

Faculty Senate Minutes
Thursday, August 13, 2020, Via Zoom, 2:30 PM

I. Attendance

K. Armbruster, V. Brown-Kennerly, P. Davis, E. Fan, T. Foley, E. Goedercis, S. Jensen, J. Lassetter, B. Lynch, S. Mahfood, J. Palmer, M. Preuss, T. Rcilly, E. Rhincy, L. Risik, D. Stiles.

At agreement of the Senate, Professor C. Parr attended the meeting as an observer.

II. *Upon motion by S. Jensen, seconded by L. Risik, the Senate unanimously approved the minutes of the July 30, 2020 Faculty Senate meeting pending revisions to Section III.A.1.5.*

III. New Business

A. President's Update:

Pres. Lynch reported that he has attended many formal meetings and side bars in the past week. He addressed the following:

1. Fall Teaching: All department's classes are now coded in CX and any adjustments will be made this week.
2. Faculty Accommodations: Most accommodations requests have been met even if HR has not received the paperwork yet. If there are any faculty still unhappy with their accommodation's requests, please have them contact him (Pres. Lynch) directly.
3. FAQs: FAQs have been disbursed to students. Pres. Lynch asked the Senate to make sure they read all of those prior to classes beginning. He also asked that everyone please reach out to their students to confirm in what modality students' classes will be taught so they know what they are doing.
4. Pres. Lynch has been working on university-wide language to be included on ALL class syllabi so that students are constantly reminded of things they should be doing related to COVID, such as wearing masks, social distancing, staying home if they are sick, etc.
5. Remote work accommodation plans were rolled out to primarily staff but were then provided to faculty. Pres. Lynch reminded everyone that a VPN and or a VDI is required if using a personal laptop or programs that require certain confidentiality such as CARS and anything requiring student information.
6. The hybrid modality has changed to possibly include face to face class besides being taught online.
7. The Task Force is still working on identifying spaces for commuter students and contingent faculty to wait between classes, attend a class virtually, or to eat. The Task Force is also trying to decide how to utilize elevators in buildings.
8. Add/drop: Pres. Lynch expressed the importance for faculty to fill out the attendance forms for the first week of classes. Academic Affairs will hold off on dropping students until they contact those who have not attended to find out the reasons behind not attending class.

A Senator stated that the dining services will not be accessible to faculty and staff for the first few weeks of school and that there will be no eating or drinking allowed in classrooms. This may or may not be only for the School of Communications.

A Senator asked what students should do if they cannot be in class due to illness or quarantine. Pres. Lynch stated that Academic Advising will have a tent set up on campus the first week of school so students can go and find out exactly in what modalities their classes are being taught. It is their responsibility to inform their professors if they need accommodations.

A Senator asked what professors do if a student reports that they are sick. Pres. Lynch suggested they report the illness to administration wherein a series of questions will be asked. The student may be moved to different housing. Their room may be cleaned. But as far as faculty are concerned, their duty is only to report the illness. The administration should take over from there at that point.

B. Corrective Action Policy (Attachment A):

President Lynch stated there is much ambiguity between the Corrective Action Policy (CAP) and the Grievance Policy. The CAP is immediately invoked when dealing with staff, but it is fundamentally different for faculty. There is no opportunity for faculty to defend themselves and no process for advocacy. Because of this, Pres. Lynch promotes the hiring of at least one Ombud, if not more, at Webster University. If there was an Ombud, faculty could discuss options with them and make a more informed decision on how to handle their case. It needs to be someone who could stress best practices and be well-versed in the University policies.

The Faculty Senate unanimously passed a motion by J. Lassetter, seconded by E. Goedereis, to endorse that Webster University find a way to hire an individual for the internal position of Ombud who is an independent member of the University without teaching or student life responsibilities.

IV. Old Business

A. Rescheduled Spring Institute:

Senator Armbruster stated that the planning committee met last Thursday. She provided documents to the Senate today via email. She has created a Canvas Team to share information and she will move all of the previously created One Drive documents into the Canvas Team. They executed a practice Zoom meeting prior to the Senate meeting. There are still some questions to work out. She will write specific instructions for note takers and moderators of the break-out groups to follow.

B. 2020 Fall Institute:

Vice President Palmer reported that the planning committee is keeping her informed and updated on plans and that she will pass along anything they may need to the Senate.

C. Open Committee Seats Appointments:

The Faculty Senate unanimously passed a motion by E. Goedereis, seconded by J. Palmer, to appoint Professor Daniel Mueller as the Walker School of Business & Technology representative on the Graduate Council for a 3-year term ending in May 2023.

The Faculty Senate unanimously passed a motion by J. Palmer, seconded by E. Goedereis, to appoint Lansanthi Gamage as an At-Large member of the Honors Board for a special 1-year term ending in May 2021.

The Faculty Senate unanimously passed a motion by K. Armbruster, seconded by J. Lassetter, to adjourn this meeting at 3:47PM.

Corrective Action

Progressive corrective action is used for regular full-time and part-time staff who are not in their introductory/probationary period, and may include verbal warning, written warning, suspension, and ultimately discharge. It is expected that conversations occur before any warnings have been issued outlining the basic expectations, job performance duties, and other guidelines that need to be followed. Supervisors should refer to the Human Resources (HR) website for all policies <http://www.webster.edu/human-resources/policies/>.

