee categories per committee member:
 - Academic and curricular Affairs Committee – Amy
 - Educational Res and Services- Timi
 - Faculty Personnel and Welfare – Tej
 - Goals and Directions- Howard
 - Professional Development –Derrick
2. Here is what we will be doing:
 - a. Now – April 1st – Each member will check the committee membership for the committees in their category. See: <https://www.unomaha.edu/faculty-senate/faculty-committees/index.php> . Please add the members of the committees to the committees on the App. Matt will be sending an email out to all the committee members to ensure that they are on the App.
 - b. April 1st-22nd For vacant positions or for the positions with terms ending, Committee members will add people who have expressed interested in serving on the committees in their list/category. They will email the new committee members letting them know that they have been selected to serve on the committee for the term that is indicated for the vacancy. We ask that they respond to our emails by confirming their intention to serve on the committee you assigned them. This committee will meet over zoom on April 22nd to wrap up any remaining vacancies or issues that may remain.

V. Other Faculty Senate Committees

A. Faculty Senate Budget Advisory Committee Report: Ebdon, Eesley, and Hall

B. Ad hoc UNO-UNMC Faculty-to-Faculty Communication and Collaboration Committee: Senator Kelly

C. Ad hoc Committee on Faculty Advancement: Senator Ostler

VI. Non-Senate Committee Report(s)

VII. Unfinished Business

A. Wellness Committee

- 1. Senator Surface proposed for the Wellness Committee to fall under Faculty Senate Committees, “yellow sheet committees.”

VIII. For the Good of the Order

IX. New Business

A. RESOLUTION: Recording of Classroom Activities

WHEREAS All courses are moving temporarily online

WHEREAS Students are adjusting to a different modality of learning online and may struggle to take notes on synchronous video calls or class lectures.

BE IT RESOLVED THAT Faculty Senate recommends that all faculty make course audio/video materials available to their students when available. As part of this recommendation, faculty are encouraged to record and make available their zoom sessions and other synchronous class content.

Faculty are also encouraged to advise their students about digital etiquette, or “Netiquette”, best practices for the responsible and respectful use of class-related audio/video materials. Netiquette is important for protecting academic freedom and the privacy of other students in the class.

AND BE IT RESOLVED THAT Faculty Senate endorses the attached temporary policy on recorded audio to be adopted by the UNO campus to protect faculty intellectual property and ensure proper online etiquette procedures are followed by students.

B. Interim Policy: Recording of Classroom Activities (agenda attachment – pgs. 15-16)

C. Assistive Note Taking Device Agreement (agenda attachment – pg. 17)

X. Adjourn

XI. Announcements

Schedule for 2019-2020		
EC Meetings (Usually 1 st Wed. of month)	Faculty Senate Meetings (Usually 2 nd Wed. of month)	EO&A Meetings (Usually 3 rd Wed. of month)
April 1	April 8	April 15
May 6	May 13	May 20

Attachments

2019-2020 Executive Council Minutes
Wednesday, March 4, 2020
ASH 196

Present: Cast-Brede, Davidson, Hale, Helm, Ostler, Qureshi, Surface, Woody

- I. The meeting was called to order** at 1:59 p.m. by Senator Surface.
- II. The minutes** of February 5, 2020 were approved as submitted.
- III. Officers' Reports**

A. President's Report: Senator Hale

- COVID-19: Please see guidance provided by UNO
- Chancellor's Sustainability Committee and transportation access
- Update regarding United Way (FP&W)
- Update regarding F&A discussion (CoERS)
- Meeting with Ted Carter
- Campus newsletter for March, April, and likely May will focus on faculty advancement ad-hoc committee and goals and directions work.
 - o Examine advancement and ladder-rank systems for instructional and tenure track faculty with the intent to identify gaps and barriers that impede career advancement or issues that lead to retention and compensation issues (e.g. salary compression, lack of ladder rank steps, etc).
 - o Create a prospectus document that specifies a desired faculty advancement and ladder rank system that closes identified gaps and addresses known issues.
 - o Democratize the process by soliciting broad faculty feedback and approval.
 - o Aggregate faculty feedback and provide it to Academic Affairs and AAUP to inform the next round of collective bargaining efforts.

(Further Discussion: The NU system is prepping for a coronavirus update. A website has been launched with information pertaining to the issue. The Chancellors Sustainability Committee is working on solar feasibility at UNO and transportation around campus via bicycles. A sub-committee has been launched to investigate barriers to bicycle traffic among car traffic. Additionally, on May 20th the Executive Council will be meeting with President Ted Carter.)

