

Baylor University Faculty Senate Meeting Agenda
Cashion 506

May 9, 2023
2:00-5:00 p.m.

Present:

Absent:

- I. Call to Order: 2:00 p.m.
- II. Invocation (Senator Malavanti): 2:01 p.m.
- III. Approval of April Minutes (Senator Perry) 2:03 p.m.
Corrections: Carolyn Turner sub for Erica Ancira
- IV. Guests: 2:05 p.m.
 - a. Sara Dolan, Aramark contract committee

Associate Dean Dolan: How can we assist our colleagues working for Aramark?

I want to acknowledge Peter Granick in that he is the chair of this contract renewal committee. We started meeting as a group in January and having almost weekly meetings. We have been focused on what we want the next dining contract to look like as the Aramark contract is set to expire in 2024. We are conceptualizing the RFP. WE have visited a variety of schools across the country from the top 3 vendors who service universities in this capacity.

Senator Collins: We want the caring Christian community of Baylor to extend to those who contract with us to include fair pay, benefits, hours, and the like.

AD Dolan: Each campus we visit, we have asked what the corporate culture. SMU, TCU, Arkansas, Kentucky, and???

Senator: Are the employees employed year-round in order to be eligible for certain community benefits like Habitat for Humanity housing and the like?

Peter Granick: We have visited

Aramark, Chartwell, and Bon Appetit. Bon Appetit and Chartwell are specifically in our area.

Senator: Will this contract address benefits for these employees?

Peter Granick:

Senator: Will this include the facilities management and housekeeping staff?

Peter Granick: We have had a lot of trouble of things on this end. We have hired a VP for facilities on this. We would take care of a lot of this on our terms and hire our own people for this, as well as getting local contractors.

Senator: Would we be losing all current Aramark employees if we make a change? Would we be firing people?

Peter Granick: No. The short answer is no. We are looking at different corporate models and culture and keeping most people.

AD Dolan: We talked to folks on other campuses who made this transition and in many cases the new companies made offers to existing employees as the transition happened.

Senator: Is there any talk of tuition remission for employees?

Peter Granick: Yes, there is a lot of talk around that. WE are coming out of certain agreements and financial structures that will allow us to make different decisions. We are also looking at ways to change ways in which we've been encumbered by the current contract, specifically as it relates to the cost passed on students.

Senator: Is there a mechanism by which faculty who will not have dependents to pass the remission benefit onto staff/employees or hours accrued, etc.?

Peter Granick: Yeah, we would like to maintain this dialogue with you and make sure that they come through Sarah and I so that they come through us and we can have conversations with the vendors.

b. Karla Smith, CPA, Director of Payment Services

In response to feedback regarding expense reimbursements, there end-to-end process is under review and revision. Based on that feedback and from the meeting a few months ago we wanted to share some of these revisions. We are taking first steps for a Rapid Improvement Event, we are looking specific at the time that it takes to file individual faculty/staff travel reimbursements. (Chart for the team responsible on Power Point)

We identified 4 problems:

- 1) Flat Rate Per Diem
- 2) Complex reimbursement process
- 3)
- 4)

Proposed Solutions

- 1) GSA Rates
- 2) Turn off fields that pre-populate
- 3) Update workflow to include the URA review
- 4) Reduce required expense report fields
- 5) Reduce expense report complexity
- 6) Utilize delegates for expense report entry
- 7) Soften rejected expense report language
- 8) Provide visibility to department approvers

Senator: Provide visibility to department approvers, is that for rejections?

Smith: Yes, this is designed to do that so departmental admins can see reasons for rejections.

Develop and Implement GSA Per Diems

Per diem will be based on city, county, state, and country where the expense is incurred.

Ignite will autocalculate per diem

Per diem on first and last day will revert to 75% based on compliance issues

Senator: If this is international travel and we are going from town to town in an international setting, would we need to refile per diem as we go to town to town?

Smith: No, this is for domestic travel.

Senator: Is there any chance that you can get rid of the receipt tab for per diem?

Smith: We will look into that, there shouldn't be a tab there.

Senator: When we receive these rejection emails on reimbursements is there anyway to direct us to a person to talk to since we often don't have a record of who to ask on how to fix these reimbursements?

Granick: We are working on making sure that there are financial administrators that will be assigned to departments. The idea is that people will be super users and will be on the ground and know how to delegate and respond to system issues (Ignite) to file the reimbursement.

