

## **Faculty Welfare Committee**

April 11, 2014, 11 a.m.

Carr 200b

### **Meeting Minutes**

Members in attendance: Dr. Donna Bickford, Prof. Tim Ives (chair), and Christine Stachowicz

Others in attendance: Martin Caver (Faculty Governance Graduate Assistant), Shelby Dawkins-Law (Faculty Governance Graduate Assistant), Ashley Nicklis (Senior Director of Benefits and Work-Life, Human Resources), Katie Turner (Faculty Governance Executive Assistant) and Anne Whisnant (Deputy Secretary of the Faculty)

### **Approval of Meeting Minutes**

Meeting minutes from March 3, 2014 were approved as amended.

### **Feedback and Updates**

Prof. Tim Ives asked if there was any feedback from the faculty about our minutes and agendas that have been posted online. He also asked if there were any updates on the letter sent to the provost requesting information about the status of adjuncts.

Katie Turner replied that she had contacted Stephanie Thurman in the Provost's Office and she brought the letter to the provost's attention. He has not responded yet. There has been no further communication about the previous letter that was sent to Lynn Williford requesting an analysis of faculty retention data.

Prof. Ives mentioned that he feels like unavoidable budget cuts are coming down the pike, and that the committee needed to stay on top of this.

### **Updates on the Faculty Handbook Website**

Prof. Ives then shifted to the handbook site, stating that he had sat in on one of the usability tests and it seemed to go well.

Ms. Turner gave an overview of the faculty handbook site and its organization, stating that a lot of progress has been made since the last committee meeting. A quick links section has been added to directly link to resources to new faculty. The site will use Google Analytics to determine the items that are most accessed and we will populate the quick links section with those items. An RSS feed has been added to flag new policies when they are adopted at Faculty Council. She incorporated a section on navigation on the homepage. She explained that she was somewhat hesitant to include the language because usability testing typically shows that people do not read directions, but the usability testing showed that some faculty will value this. The history section may get a little buried as a result of this additional section. She said that we may create an FAQ site with the instructions, but this doesn't seem that necessary as faculty are pretty good at finding things they need. She reported that the Faculty Governance section is the only content that needs to be completed.

Ms. Turner said that she would like to include a list of deans, associate deans, and department chairs but she wasn't sure who manages a comprehensive list. The College has a roster but that doesn't capture the deans and department chairs in the professional schools.

Prof. Ives asked if there was a list available through Human Resources.

Ms. Nicklis said that she would have to pull a file of every employee and go through and sort them.

Prof. Ives asked whether or not the HR officers could report them each year.

Ms. Nicklis responded that they would have to if she wasn't running a system-wide report.

Ms. Turner said that it would still be helpful to have, especially if we wouldn't have to involve so many people.

Ms. Nicklis said the HR council would be the ones to report that information, but the question is still how to get an accurate list and maintain it regularly. She said enforcement of reporting could also be a problem. She said she could ask them to report, but right now they are working to clean up a lot of data in anticipation of the PeopleSoft implementation.

Ms. Turner added that it is certainly something we can add in as we go.

Prof. Ives noted as well that the handbook is still a work in progress.

Ms. Nicklis agreed that once the handbook gets up and running there may be more of a buy in as something to report regularly twice a year and update that information.

Ms. Stachowicz asked if whether we could link to the list of academic programs already on the website, then the accountability could be squarely on the department to update.

Ms. Turner responded that we do have that structure in place with the list of the Deans' offices for each of the schools, but that maybe we can get something else in the works later on after the PeopleSoft roll-out.

Prof. Ives asked when that roll-out would take place.

Ms. Nicklis said that it would take place in early October.

Ms. Turner directed attention to the reworked Policies and Procedures page of the handbook, stating that it largely been edited already. She said that during the usability test one user had suggested that fixed term and tenure track faculty may not realize they are under EPA umbrella, so perhaps we need an index of terms.

Ms. Nicklis said that as part of the PeopleSoft rollout HR is developing a dictionary of terms that the handbook could link to.

Ms. Turner also pointed out that we have a section on resources for new faculty. Prof. Stroman sent a checklist that Martin is incorporating into a printable document with hyperlinks. She said that the section on graduate student resources still needs a description. Mr. Caver said he wrote some language that appears not to have saved and will look for it in previous versions of the page.

Ms. Turner highlighted the faculty benefits and resources page. We populated the welfare resources with organizations that are on campus that serve to advocate or organize faculty. She then turned attention to the Faculty Handbook Task List. These include setting up an xml site, installing google analytics, the printable checklist for new faculty, copy editing, and formatting, completing the governance section and gathering more input from additional usability testing.

Prof. Ives mentioned that the analytics should help pick up more on these as well.

Ms. Stachowicz remarked that the history section gets pushed down. She asked if the navigation section could come after.

Ms. Turner said she had the same thought, but that the hope was that the direction for how to navigate the site would come before have to use the navigation features. She mentioned that another suggestion from the usability tests was to have all links open in same tab. Some users may get lost without ability to use the back button.

Mr. Caver remarked that the only other challenge with usability geared towards a reliance on the back button is that the back button doesn't take you back to the page with menus expanded, they are all closed.