B. Secretary/Treasurer Report: Senator Davidson

- 1. EO&A Meeting Attendees:** Kopp, Davidson, Smith-Howell, Surface, Ostler, Qureshi, Hale, Toman, Kamm
 - a. Big Ideas Announcement came out and SVP Kopp encourages all who are interested to get involved in these projects.
 - b. SVP Kopp applauded faculty for helping keep enrollment stable for spring semester and helping with summer course opportunities for students.
 - c. Faculty are encouraged to continue looking into possible tools for evaluating teaching effectiveness.
 - d. Acknowledgement of Resolution 4397.

Res.#	Date Senate Passed	Title	Admin Accept	Sent for Senate Action	Denied/Deferred/In Progress	Final Action/Resolved
4397	2/5/20	Support for Draft Campus Policy Relating to Conflicts of Interest and Commitment	2/19/20			Acknowledged
4398	2/5/20	Retirement Plan Review Committee	2/26/20			Acknowledged

C. Treasurer’s Report: Senator Davidson reported on the February 2020 budget report.

IV. Standing Committee Reports

A. Committee on Academic and Curricular Affairs: Senator Woody

1. **Teaching Evaluations** – The committee met with Candice Batton, Jaci Lindburg, Karen Hein, and Hank Robinson regarding upcoming improvements to teaching evaluations. Batton suggested creating a Task Force that will allow the opportunity for personnel and faculty to work together on improving the teaching evaluations. Current topics regarding changes needed to the evaluations includes: questions that do not pertain to the class, online classes, the instrument used, and how the evaluations are used for faculty. Robinson is attending the March ACAC Meeting to discuss the topic further.
2. **Plagiarism** – Senator Wessling contacted Trent Fredericksen inquiring about any unfinished business from the previous year that needed to be pursued, the unbelievably low stats being reported by the SCCS, the process used by the University to house and tract first time and repeat violators, if the language of the reporting process for faculty is in need of revision for clarity of what should be reported and what adjustments to mandatory reporting need to be made to reflect a more accurate picture of our students' academic integrity at UNO. Mr. Fredericksen replied that he too felt the number of cases of alleged violations is very low. Currently, only required mandatory reporting is if the faculty's response was an F in the course. Any less than an F for the course can be, but is not required to be, reported at the faculty members' discretion. He was unsure as to whether policy was too vague or confusing. He did say instructors have failed to follow the policy or instructors did not give the student due process as stated in the policy. The committee is in the process of contacting Dr. Edwards for conversation about the matter, before taking any further steps.

(Further Discussion: Motion by Senator Woody to refer teaching evaluation recommendations to an ad-hoc body of the senate. Specifically: Move that Matt establish an ad-hoc committee to investigate and come up with recommendations to make changes to 1) teaching effectiveness evaluation for RPT and 2) specify effective and holistic methods for teaching evaluation more generally. Motion to vote, all approves. No opposed. Motion passes.)

B. Committee on Educational Resources & Services: Senator Schoenbeck

1. Facilities and Administrative Costs Policies

- a. The ER&S committee proposed that a transparent reporting system at the college level might be a mechanism to promote the alignment of F&A spending with

the needs of the research that brings in these funds, and which the funds are intended to support. It was not clear if such a reporting system might already be in place.

The administration was approached with this question during the Feb. 20 meeting. The essence of the response was that:

1. There are current reviews of budgets across campus, and these reviews include an effort towards clear reporting of spending.
2. F&A is a small portion relative to other components (tuition and tech fees). As such, F&A reporting will likely be made clearer as the reporting of the other components is addressed. This will be part of an ongoing effort over the next year.

The ER&S Committee proposes to table this item for the current academic year, and monitor progress in budgetary reporting at the beginning of the 2020-2021 academic year.

2. Paul Beck Memorial Scholarship

- a. The Paul Beck Memorial Scholarship Storefront is now “open” to receive donations.

It can be found at <https://commerce.cashnet.com/UNOCW?itemcode=CW-PBECK>

This link will be posted on the Faculty Senate web page.

We will be updating the content to give a more complete history of Paul Beck’s association with the Scholarship. If you have suggestions for improvements, please contact the Educational Resources and Services Committee.