Smith: There are complications concerning reports with multiple auditors, but we will work to resolve these issues.

There is also the opportunity to send screen shots to folks in the office or you can send them to me if there are issues.

Senator: Do you have any updates on the use of AirBnB?

Smith: I don't directly have updates on this. We did reach out to legal counsel. Legal is still working on this with the understanding that in certain circumstances there will be need for alternative lodging. We are specifically trying to balance the risk management and assumption issues.

Senator: Several countries around the world have designated the US as a dangerous place to travel. We would likely be safer in an AirBnB almost anywhere in the world.

Senator: I am taking a group to the Caucuses and I want to pay the supplier through the grant that I am using on the trip. Baylor has now insisted on the local guide becoming a vendor for Baylor. This is a small business. They do not have the resources to create or populate the documents and the Ignite systems.

Smith: This is really difficult for international and small suppliers. We are trying to work through this with the financial administrators. We are looking at attempting to resolve this at the domestic level, too. We are looking at trying to fix this through another REI.

Senator: I had several undergraduate students present at a national meeting a few weeks ago. These students are not Baylor students, so they had to enroll themselves as suppliers, as well. Is there a way to fix this?

Smith: Yes, there needs to be a solution here. There is a division between the business side of this and the students who are not eligible to go through financial aid. We are working toward addressing this and want to be able to reimburse students and suppliers as quickly as possible.

Senator: There are times when we attempt to fly back to Waco and we get stranded in Dallas. Is there a way to cover expenses when we cannot make the last flight or the travel schedule is stretched through the day.

Smith: Yeah, that is the kicker with the 75% rule. There are times when you would travel and your schedule is not impacted or other times when it is, if you look at other R1 institutions this what they are doing- Harvard, Stanford, Cornell...

Granick: You can switch to expense reports on a given day from per diem.

V. Recognition of Outgoing Senators (Senate Chair): 2:45 p.m.

Distribution of plaques and applause

VI. Welcome New Senators: 2:55 p.m.

Self-Introductions of those able to attend

VII. Reports: 3:00 p.m.

a. Executive Committee Meeting (Senate Chair)

We talked about attendance at Senate meetings. In particular, we discussed the need to address online attendance as we have more faculty that work remotely in various schools and the implications of making sure that these faculty have representation.

We talked about the adoption of and language changes to the Associate Dean serving on the senate policy.

b. Provost/EC Meeting (Senate Chair)

The Provost let us know that the Strategic Planning Committee started meeting May 2nd. They are tasked with reaching out to folks to envision the coming steps for the strategic mission. Please, reach out to committee members if you have things that should be heard.

The retention rates are looking good. The core curriculum changes seems to be working. High academic quality and diversity are up, around 2,500 students have deposited.

Increase pay raises for anyone promoted.

There were increases in salary for institutional adjustments.

Summer research bonus is being folded into base pay.

We talked about the GSA implementation in terms of travel and per diem.

We continued to discuss BU-PP 716, which says that lecturers cannot serve on search committees for tenure track faculty. That change is being made to policy.

We have not resolved if specific Deans can override that position.

Senator: I don't understand creating a university policy and opening the door for the policy to be undermined. How is that equity?

Senator Collins: It's not and we are continuing to fight on this.

Senator: Is the mirrored language being removed from the clinical line?

Senator Collins: We think that change can be made, too.

Senator: Is this going to be the case or the change for voting on hiring tenure track faculty?

Senator Collins: Voting has never actually been prohibited, and we are continuing to work on this given that it is not addressed.

Senator: The Provost Office has read that into the policy, but it is not such a problem now given the change. The Provost Office is open, try to write these changes into the bylaws to reflect the will of the department should they want lecturers to be able to vote on these hires. To use Holly's language, we can continue to fight this. There is a shared governance issue if one Dean can overrule such a policies.

c. HR Meeting (Senate Chair)

We talked more about moveout assistance for retiring faculty. The Provost's Office should be able to order boxes and have them delivered to the faculty member. Aramark should be contacted and can be scheduled to make these moves as if this is an office move. While they will not deliver it to a home, they will deliver it to a curbside or a car.

Senator: Why is the Provost Office the place that boxes are being ordered? Why would they want to mess with that? The business manager for an office can do this.

