

**Faculty Senate Minutes**  
**Thursday, April 4, 2019, Alumni House, 1:30 p.m.**

**I. Attendance**

K. Armbruster, K. Corley, G. Glasgow, T. Green, J. Haldeman, D. MacCartney, J. Palmer, KK Pease, T. Reilly, G. Renz, C. Sagovac, H. Singaravelu, L. Teeter.

**II. Old Business**

1. Upon motion by K. Armbruster, seconded by K.K. Pease, the Senate unanimously approved the minutes from the February 28, 2019, Faculty Senate meeting.
2. C. Guehring gave an update on the current active 2019 Faculty Senate Elected Committee Seats Election stating that 85 voters out of 198 had cast ballots. Some people are still having issues with clicking on the green button at the end of the ballot to complete and cast their votes. The ballot will end Sunday night, April 7, 2019.
3. KK Pease gave an update on the Program Discontinuance proposal. She stated the University Handbook is silent on what happens to faculty if academic programs are discontinued. She recently met with Provost Schuster and he is concerned about the severance portion of the proposal. He wants to bring the issue to the Board of Trustees, Human Resources, Finance, and the University President for discussion. Presently, there are no further scheduled meetings on this matter.
4. KK Pease gave an update on Salary and Fringe Benefits committee activity. They met with the Provost and she is not displeased with what they are proposing. The proposal will be presented to the Faculty Assembly meeting on April 23, 2019.
5. The Senate agreed that J. Haldeman will do a presentation on Future Search at the next Senate meeting on April 18, 2019 to give an over view on what Future Search entails and how this can help the future of Webster University by bringing together members from staff, faculty and administration.

**III. New Business**

1. Provost Julian Schuster (**JS**) and President Elizabeth Stroble (**ES**) both came to the Senate meeting to give brief University updates and to answer questions.

**ES:**

- There is a scholarship dinner tonight and a women's choir will perform
- The Muny stage will be completed in time for commencement
- We are giving four honorary degrees at commencement
- Katy Sullivan will be the keynote speaker
- A delegation from China will be on stage because they are pleased with their collaboration with Webster University
- There is a competition to create a new University seal. It is down to 2 choices, which will be presented to the Board

**JS:**

- The Finance Department has assured him that Webster will meet the budget for this academic / fiscal year.. The budget will be “cash flow neutral.” Revenue continues to be “soft,” but costs are down \$7 million from last year. Academic Affairs is working on the budget for the 2020 academic year that will focus on costs management and improving efficiencies.
- The new non-degree initiatives may increase revenue next year.
- Provost Schuster said he is working with the Salary and Fringe Benefits Committee on next year’s contract. The administration is taking a “differential approach,” i.e., faculty and staff may be treated differently, in next year’s contracts. He will meet with the Executive Committee of the Board on April 10 and will discuss next year’s contracts and he is cautiously optimistic that it will be better than faculty expect.
- Webster needs to continue its cost management by finding ways to perform business more efficiently on a continuous basis.
- There will be an announcement concerning changes in administration coming out in which there will be a restructuring of administrators to save costs.

**G. Renz:** Webster University’s Strategic Plan expires in 2020, how will the faculty be involved in formulating the new strategic plan?

- **ES:** What is the overriding set of goals and what are the measures to go by to make sure we achieved those goals? We need to focus on our goals from academic and financial points of view. The faculty and contingent faculty will definitely be involved in the process. We need to not argue but decide together for the future.

**T. Reilly:** If a person is a full time staff member who teaches classes, what is that person considered – staff or faculty?

**JS:** If you are full-time staff then that is your main responsibility and you are staff. If you are half-time staff and teach classes, then it would be based on hours.

**K. Armbruster:** I was approached by an adjunct who had not received his contract yet. Why is it taking such a long time to get those out?

**JS:** That is a departmental issue. The contracts for adjuncts come from the departments.

**G. Renz:** Concerning the new device policy put out by Greg Malone (Attachment A), we are all in violation of it. How is this going to be handled?

**JS:** We can’t be accredited by the NSA for cybersecurity if we do not follow cybersecurity policies. This is not to punish anyone but to protect the University. No one is going to be policing this policy. You need to speak with Kevin Heuser or Jeanelle Wylie if you have questions about this.

President E. Stroble and Provost J. Schuster left the meeting around 2:05 PM.

2. K. Armbruster would like for the Senate to move forward on re-envisioning Webster. She discussed how to go about doing this task. For example, can the Senate schedule a town hall meeting to get others' views? The Senate agrees that the topic of re-envisioning Webster will be brought up at the April 23, 2019 Faculty Assembly meeting.
3. T. Reilly and KK Pease would like to send out a questionnaire in follow-up to the 2019 Spring Faculty Institute. KK Pease said the outcome document for the Spring Institute will be bundled with the questionnaire.
4. Carol presented a 2019-2020 Faculty Senate calendar she created based on this year's calendar (Attachment B). A Senator pointed out that October 24, 2019 is during Fall Break. Carol said she will ask Bill Lynch if he wants to delete this date from the calendar. Some Senators are concerned about Bill Lynch's wish to change the Senate meeting time from 1:30-3:30 pm to 2:30-3:50 p.m. Carol was asked to email newly-elected Senators asking them if they are okay with the time change.

**Meeting Adjourned: 3:30 p.m.**

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## **Attachment A**

### **Appendix**

Webster's Forthcoming IT Policy regarding email usage (from Greg Malone to Joe Roberts, 2/21/19)

"I have copied the email usage policy that will go into effect at the beginning of March. Please let me know how you plan to proceed."

## Acceptable Email Usage

- It is strictly prohibited to forward information that contains confidential or proprietary information to any personal email accounts, servers, storage media, mobile devices and other electronic systems. Confidential or proprietary information sent on behalf of Webster University to any third-party must follow Webster's privacy and security policies on the handling and transmission of protected information.
- Staff and full-time faculty may NOT forward their email to a non-Webster account. Staff and full-time faculty may forward their Webster email account to a third party email system that is operated by Webster University or is a part of the Webster University domain. For example, someone in Leiden may forward his/her @webster.edu email account to their @webster.nl account.
- Employees, staff, faculty and adjunct faculty are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct University business, to create or memorialize any binding transactions, or to store or retain email on behalf of the University. Such communications and transactions should be conducted through proper channels using University approved documentation.

## Attachment B

### PROPOSED 2019-2020 FACULTY SENATE CALENDAR

June 6	First FS mtg of the year
Aug 22	FS (convocation)
Sept 12	FS
Sept. 13	FALL INSTITUTE
Sept 24	Assembly meeting
Sept 26	FS
Oct 10	FS
Oct 24	FS
Oct 29	Assembly meeting
Nov 7	FS
Nov 21	FS
Dec 5	FS
Jan 16	FS
Jan 30	FS
Feb 11	Assembly meeting
Feb 13	FS

Feb 27	FS
March 19	FS
March 20	SPRING INSTITUTE
April 2	FS
April 16	FS
April 21	Assembly meeting
May 7	FS
May 21	FS

**Bill proposes changing meeting times to 2:30-3:50pm on Thursdays.  
(This is starting one hour later but only staying 20 minutes longer).**