(Further Discussion: Motion to table Facilities and Administrative Costs Policies indefinitely tabled to be handled at the March Faculty Senate Meeting. Additionally, Executive Council members have been instructed to go to the Paul Beck Scholarship donation site and make sure the site has accurate and easy to read information presented. Senator Hale proposed a simpler web address for accessing the site.)

C. Committee on Faculty Personnel & Welfare: Senator Helm

1. Ombuds Update

- a. The Committee noted that on Wednesday morning, 2/16/2020, SVC Kopp circulated a call for nominations to UNO faculty asking for nominations for the position of Director of Ombuds Services. Please send nominations to Candice Batton, Assistant Vice Chancellor for Faculty Affairs, cbatton@unomaha.edu by March 6, 2020.

The nomination should include name and contact information and a one-page letter of nomination indicating the skills and experiences that the individual would bring to the position. Self-nominations are welcome.

Executive Council Minutes 3/4/2020

2. Retirement Plan Review Committee

- a. The Committee submitted the following resolution to appoint Dr. Ziaul Huq to the U-wide Retirement Plan Review Committee:

RESOLUTION: University Committee for Faculty Personnel and Welfare:
BE IT RESOLVED as Central Administration has created a new NU system wide committee called the U-wide Retirement Plan Review Committee, the following name go forward to serve this term, from spring 2020 through December 31, 2021-or longer: Ziaul Huq (CBA).

3. UN and the United Way

- a. The Committee discussed the next step in following up on the situation in which the University was releasing employee information to the United Way. The Committee agreed that following further investigation the Committee would write a resolution to discuss with the full senate.

Following the meeting the Committee was contacted by Cecil Hicks where we were informed that the University had met with United Way representatives and “established new procedures where no confidential/sensitive data will be provided without the consent of employees”.

D. Committee on Goals and Directions: Senator Ostler

1. Ongoing/Pending Items

- a. **Non-Tenure Track Faculty Promotion Options:** With Collective Bargaining beginning in the fall, the Goals and Directions Committee continued to discuss topics related to non-tenure track promotion options. With Auxiliary Appointments such as Senior Lecturer now available, the G&D Committee discussion will work in tandem with the Ad Hoc Committee on Faculty Advancement. Further, without arguing on behalf of increasing the number of Adjunct Faculty UNO uses to We
1. Auxiliary Appointments such as Senior Lecturer (for which we would recommend Extended Contract lengths) would be made permanent as part of the faculty contract.
 2. Options for Professor of Practice as specialized teaching appointments could be made available.
 3. Ad Hoc Committee on Faculty Advancement talked about the possibility of a Tenure Track path for Instructors that may include Instructor I, Instructor II, Lecturer, Senior Lecturer, and Professor of Instruction (with a form of Tenure available at the Professor of Instruction rank.
- b. **Adjunct Faculty**
1. Parking relief package
 - a. Lower cost for Adjunct Designation
 - b. Partial day options available during the times they teach

Executive Council Minutes 3/4/2020

2. Possible MavCard Benefits
 3. Possible Year-long Contracts or successive semester options for proven effective adjunct instructors. This may be for individual Departments and Colleges to decide
 4. Priority applications. First in line to sign a contract.
 5. Possible representation through Non-voting Faculty Senate Membership
 6. Campus wide Adjunct Expert available for answering questions such as can an adjunct faculty be part of a grant proposal, etc.
- 2. Solar Feasibility**
- a. The Solar Feasibility study conducted by Dr. Bing Chen in the Spring of 2019 was briefly discussed with the Senior Vice Chancellor in the EO&A meeting. Administration appears receptive at this point but will need additional information. The Study done by Dr. Chen has been forwarded to Vice Chancellor Kopp.
 - b. The Solar grant submitted to the Nebraska Environmental Trust was not funded but the committee who worked on the original project is going to resubmit.