Senator Collins: If you don't want to use this, you do not have to, it is a service offered by the Provost's Office.

Senator: Is this online?

Senator Collins: Yes, but it is buried on the Provost's Office website. There are changes being made to the website.

Senator: Is there a program or a way to ensure that people relocating these materials will take multiple trips? We cannot make multiple trips in a sedan and leave things on the car.

Senator: This is an important benefit. There should be moving vans. We should reinstate that moving retiring faculty moving means curbside on the other side of the delivery.

Pay change information should have been made available on Ignite at the beginning of this month. May 1st is the new date for delivery of contracts.

If you have questions about compensation in terms of pay, you always have the right to have your compensation reviewed in detail, the first that you should go to is your HCM specialist and they are listed in Ignite. The second person you can contact is your HRC.

Senator: During this year's evaluation process, I found out that several people did not receive their reviews prior to receiving their compensation adjustments.

Senator: The Dean's Office returns those sometime May or early June.

d. Baylor Family Food Security Endowed Fund (Senate Chair)

The fund is \$6,350. If you know folks, try to have personal conversations with them if you are comfortable. This could close out the fund. I will bring this up with the BoR in the meeting with them next week.

e. Associate Professor Outreach Committee (Senate Chair)

We meet last week and began dividing up the work of the committee and we will meet again on May 16th. We are doing an external review of Power 5 Schools. We are reaching out to our faculty of color association, women's coalition, and other groups, and we are doing a deeper dive into the information we have to see how we can streamline our efforts ahead of time.

VIII. Unfinished Business: 3:20 p.m.

a. Vote: Eligibility of Assistant/Associate/Divisional Deans in Faculty Senate (Senate Chair)

The amended language is presented to the senate on a slide. Particular emphasis on structural differences in dean titles.

In favor: 31

Opposed: 1

Abstain: 1

b. Survey Guidelines policy (Senate Chair)

No action required. All the points on which we asked for clarification, we received clarification.

Senator: Is the senate exclusion enumerated?

Senator Collins: It is included in the working groups and there is second point of clarification that this applies to the senate.

Senator: On point 2 where it says all surveys on the topics below, there is not a list of topics.

Senator Collins: Noted.

IX. New Business: 3:40 p.m.

a. Calendar issues (incoming Senator Morgan)

Incoming Senator Morgan and the Calendar Committee Chair gives report on some issues.

First, I want to address that a couple of years ago that the Provost Office brought a proposal to us concerning moving the wintermester to 5 weeks and starting the Spring semester until February. We voted unanimously not to do this. The Provost came back and tried to push this even harder. At this point, we brought this to the Faculty Senate, the EC talked with the Provost to shut it down. It was brought up again through the formation of a task force. This has been shutdown.

Second, even though the semester starts a week later, graduation has remained in the same place. We thought this was basically solved through the delay on certification for graduation. We are a day short in terms of days for the Spring Semester.

- 1) Add 5 minutes to MWF
- 2) Add an online class day
- 3) Make graduation on Monday and Tuesday, rather than the weekend.

The Provost Office led by a group including Wes Null, likes the first option.

The calendar committee voted 7-2 on option 2.

Anecdotal evidence suggests that option 1 is the least desirable.

Administration is opposed to option 2 based on the difficulty of documenting option 2 in terms of uniformity or confirming content on those days.

Senator Collins: The impression that I got through the conversation with the EC, the 5 minute addition has a considerable number of knock on effects and drags the full day out an hour longer. The full range of disruptions are not being considered in terms of the 5 minute option.

Adding the one day could be asynchronous. We could also document this as the day after Easter.

Other options that are less likely- add a Saturday class, eliminate Monday after Easter as a holiday, or starting the Friday before MLK.

Senator- Can we move back to the pre-Covid class schedule.

Senator- Take a day away from the new wintermester or move the graduation.

Senator- Give the wintermester the asynchronous day online to the wintermester folks?

Senator: How are T/Th courses okay when MWF are short?

Senator Collins: The extra Monday holidays in the Spring throw this off.

Senator: How would this effect M/W classes?

Senator Collins: Senator Morgan?

Senator Morgan: Yes, this would be an issue.

Senator: Did we not have at one point Wintermester and starting the week before MLK?

Senator: Yes, the wintermester is longer now.

Senator: The moving of graduation might make it harder to get to faculty to graduation.

