

MINUTES/FACULTY SENATE MEETING

November 15, 2012

The Senate met on Thursday, November 15, 2012 at the Alumni House

Ralph Olliges, Faculty Senate President, Presiding

Members Present: John Aleshunas, Jef Awada, Mary Bevel, Carla Colletti, Susan Heady, Don Conway-Long, Stephanie Schroeder, J.P. Palmer-Schuyler, Marty Smith, Roy Tamashiro, Gwyneth Williams

Announcements

The Fall Faculty Institute for 2013 will be held October 11th & 12th. That is the weekend going into fall break, but was the only date that Pere Marquette had available.

The Fall Faculty Institute for 2014 will be held October 24th & 25th.

The next Faculty Senate meeting will be December 6th and will be a luncheon held at Big Sky Café at 1 p.m. Minor business will be addressed at the luncheon.

ADP

Ken Creehan and Cheryl Fritz attended the Senate meeting for a presentation on ADP. They are trying to get information out to the university on the new ADP system.

In looking into an automated payroll system, Ken and Cheryl were looking for online options so that faculty, staff, and students could access information online. This will improve employee access to benefit information as all benefit enrollments will be online. Changes can also be made to phone number and address information. ADP will eliminate most of the paper driven systems the university is currently using.

ADP was selected because they are recognized as a world class leader with this system and also submitted the best proposal for the university. ADP will be a hosted system (on their servers) and will allow access to employees from off campus as well as offering a mobile app. They also meet or exceed all security standards for the audit.

ADP has licensed modules to address both Human Resources and payroll requirements. They have taken all the pieces and configured it to address specific Webster requirements. With this system, more accountability and responsibility are required. Policies are being refined and updated to address the more automated aspects. This system will be a more efficient and streamlined process.

The W-4 will be available online and the W-2 will be available online vs. mailed for 2013.

The question was asked if hourly employees could time stamp in from home? There is a way to know what location people are logging in from.

A senator said that it hurts morale to have to punch a time clock. The reply was that computer time stamping will ensure that we are actually capturing employee hours worked as well as managing things correctly. It is a more exact system than we are currently using and is to help satisfy a compliance issue.

What will be done for those work study students who may not use a computer? How will they time stamp in? They can log in from any computer. Human Resources will add additional kiosks, if necessary.

The ADP system will eliminate a lot of functions that are currently paper driven. This is a move forward and will affect faculty, staff, and students. The exact date of implementation has not yet been determined, but will take place no sooner than summer.

Ken and Cheryl were thanked for attending.

Approval of Minutes

A motion was made and seconded to approve the November 1st Faculty Senate meeting minutes as presented. With the exception of one abstention, all were in favor; motion carried.

Handbook Addition Regarding Endowed Faculty Positions

Item C (see Appendix C) – The top half of Item C is what was sent to Provost Schuster for approval. The bottom half of Item C is what the Provost sent back with changes to reduce redundancy and keep the tone positive. Discussion followed.

A motion was made and seconded to accept the revisions that Provost Schuster made to the Handbook Addition Regarding Endowed Faculty Positions. All were in favor; motion carried.

WSA Presentation

Tammy Minley, Chair of the WSA, joined the Senate to ascertain thoughts on information sharing between the WSA and Faculty Senate on issues that relate to both groups. WSA may have information that the Senate does not and vice versa. We are all playing on the same field so why not work together?

Tammy was asked how the WSA functions. She explained that the WSA Board consists of a Chair, Associate Chair, Secretary, Compensation Chair, and Membership Chair and represents the staff of Webster University and approaches the upper administration on staff related issues. The WSA meets once a month and works with Human Resources as well to provide professional development activities for staff.

From the WSA summer meeting it was decided that in order for questions to be answered by the upper administration, questions would be forwarded to upper administration and then the question and answer would be posted on the WSA website.

Tammy was asked if there was any history of coordination between SFB and staff? No, the faculty package is negotiated with upper administration and is specific to faculty.