E. Professional Development: Senator Cast-Brede

1. Student Health Insurance Plan
 - a. Student Health Insurance Plan: Dr. Juan Casas contacted committee chair to say that the committee has looked at initial models of plans but are awaiting information from Central Administration before proceeding further.
2. Campus Policy Regarding Bringing Children to Work
 - a. There is a campus-wide policy on bringing children to work
 1. Policy reads: “As a rule, it is inappropriate for children to be in the work place on a regular or sporadic basis, such as after school each day, on holidays when daycare is not available, or when children are ill.
 2. In the rare instance when there are no other alternatives, and a staff member must bring a child to the workplace, advance approval should be obtained from the supervisor and the duration of the child’s visit to the workplace should be kept to a minimum. It is essential that parents or guardians provide close, constant supervision of their children while they are in the workplace. Children who are ill should never be brought to the workplace. Parents or guardians are responsible for childcare arrangements and planning alternatives for childcare. Parents or guardians may use vacation time when childcare issues arise.”(<https://www.unomaha.edu/campus-policies/children-in-the-workplace.php>)
 - b. Senator Rech found examples of universities that provide emergency daycare services.
 - c. Committee decided to return to their individual colleges to learn how the policy is (or is not) enforced across campus.
 - d. Committee chair will contact Staff Advisory Council and the Chancellor’s Commission on the Status of Gender Equity for additional feedback.
3. Campus list of Professional Development Opportunities for Faculty
 - a. The UNO Center for Faculty Excellence (CFE) has a calendar of professional development opportunities for faculty on their website at <https://www.unomaha.edu/faculty-support/about-us/calendar.php>

Executive Council Minutes 3/4/2020

- b. This list includes events / activities sponsored by CFE and their partners including Service Learning Academy, ORCA, the Library, STEM TRAIL Center, and the Office of Digital Learning.
- c. They also monitor MavDaily for additional activities/events to add to the calendar when appropriate.
- d. There is an option where other offices and departments on campus can submit information regarding their programming for inclusion on the calendar.
- e. CFE also has a mailing list which sends out a list of upcoming professional opportunities at the beginning of the month - bit.ly/cfe-opt-in

(Further Discussion: A University-wide Benefits Committee is looking into short term solutions for student health insurance, however, these are not long-term solutions. Students will be auto-enrolled into the health insurance, however, they can opt-out. The committee hopes to have specifics on the plan by mid-March. UNMC Students are expected to enroll in the health insurance plan by May 2020.)

F. Committee on Committees: Senator Qureshi

1. Committee updates by Derrick. Please see attached Derrick's committee updates. It appears that the Facilities Committee is not operating effectively. The Committee on Committees discussed this situation and have suggested that you bring it up with the Chancellor at the next executive committee meeting. This committee also suggests that Matt contact the previous FS president Laura who also had the same issue and addressed it through some meetings. The committee was supposed to start involving the faculty members in actual committee business. It sounds like that didn't happen.
2. Progress with the testing cHarmony app: <http://unomaha.charmony.org>. All the colleges are happy to go ahead with the app and are particularly excited to have the option to change their committee assignments. We on schedule with the role out plan: The cHarmony committee match application was presented and tested at the Faculty Senate meeting on the 12th of February. The full Faculty Senate membership will test the app until the 24th of February. This committee will then meet on February the 26th to compile the feedback and provide it to Matt. If Matt can get the App ready, we hope to have the app shared with the entire faculty of UNO by March 1st with a deadline to complete the survey by the 31st of March. Lisa will need to send reminders to the faculty on the 16th, 20th and 30th of March. The initial results should be with this committee by April 1st for review. This committee will then meet on April 22nd to work on the results of the survey and match faculty to the committee vacancies.
3. New Business: Campus-wide professorship review committee - need new FS representative. We need faculty who are qualified to evaluate the application materials. They do not have to be full promoted, but tenured probably makes the most sense. Also, as noted, someone who complements Rex Cammack, thus perhaps from a different college and with expertise that is significantly different than geography. Candice Batton would prefer someone from IS&T or CBA to balance the committee.

(Further Discussion: Derrick's List will be emailed to all Executive Council members. The charmony app is expected to be released after the March Faculty Senate Meeting. Additionally, the Campus-wide Professorship Review Committee will be assigned an appointment at the Executive Council Minutes 3/4/2020

March Faculty Senate Meeting.)

V. **Other Faculty Senate Committees**

A. Faculty Senate Budget Advisory Committee Report: Ebdon, Eesley, and Hall – no report.

B. Ad hoc UNO-UNMC Faculty-to-Faculty Communication and Collaboration Committee: Senator Kelly – no report.

C. Ad hoc Committee on Faculty Advancement: Senators Hale / Ostler / Davidson

- Discussed upcoming faculty contract negotiation process set for September.
- Discussed the need to establish a set of requested changes to aid in faculty advancement and retention efforts.
- Discussed potential changesets that, among other things, adds a tenure-track pathway for instructional faculty to the ladder rank system and more advancement steps for all faculty.
- Established a timeline (below) to provide timely, democratized, feedback to administration and AAUP to assert the will of the faculty w/ respect to faculty advancement and ladder rank systems.