The purpose of corrective action is to inform the employee of inadequacies in performance or instances of improper behavior, clarify what constitutes satisfactory performance or behavior, instruct the employee on what action must be taken to correct the performance or behavior problem, and notify the employee of what action will be taken in the future if the expectations are not met. It is our goal to give employees every opportunity to succeed.

There are several levels of corrective action, each progressively more serious, which may be used to correct employee performance and behavior. However, Webster University reserves the right to skip one or more steps depending upon the severity of the situation. ***In all cases, the department head and Human Resources should be consulted prior to taking any corrective action.*** These steps include:

Verbal Warning - An employee may be issued a verbal warning for a performance or behavior problem. Verbal warnings are typically issued during a private conference between the supervisor and the employee where the supervisor explains the problem and what the employee must do to return to satisfactory status. The supervisor should document the conversation by making notes on the attached Verbal Warning template. The employee should be informed that the conference is being conducted for the purpose of issuing a verbal warning. This ensures that the employee is aware that corrective action is taking place. The verbal warning may also specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed. A verbal warning template is attached to this policy.

Written Warning - Employees may be issued a written warning which contains the following information: a description of the specific problem or offense, the most recent incident and when it occurred, previous actions taken to correct the problem (if applicable), expectations and acceptable standards of performance, and warning that further unsatisfactory behavior or performance may result in further disciplinary action. Typically, the written warning is issued and discussed with the employee in private conference with the supervisor. A copy of the written warning should be given to the employee and a copy placed in the employee's official personnel record in Human Resources. The written warning may also specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed. A written warning template is attached to this policy.

Final Written Warning - A final written warning notice should be issued to the employee who has officially been advised repeatedly of the nature of their performance or behavior misconduct. This warning will serve as a notification that any future violations may result in termination.

Suspension – If warranted, employees may be suspended without pay for incidents that are serious enough to warrant summary suspension, or after less severe disciplinary actions have been taken. This suspension without pay will be in accordance with Federal, State, and local wage-and-hour laws. The

duration of the suspension should be commensurate with the offense (usually 1 to 3 days), and will be determined jointly by the employee's supervisor and Human Resources. Typically, the employee will be informed of the suspension in private conference with their supervisor and Human Resources. The employee is given a letter detailing the basis for the action which specifies: the length of the suspension (beginning and ending dates); a description of the specific problem or offense; the most recent incident and when it occurred; previous actions taken to correct the problem, if applicable; expectations and acceptable standards of performance; and a warning that further unsatisfactory behavior or performance may result in further corrective action, up to and including discharge. The suspension letter may also specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed.

Discharge - Employees may be discharged for incidents that are serious enough to warrant summary discharge, or after less severe disciplinary actions have been taken. It is advisable to discharge an employee in private conference with their supervisor, Human Resources and other appropriate levels of supervision. During this conference, the employee is usually given a letter or a memorandum clearly stating the effective date of discharge.

When allegations are serious enough to merit immediate discharge, it may be advisable to suspend an employee, pending investigation. This suspension is for the purpose of investigating the problem and conferring with appropriate officials regarding the decision to discharge, and should be so communicated to the employee. If the investigation does not result in further action being taken, the suspension will be with pay.

Reasons for immediate discharge include, but are not limited to:

- Theft;
- Intoxication on the job;
- Violence or threat of violence;
- Conviction of a felony;
- Negligent, careless or intentional conduct that results in damage or the risk of damage to property or individuals;
- Falsifying time cards
- Falsification of Employment Application or other necessary data requested during the employment process
- Falsification, alteration or improper handling of University-related records
- Disclosure or misuse of confidential information, including government-mandated regulations that outline the treatment of confidential information
- Behavior/language of a threatening, abusive or inappropriate nature
- Any other conduct that reflects poorly on Webster University and could result in severe negative implications on the University's reputation, standing, rating, etc.

Date Revised: 3/7/18

VERBAL WARNING

EMPLOYEE NAME: _____ DATE: _____

DEPARTMENT: _____

The purpose of this verbal warning is to memorialize our conversation regarding deficiencies in your conduct and/or performance. The intent is to bring these issues to your attention and help you to take remedial steps toward correcting them. Failure to do so may result in further corrective action.

REASON FOR WARNING:

CORRECTIVE ACTION REQUIRED:

Supervisor: _____ Date: _____

A copy of this document will be retained in your permanent file.

WRITTEN WARNING

EMPLOYEE NAME: _____ DATE: _____

DEPARTMENT: _____

The purpose of this written warning is to bring your attention to ongoing deficiencies in your conduct or performance. On _____, you were counseled regarding _____. Unfortunately, you have not made sufficient progress in addressing these issues, necessitating this written warning.

REASON FOR WARNING:

CORRECTIVE ACTION REQUIRED:

My supervisor has discussed the above with me. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.

Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

SUSPENSION/DISCHARGE

EMPLOYEE NAME: _____ DATE: _____

DEPARTMENT: _____

The purpose of this written warning is to bring your attention to ongoing deficiencies in your conduct or performance. On multiple occasions, you were counseled regarding _____, but despite numerous opportunities to correct these deficiencies, you have failed to do so. As a result, it has been determined that you will be:

- Suspended _____ Working Day(s) from _____ Through _____
- Discharge effective _____

Remarks: Explain reasons for suspension or discharge, including specific details of incident or violation; include prior warning(s).

My supervisor has discussed the above with me. I understand the contents and acknowledge and understand the corrective action required.

Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Division/Dept. Manager _____ Date: _____