Mr. Turner said that both testers also said they wished they had a paper document as well. They were asked if they had noticed the printer friendly button, but the response was that they hadn't really. We plan on moving it up to the top of each page. This button does a lot to satisfy the need to have a printed document.

Ms. Stachowicz asked if is the "page contents" menu is pulling all of the sub links under the headers.

Ms. Turner responded that it pulls from only the main headers.

Ms. Turner said that there are still some issues about who owns this, who fields questions and updates policies, etc. She said that she would likely be the owner, but didn't want to put her name and contact information on it. She said that there is an online form that will reach her, but there is a disclaimer that directs the user not to contact the Office of Faculty Governance for policy advice. She will also try to get Gwen Burston and David Parker to review the site before it goes live.

Ms. Stachowicz asked if University Archives is included with the links to records management policies.

Ms. Turner responded that we do have a link to the university-wide records management policy included in the data management and records retention section and a link to University Archives. She said we may need to include a faculty governance office records and archives link.

Prof. Ives asked when we should roll out the site and if there is a tentative date planned.

Ms. Turner responded that it should be fully ready in two months.

Dr. Bickford asked if University Counsel's approval is needed.

Ms. Turner said that we don't necessarily need it, but we can get them in the room again to discuss it.

Prof. Ives said that the rollout needs some major coverage in the University Gazette and The Daily Tar Heel.

Dr. Bickford said that it should also be included in the Center for Faculty Excellence orientation and the post-doc fellows orientation.

Prof. Ives said that we also need to share it with other committees around the state.

Ms. Nicklis said that we should do a formal announcement to the campus.

Ms. Turner said that we can send out an email to the general faculty list as well, and can also keep a blurb in the newsletter for a few months.

Dr. Ives said that this is the type of thing people will need to be educated about. The Board of Trustees at their next meeting will want to see this as well.

Dr. Bickford asked how the website had come to their attention.

Ms. Turner responded that Prof. Jan Boxill had mentioned it in her comments to the Trustees. She added that before it goes to the Trustees it should be live and we should also have input from the Faculty Executive Committee. She said it may not be ready for the May Trustees' meeting. She said an official roll out in the fall may be more helpful, because it may make more of a splash in the fall instead of right before the summer.

Prof. Ives said that he would love to see a blurb in the Chronicle of Higher Education, and that it is newsworthy as a response to faculty issues, transparency, etc. and that it could be framed any number of ways. He said that even though others have done it, when UNC does it, it's something big.

Ms. Turner said that a soft rollout in the summer also gives us time for more feedback, the capacity to work out any kinks in the system, and a chance to be more inclusive.

Ms. Stachowicz said she the committee originally planned to present the handbook to the Faculty Executive Committee by the end of June.

Ms. Turner said that she can see when their next meeting is and possibly demo this then.

Prof. Ives asked if we have gotten any feedback from the chancellor or provost about the handbook.

Ms. Turner said that we have not heard from their offices about the project.

### **Status of Efforts around Adjunct Faculty Issues**

Discussion then shifted to the status of efforts geared towards issues of faculty adjuncts. Ms. Nicklis said that General Administration is looking at alternatives to the State Health Plan to offer to temporary employees, but there are problems with it. We are not authorized via legislation to offer an alternative plan, and there is a question of whether we can get that legislative mandate. She said that by the beginning of summer we will know whether adjunct and temps will be included in the State Health Plan and whether a separate plan will be offered.

### **Health Plan and Health Assessment Effectiveness**

Discussion then shifted to the data analysis of how effective the health assessments are and how they affect the cost effectiveness of the health plans.

Dr. Bickford asked if there is a mechanism for providing feedback on the health assessment for next year's enrollment.

Ms. Nicklis said that this could be done through the Faculty Assembly. She said that feedback should be directed to General Administration.

Ms. Turner said that her impression is that loudest opposition has been from the staff and the Staff Assembly, so if this is an issue that affects everyone across campus there could be a possibility of a joint resolution/partnership between the Staff Assembly and the Faculty Assembly and the Employee Forum.

Ms. Nicklis said that she agrees.

### **Plans for the Coming Year**

Prof. Ives announced that Prof. Maggie O'Shaughnessey has agreed to join the committee. He said we need to thinking about where we will go in the coming year. He said there will probably be more issues and requests for data. He said he would like to see more information about salary equity.

Ms. Turner remarked that this will be an important committee for the new chair of the faculty as well, as both candidates are very interested in faculty issues.

Prof. Ives then said that he wanted to recognize all that we have done this year and the traction we have been able to develop.

Ms. Stachowicz said that we also thank Prof. Ives for his leadership.

Prof. Ives stated that this has been a labor of love, and actually fun. He said that he likes to nudge authority to do the right thing.

Ms. Stachowicz remarked that she realizes that Prof. Ives has also done a lot of communicating and liaising with contacts he has developed both on campus and with other campuses across the state.

Prof. Ives said that there are still three or four campuses that don't have a committee, that HR is their default committee, and they don't really have a voice.

Ms. Nicklis said that if they don't have a committee then she wonders how well they are represented on HR issues.

Prof. Ives thanked Dr. Whisnant and Ms. Turner as well for all their work.

The meeting adjourned at 12:05 pm.

Respectfully submitted,

Martin Caver  
Graduate Assistant  
Office of Faculty Governance