March 4th - Ad-hoc committee for faculty advancement delivers initial problem scoping statement to executive council to initiate a prospectus development.

March 13th - Faculty senate writ large is charged with providing feedback to the ad-hoc committee.

March (after senate meeting) - Senate newsletter begins a campus-wide conversation and frames forward looking discussion. Ad-hoc committee creates a meta-model and prospectus document that stipulates a series of changes to the ladder rank system.

April 1 - Ad-hoc committee delivers the prospectus and a resolution to the executive council. Resolution to seek a campus-wide faculty survey to build consensus around the prospectus provisions.

April 8th - Senate votes to move forward with the faculty survey (or not).

April 20th - (with approval) Faculty senate sends out a survey to all faculty on campus (along with the April newsletter). The survey allows faculty to approve, disapprove, or provide other feedback regarding each major provision of change. In this way the survey is not "accept all or nothing."

May 4th - Ad-hoc committee performs data analysis, aggregates results, and presents findings of the survey to executive council.

May 13th - A resolution related to survey findings is brought forward to senate as a terminus of senate activity. Resolution will outline the next steps - which will include, at a minimum, referral of findings to Academic Affairs and AAUP.

May 14th - Senate newsletter reports findings of the survey, shares the final prospectus document, and outlines next steps from senate's perspective with the campus.

Summer - Any "other" findings from the survey might be further analyzed to tweak the prospectus document.

<senate's primary responsibility is concluded>

September - AAUP and Academic Affairs negotiate - hopefully reflecting the content of

Executive Council Minutes 3/4/2020

the senate prospectus and survey findings.

VII. Non-Senate Committee Report(s) – no report(s).

VIII. Unfinished Business

A. Wellness Committee

1. Senator Surface proposed for the Wellness Committee to fall under Faculty Senate Committees, “yellow sheet committees.”

VIII. For the Good of the Order

IX. New Business

A. Senator Nelson Removal

(Further Discussion: Senator Nelson has been removed from the Senate.)

B. Distinguished Professor Update

C. Facilities Committee Operations

D. Lactation Support for Nursing Mothers

PURPOSE:

To provide guidance and procedures in creating a supportive working climate for nursing mothers to express milk at work.

POLICY STATEMENT:

The University of Nebraska at Omaha strives to create a workplace that is both productive and supportive of its faculty, staff and student employees in their familial roles. The University recognizes the benefits of workplace support for breastfeeding mothers.

Departments should make reasonable efforts to provide accommodations to lactating mothers. These accommodations include:

Access to a clean and private space, shielded from view and free from intrusion from coworkers and the public, to express milk for any staff or faculty member or student employee who is breastfeeding a child for up to 3 years after the birth of a child. If a department is not able to provide a nursing mother with a space to express breast milk then the following should be allowed: Adequate time to travel to another building where a lactation station is located. A staff or faculty member or student employee is not to be penalized for extra travel time needed to get to the lactation station. Lactation stations are provided around campus in locations specified on the following website. BLANK

With positions that require travel around campus, the mother can make individual arrangements with departments and facilities to access a lactation station or other room for expressing breast milk.

An ideal location would be clean, maintain an appropriate temperature and ventilation, and be located near the work station with locks for privacy and an electrical outlet. Allowing access to a refrigerator, where available, to securely store expressed breast milk is helpful. Under no circumstances will a department offer, require, or allow a restroom (bathroom) as an option for expressing breast milk.

Executive Council Minutes 3/4/2020

Staff, faculty or student employees should be allowed adequate use of break time, leave time, meal time, and/or a flexible work schedule to utilize a lactation station, to express milk, and to clean equipment after pumping. New mothers should contact their supervisors to request work schedule variations in advance. Decisions about accommodations should be made on a case-by-case basis with consideration of scheduling options available to the mother that allow University business needs to be accomplished. For guidance concerning infants in the workplace for nursing, please refer to University's policy on Children in the Workplace.

E. Children in the Workplace

PURPOSE:

To provide guidance for creating a supportive working climate for employees to meet family obligations and to outline when children can appropriately be at the workplace.