The statement was made that when both faculty and staff are informing upper administration of priorities and information is shared between the WSA and Faculty Senate, if the upper administration hears the same information from both groups, it strengthens the negotiation process. There is coherence to the process and helps get us closer to where we want to be.

It was mentioned that there is no succession plan at Webster for staff currently. WSA is trying to put into place a plan to utilize all skills that staff may have.

Tammy was thanked for attending.

Discussion continued regarding the need to facilitate information between the WSA and Faculty Senate. One way to share information is to direct the WSA to the Faculty Senate website as all of our meeting minutes are posted in the newsletters. It is also felt that in order to have a personal connection, a representative from the Faculty Senate could attend one or two WSA meetings each semester as well as having a WSA representative attend one or two Faculty Senate meetings. The same person does not need to attend each meeting. It will be made clear that neither representative will become members of each other's bodies, but are attending as invited guests only to share information.

Ralph will draft an email and send it to the Faculty Senate for approval prior to sending it to Tammy.

Department Name Change – Tom Lang

Tom Lang was present to discuss the reason for requesting a name change for the Department of Art. For several years, they have been trying to figure out if changing the name would more accurately describe what the department does. Another incentive for a name change is that no one seems to understand what the art department is and see it as a small department. They are an art institute in a liberal arts setting.

With a name change to Department of Art, Design, and Visual Studies, it more accurately describes what the department is doing and where they want to go. This name change request has the Dean's approval.

The question was asked as to what visual studies include. It includes visual culture and other things that do not fall under any other category.

A motion was made and seconded to accept the proposal to change the name of the Department of Art to the Department of Art, Design, and Visual Studies. All were in favor; motion carried.

This item will be taken to the February 12th Faculty Assembly meeting.

2013 Spring Institute Topic

The Fall Institute Survey was reviewed for suggestions for topics for the upcoming 2013 Spring Institute. Several of the top suggestions were: 1) Faculty showcase, 2) Theatre Department showcase, 3) Diversity in higher education and/or diversity in the classroom (adult learners), 4) Multi-cultural issues.

Due to the overwhelming popularity of the faculty showcase, discussion took place regarding the possibility of having a faculty showcase for every fall institute and then having a teaching topic for every spring institute. This would alleviate the problem of having to come up with a topic for every fall and spring institute. It would also encourage professional development. This idea does not have to be set in stone and can always be changed to accommodate a speaker.

It was agreed that the Senate would think about the above discussion and return in January with a decision and to vote.

With no further business, the meeting adjourned at 3:21 p.m.

Appendix C



Handbook Addition Regarding Endowed Faculty Positions Passed by the Faculty Senate on July 16, 2012

“Endowed” Faculty Positions

All faculty positions in the category of “endowed chairs” are subject to the same rules, regulations, policies and procedures as other full-time faculty positions that are addressed in the Webster University Handbook. The terms of the endowed chair may not circumvent these rules, regulations, policies or procedures.

Faculty members in endowed chair positions are subject to the normal faculty review procedures as outlined in the Webster University Handbook. This includes reviews and assessments related to FDL, tenure and promotion as overseen by the Departments, Schools and Colleges, the CRF (Committee to Review Faculty), the Deans, and the Provost.

I met with Julian on November 8, 2012. Here is what he will approve:

~~“Endowed” Faculty Positions~~

~~All faculty positions in the category of “endowed chairs” are subject to the same rules, regulations, policies and procedures as other full-time faculty positions that are addressed in the Webster University Handbook. The terms of the endowed chair may not circumvent these rules, regulations, policies or procedures.~~

Faculty members in endowed chair positions are subject to the normal faculty review procedures as outlined in the Webster University Policy Handbook. This includes reviews and assessments related to FDL, tenure and promotion as overseen by the Departments, Schools and Colleges, the CRF (Committee to Review Faculty), the Deans, and the Provost.

Formatted: Font: 36 pt, All caps, Text Outline, Text Fill, Reflection, Bevel