Senator: Is it possible to have a Sunday afternoon or evening graduation?

Morgan: There is resistance to that.

Senator: It is very different in the arts to do this. Our schedule is always difficult. Why is the Monday after Easter off limits? I have needed to have lessons on those days many times.

Senator: Asynchronous Saturday seems less disruptive.

Senator: Adding an asynchronous class to the wintermester makes a lot of sense.

Senator Collins: If we start Spring semester on the 17th, we would come in for one Friday then have a three day weekend.

Senator: That does not sound particularly disruptive.

Senator: Asynchronous work can be accounted for in terms of the way that the amount of time that an assignment could done.

Senator: As a department chair, we already collect syllabi. We document the amount of work being done. This does not sounds like extra documentation.

Senator: I concur in that there is not a lot of extra work being created in terms of documentation. I can assign a due date on any given time.

Senator: What am I supposed to be providing to create documentation of a class besides a syllabus or an assignment coming in and receiving that?

Senator: We have tracking software on the course management software.

Senator: On MWF, how many minutes are actually missing? This change would put us 400 minutes over the class time threshold? Why would we do that?

Senator: We all do paperwork and fill out these forms for any number of things that we do. Why can't we just have one form that documents and extra 50 minutes?

Senator: How come we can't just use Dia?

Senator: That was an administrative issue, we are still seeking clarity.

Senator: I'm nervous about creating the precedent of using the Saturday for class.

Senator Collins- Straw poll:

Option 1, add 5 minutes- no support

Option 1 total opposition- 35

Option 2 move graduation- 7

Option 3- 31

b. Priority Registration Changes (Senator Chevis)

There is a recommendation from a task force that we do away with the priority registration for faculty dependents.

There is a review of priority registration and who should receive it. We have about 15 groups. We want to reduce that. There is one group that does not meet the criteria for priority registration, it's faculty dependents. This is the current recommendations.

We asked about other groups that did not seem to meet that criteria, we asked for further and continual review on priority registration.

Senator: They do this every few years.

Senator: Does it seem like they keep chipping away that anything that could be considered a perk?

Senator Collins: This has been a consistent conversation about things that are being taken away.

Senator: I think this is an equity issue for students who are not children or dependents of faculty.

c. Attendance at Faculty Senate – Bylaws Clarification (Senate Chair)

We need to clarify what qualifies as attendance given that there have been options for electronic attendance. We have one senator that we have elected who lives in Florida and we were not aware of that situation when the person was elected. The person feels that this is not addressed during the bylaws and that they are capable of serving online. We have traditionally constituted and defined attendance as in person.

EC favors in person attendance. However, we have to consider that there is an increase in online faculty and that we want to make sure that online employees are well represented and take care of through the senate. We need clarification on various issues arising out of this particular situation.

Senator- Was it made clear when she was nominated that she lives in Florida?

Senator- I am the only faculty member in this program because its online that lives within traveling distance. I have recommended to my faculty that they not run unless they can attend. When I initially spoke to this colleague, I did not realize that she meant that she would be streaming in for the entirety of her 3 year term.

Senator- If this was not in the bylaws, then it was not this person's responsibility to declare that they expected to be able to attend remotely. The staff council and general council meet remotely. We need a better location and tech is the real issue because it is not an actual issue to run meetings like this online or in hybrid.

Senator: As someone who has subbed for colleagues many times, I think those comments would have taken advantage of this kind option.

Senator: We worry about confidentiality and comfort in terms of addressing delicate issues.

Senator: Engagement dropped considerably when we were online during Covid.

Senator: Would we make sure that people had valid excuses for not attending in person.

X. Announcements: 4:10 p.m.

Look for Senate priority list survey to go out over the summer.

Thanks to Holly for serving as chair.

New business added

Senator Tatum presents on Texas Legislature bills concerning tenure and DEI bills. If we can get through May 28, we can at least delay or prevent the damage potentially to the university system in Texas.

SB-16- CRT banned or restricted.

SB 17- Tenure, bans the future granting of tenure at all public universities.

SB 18- DEI- Eliminates all efforts at DEI at public universities.

XI. Break: Until 4:15 p.m.

XII. Officer Elections 4:15 p.m.

a. Senate Officers 2023-2024

Slate carries, one abstention

b. Senate Policy Committee new members

Slate Carries

XIII. Adjourn