POLICY STATEMENT:

The University of Nebraska at Omaha values an atmosphere that fosters a healthy balance between workplace obligations and family issues. When possible, departments should honor an employee's request for flexibility to meet unexpected family needs that may require the employee's attention during normal working hours. When workloads allow, the University encourages departments to cooperate with employees who wish to meet family responsibilities by using breaks or lunch hours, flexible work schedules, adjusted hours or vacation leave.

The University understands that brief and infrequent visits by children of its employees occur for a variety of reasons. However, the frequent, regular or extended presence of children during work hours is not allowed for the following reasons: the potential for interruption of work, health and safety issues, and liability to the organization. Therefore, University of Nebraska at Omaha employees should follow the principles below regarding the presence of children in the workplace:

At all times, children remain the sole responsibility of the parent. Parents must accompany their children at all times. The employee must not ask any other employee or student to supervise the child.

The presence of the child cannot disrupt the work environment or negatively affect the productivity of the employee who brought the child, other employees, or students. The employee's supervisor may ask the employee to take the child from the workplace at any time if the supervisor determines that health or safety risks are too great, or that the child's presence is disruptive.

Bringing children to the workplace on a recurrent basis during their school breaks or before/after school is not appropriate.

A child who has an illness that prevents acceptance by a regular day care provider or from attending school, particularly a child with an infectious disease, should not be brought to the workplace under any circumstances.

(Further Discussion: The Lactation Support for Nursing Mothers and Children in the Workplace Policies will be reviewed by the Professional Development Committee and expected to be brought to the April Faculty Senate Meeting with resolutions.)

X. The meeting adjourned at 3:32 p.m. with announcements.

Faculty Senate of the University of Nebraska at Omaha Operating Budget March 2020

Expenses Paid: By Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	YTD
521100 Postage	0.00	15.70	6.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.60
521200 Communications	26.00	26.00	26.00	26.00	26.00	26.00	22.00	22.00	22.00	0.00	0.00	0.00	222.00
521509 Print & Copies	0.00	0.00	39.17	29.90	0.00	0.00	3.24	0.72	19.59	0.00	0.00	0.00	92.62
526900 Office Move	0.00	0.00	307.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	307.00
521800 Dues/Subscriptions/Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
521700 Engraving	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524200/524900 Rent Conf Fac	0.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
520000 (Op. Exp./Serv.) Total	26.00	391.70	379.07	55.90	26.00	26.00	25.24	22.72	41.59	0.00	0.00	0.00	994.22
531100/5314/531900 Office Supplies	64.66	42.89	85.78	0.00	0.00	0.00	1,554.46	84.00	0.00	0.00	0.00	0.00	1,831.79
531300 Catering	0.00	1,990.99	156.10	604.00	166.10	156.10	130.60	134.10	158.60	0.00	0.00	0.00	3,496.59
530000 (Op. Supplies) Total	64.66	2,033.88	241.88	604.00	166.10	156.10	1,685.06	218.10	158.60	0.00	0.00	0.00	5,328.38
541100/500 Lodging/Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
541400 Mileage:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
540000 (Travel Expense) Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Non-Personnel Services	90.66	2,425.58	620.95	659.90	192.10	182.10	1,710.30	240.82	200.19	0.00	0.00	0.00	6,322.60
Year To Date:	Budget	Spent	Pending	Balance	Bal. %	Comments							
520000 Operations	2,676	994	0	1,682	63%								
530000 Supplies	5,685	5,328	0	357	6%								
52000 & 530000	8,361	6,323	0	2,038	24%								
540000 Travel	775	0	0	775	100%								
Total Non-Pers. Services	9,136	6,323	0	2,813	31%								

CHILDREN IN THE WORKPLACE

PURPOSE:

To provide guidance for creating a supportive working climate for employees to meet family obligations and to outline when children can appropriately be at the workplace.

POLICY STATEMENT:

The University of Nebraska at Omaha values an atmosphere that fosters a healthy balance between workplace obligations and family issues. When possible, departments should honor an employee's request for flexibility to meet unexpected family needs that may require the employee's attention during normal working hours. When workloads allow, the University encourages departments to cooperate with employees who wish to meet family responsibilities by using breaks or lunch hours, flexible work schedules, adjusted hours or vacation leave.

