

# College of Arts and Sciences

## Council of Chairs

### Minutes of the Meeting: September 23, 2009

#### Present

Dean Karen Vorst, presiding

Chairs: Rydberg-Cox, Breytspraak, Chen, Adegoke, Krause, Kruger, Mardikes, Martin, Mirkin, Murdock, Wayne Lucas for Novak, Smith, Sturgeon, Swallow, Toivanen, Ebersole, Kilway, Koehler

Associate Deans: Fillion, Sandreczki, Vaught

Dean's Office: Russ Wilson

Guests: Patty Wolverton, Business Administrator, A&S Dean's Office

Minutes: Cyndi Mahoney

#### I. Updates and Announcements

##### New Faculty Awards:

Dean Vorst announced that the Provost has developed several new faculty awards that will be awarded at this year's Faculty/Staff awards ceremony on February 15, 2010. Please take a look at them and share them with your faculty. The deadlines for submission will be coming up soon.

##### A&S Undergraduate/Graduate Handouts:

Handouts were provided for A&S undergraduate and graduate headcount. Chairs were asked to review and notify the dean's office of any errors.

#### II. Discussion Items

##### Flu Vaccinations:

Patty Wolverton reminded Chairs that UM Faculty & Staff Benefits will be providing flu vaccination clinics for each campus on November 3<sup>rd</sup> & 4<sup>th</sup>, 2009. These vaccinations will be for the seasonal flu only. The vaccinations will be at no cost for employees currently enrolled in the UM Choice Health Care program and \$26 for those who are not enrolled. Vaccinations will be available to children ages 9 through 18, but they must be accompanied by a parent.

**H1N1 Virus:**

Patty Wolverton asked Chairs to allow and/or insist that employees displaying flu like symptoms be sent home and not be allowed to return until their temperature stays below 100 degrees for 24 hours without the need for fever-reducing medications even if employees do not have sick/vacation or personal days to pay themselves for their absence. Employees would be allowed to use any of these benefits to pay themselves during their absence, but would be excused without pay if they do not.

**Computer Breech - Personal Information: Express Scripts:**

Patty Wolverton provided information regarding the computer breech through Express Scripts, the mail order prescription provider for the UM Choice Healthcare program. She indicated that some university employee's personal information had been compromised. Those who were affected were notified by System. The FBI is currently investigating.

**E-Recruit:**

Patty advised that UMKC will go live with E-Recruit, the on-line application process, on October 6, 2009 for administrative positions. The College of A&S will be one of the pilot units for Human Resources. It is expected that within the next year that all applications for faculty and staff will be processed through the E-Recruit on-line system.

**Time & Labor:**

Patty gave information regarding the new timekeeping system, Time & Labor, which is accessed through MyHR within the PeopleSoft system. She explained that effective November 29, 2009 bi-weekly paid employees will no longer utilize the paper timesheet, but will record their time worked through the Time & Labor system. Chairs, directors, and managers have been identified as approvers on time worked entries by their employees. It will be the responsibility as an approver to go on-line and approve the time worked submitted, similar to how they currently sign the paper timesheet for their employees.

She advised the Chairs that she had prepared a "Report To" report for HR listing the Chairs as the approver. However, she explained that Chairs need to work with their AA's by going over the department payroll and establish who would be the approver in their departments for certain individuals based on their immediate supervisors. Once they had a list assembled, they would then forward the list to her and she would update the "Report To" report and send it to HR for

updating the system. She also strongly recommended that each Chair name an alternate approver for themselves when they are away and cannot do the approval themselves.

She further indicated that the new system would not be as flexible in regards to employees turning in time worked after the deadline, which is at midnight Saturday. Currently, time worked is entered manually into the WebTime payroll and employees are asked to have their approved timesheets turned in no later than 5:00 p.m. on Monday in order to meet the 5:00 p.m., Tuesday cutoff, at which time, the system closes and access is blocked. With the new system, employees have until midnight Saturday to enter and submit their time worked to their approver and the approver has until Tuesday to make the approval. The time is then automatically downloaded into the payroll system. If employees do not meet the deadlines, employees will be forced to wait until the next payroll cycle to receive pay for time worked during that pay period.

There were several concerns raised by the Chairs regarding the deadline, stating that there could be several reasons that the employee or approver might miss the deadline. Patty was asked to return to HR and ask if hours worked could be entered into the system after the deadline. She was also asked to inquire about the program notifying approvers via email that they had a timesheet waiting to be approved.

Patty will report back with a response from HR regarding these questions/concerns.

### **New Strategic Plan for College:**

Dean Vorst announced that the new University Strategic Plan has been completed and that the College now needs to revise our plan to fit with the University plan. Instead of 'reinventing the wheel,' she suggested that a faculty committee be formed to review the 2007 plan and suggest updates/revisions that would bring the A&S strategic plan in line with that of the University. She requested names from the Chairs of faculty who might serve on this committee and present a draft back to the chairs. The plan could then be discussed, tweaked as appropriate, and then shared more broadly through the Steering Committee and the rest of the faculty.

Chairs, Carol Koehler, Communication Studies, and Kathy Krause, Foreign Languages, volunteered to head the committee.

### **III. Strategic Plan Committee Reports**

#### **GTA/GRA Issues: Assoc. Dean Diane Filion**

Assoc. Dean Filion reported that the committee meets on opposite Wednesdays from the chairs meetings from 2-3 p.m. in the Dean's Conference Room in Scofield Hall, 307. At the last meeting the committee identified their overall goals. They are currently working to identify how other programs are being funded. It was rumored that the School of Graduate Studies in Columbia provides full waivers and that UMSL provides 9 hours without Support from the College of Arts and Sciences. The committee will investigate this further to determine the validity of the rumor and if true where the dollars come from.

#### **MALS/BLA: Assoc. Dean Wayne Vaught**

Assoc. Dean Vaught reported that the committee has met with the interim director, Assoc. Professor, Tom Poe from the Department of Communication Studies. They have reviewed the annual report from 2008-2009 and have identified several issues regarding the overall quality of the curriculum and caliber of students enrolled into the program. Currently there are no additional students being allowed to enroll into the program. There is an expectation that the committee will have recommendations by the end of this semester or early next semester.

Vaught also announced that he had been assigned to a campus wide General Education Committee through the Provost's office. He said that the Provost would announce their charge within the next two weeks. He will report back to the Chairs at that time.

#### **Facilities & Resources: Assoc. Dean Tom Sandreczki**

Assoc. Dean Sandreczki reported that this committee had not yet met. They are working to establish a schedule.

He announced that campus facilities will supply the committee with an inventory of space for the College.

#### **Last 10 minutes:**

Gary Ebersole announced that on November 10, 2009 Betsy Rodriguez, UM System HR will give a PowerPoint presentation summarizing where we are in comparison to other institutions regarding salary and benefits. The presentation will be held in RH 111 from 3:00 – 4:30.

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Kathleen Kilway announced that applications for UMRB's are still being accepted.

A question was asked regarding funding from the Dean's office for graduate student travel. Dean Vorst stated that there would not be any funding for a second trip for students.

There was a short discussion regarding the use of laptops and other electronic devices in the classroom. This is an issue that needs further discussion with the full faculty.