The University understands that brief and infrequent visits by children of its employees occur for a variety of reasons. However, the frequent, regular or extended presence of children during work hours is not allowed for the following reasons: the potential for interruption of work, health and safety issues, and liability to the organization. Therefore, University of Nebraska at Omaha employees should follow the principles below regarding the presence of children in the workplace:

- At all times, children remain the sole responsibility of the parent. Parents must accompany their children at all times. The employee must not ask any other employee or student to supervise the child.
- The presence of the child cannot disrupt the work environment or negatively affect the productivity of the employee who brought the child, other employees, or students.
- The employee's supervisor may ask the employee to take the child from the workplace at any time if the supervisor determines that health or safety risks are too great, or that the child's presence is disruptive.
- Bringing children to the workplace on a recurrent basis during children's school breaks or before/after school is not appropriate.
- A child who has an illness that prevents acceptance by a regular day care provider or from attending school, particularly a child with an infectious disease, should not be brought to the workplace under any circumstances.
- Additional flexibility might include access to digital accommodations for employees to virtually attend meetings, when appropriate, in the event their campus presence is hindered.
- Nursing mothers be allowed break time to breast feed as stipulated by the Fair Labor Standards Act.

LACTATION SUPPORT FOR NURSING MOTHERS

PURPOSE:

To provide guidance and procedures in creating a supportive working climate for nursing mothers to express milk at work. **Expressing breast milk is a very different process from breastfeeding. Pumps make noises that can be distracting. The nursing mother will often have to remove some clothing. Additionally, equipment should be cleaned after each use, and breast milk needs to be stored properly. Bathrooms are not permissible locations under the amended Fair Labor Standards act.**

POLICY STATEMENT:

The University of Nebraska at Omaha strives to create a workplace that is both productive and supportive of its faculty, staff and student employees in their familial roles. The University recognizes the benefits of workplace support for breastfeeding mothers.

Departments should make reasonable efforts to provide accommodations to lactating mothers. These accommodations include:

Access to a clean and private space, shielded from view and free from intrusion from coworkers and the public, to express milk for any staff or faculty member or student **employee** who is breastfeeding a child for up to 3 years after the birth of a child. If a department is not able to provide a nursing mother with a space to express breast milk then the following should be allowed:

- Adequate time to travel to another building where a lactation station is located. A staff or faculty member or student employee is not to be penalized for extra travel time needed to get to the lactation station. Lactation stations are provided around campus in locations specified on the following website - <https://www.unomaha.edu/about-uno/lactation-rooms.php>
- With positions that require travel around campus, the mother can make individual arrangements with departments and facilities to access a lactation station or other room for expressing breast milk.
- An ideal location would be clean, maintain an appropriate temperature and ventilation, and be located near the workstation with locks for privacy and an electrical outlet. Allowing access to a refrigerator, where available, to securely store expressed breast milk is helpful. Under no circumstances will a department offer, require, or allow a restroom (bathroom) as an option for expressing breast milk.
- **Nursing mothers be allowed break time to breast feed as stipulated by the Fair Labor Standards Act.**

Staff, faculty or student **employees** should be allowed adequate use of break time, leave time, mealtime, and/or a flexible work schedule to utilize a lactation station, to express milk, and to clean equipment after pumping. New mothers should contact their supervisors to request work schedule variations in advance. Decisions about accommodations should be made on a case-by-

case basis with consideration of scheduling options available to the mother that allow University business needs to be accomplished. For guidance concerning infants in the workplace for nursing, please refer to University's policy on Children in the Workplace.



CHANCELLOR'S COMMISSION
ON THE STATUS OF GENDER EQUITY

Matt Hale
Faculty Senate President
University of Nebraska at Omaha
6001 Dodge Street
Omaha, NE

March 30, 2020

To the Faculty Senate,

On behalf of the Chancellor's Commission on the Status of Gender Equity (CCSGE), we would like to officially endorse the proposed Faculty Senate policy change regarding "Children in the Workplace." Melissa Cast-Brede provided the draft wording to our group for review, and we are very pleased to see the work being done to support parents on campus. This new wording creates a supportive working climate for UNO employees and will hopefully eliminate current discrepancies in how departments handle these situations. A consistently enforced, unified policy will make all employees feel supported in striving for academic excellence while maintaining a work/life balance to manage family responsibilities.

Additionally, the newly proposed "Lactation Support for Nursing Mothers" policy is one that we enthusiastically support for breastfeeding mothers on campus. CCSGE has made the identification and implementation of lactation spaces a priority for the last several years. Expressing milk is a deeply personal and intimate act that should not be performed in a restroom or under penalty for using time at work. All lactating persons at UNO should be afforded the opportunity to access a clean and private space, shielded from view and free from intrusion from coworkers and the public, to express milk. They should be allowed adequate use of break time, leave time, mealtime, and/or a flexible work schedule to utilize a lactation station, to express milk, and to clean equipment after pumping.

Both of these policies will support the recruitment and retention of UNO employees and will help to create a more gender equitable campus environment.

Thank you on behalf of the CCSGE Campus Climate Committee:

Dr. Heidi Blackburn	Dr. Jessi Hitchins
Maria Sorick	Dr. Jenna Yentes
Dr. Candice Batton	Laura Sherwin
Alex Zatzabal	Kirsten Case
Dr. Julie Bell	



Interim Policy: Recording of Classroom Activities

POLICY CONTENTS
Scope
Policy Statement
Reason for Policy
Additional Contacts
Related Information
History

Scope

This temporary policy applies to all faculty, staff, and students at the University of Nebraska at Omaha (UNO).

Policy Statement

Faculty and students engaged in the instructional process have a reasonable expectation of privacy. There are privacy concerns for the general audience, identifiable individuals, and student work or presentations classified as “educational record” under the [Family Educational Rights and Privacy Act \(FERPA\)](#). Implementation of this policy recognizes UNO’s obligation not to infringe upon the reasonable privacy expectations of faculty, staff and students in classrooms and other instructional settings, subject to applicable state and federal laws and regulations and UNO and University of Nebraska policies

Students **may not** make audio or video recordings of, or livestream, any classroom activity, including lectures, without express prior written consent from the course instructor or if a student has an approved accommodation that requires recording. Instructors may allow recordings of their classes by students if specifically authorized in the course syllabus or otherwise communicated to students in writing. Instructors who wish to record their classes must inform students or other participants in the class in advance and explain the likely use of the recording (i.e. research, archiving, etc.). Whether a student or instructor initiates the recording under this policy, any person who may appear in such recording must be notified in advance and be informed regarding the intended use of the recording.

Recordings covered under this policy can include traditional audio and video recordings of classroom lectures, activities, and course material as well as communications technologies that provide for streaming and digital transmissions or recording of such instructional content or communications between faculty members and students or students engaged in class activities.

This policy does not apply to any accommodations required by Federal or State law for students with disabilities. If a student has an accommodation to record classroom activities, those recordings may not be shared with any other student, whether in the same course or not, or with any other person or on any other platform.

Reason for Policy

To establish the UNO policy on recording of classroom activities.

Additional Contacts

Subject	Contact	Phone	Email
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Related Information

[University of Nebraska Board of Regents Policy 4.4.1 – Ownership of Intellectual Property](#)

[University of Nebraska Memorandum on Copyright Law and Compliance](#)

[UNO Accessibility Services Center](#)

[UNO Office of Digital Learning](#)

[UNO Student Code of Conduct](#)

History

Draft Temporary Policy 03.31.20



UNIVERSITY OF NEBRASKA OMAHA
ACCESSIBILITY SERVICES CENTER

6001 Dodge Street • H&K 104 • Omaha, NE 68182 • Phone (402) 554-2872 • Fax (402) 554-6015 • unoaccessibility@unomaha.edu

ASSISTIVE NOTE TAKING DEVICE AGREEMENT

First Name: _____ Last Name: _____

NU ID: _____

TERMS OF AGREEMENT	Please initial each section if you agree.
I will use materials only for my own personal academic use during this specific course.	
I understand that faculty members have copyright interest in their course materials, and I agree not to infringe on this right in any way.	
I will not release, digitally upload, or otherwise share all or part of the course materials. Additionally, I agree that I will not profit financially and not allow others to benefit personally or financially from the course materials.	
I understand that any violation of this agreement may subject me to discipline under the Student Code of Conduct and subject me to liability under copyright laws.	
I understand that ASC will notify my instructors of this agreement.	
I understand that I only have the right to use the electronic files for the academic term of the course.	

EXCHANGE OF ANY MATERIALS OR ELECTRONIC FILES, IN A MODIFIED FORMAT OR COPY THEREOF, IS A VIOLATION OF THE U.S. COPYRIGHT ACT. SEPARATE AUTHORIZATION MUST BE OBTAINED FOR EVERY USE OF THESE MATERIALS OR ELECTRONIC FILES, ITS MODIFIED FORMAT, OR COPY THEREOF.

My signature below indicates that I have read, understood, and will abide by all the terms and conditions of this contract, with no exceptions.

Signature: _____ Date: _____