

**Faculty Senate Meeting Minutes**  
**Thursday, November 29, 2018, 1:30 PM, Alumni House**

**I. Attendance**

K. Armbruster, T. Green, J. Haldeman, S. Jensen, D. MacCartney, J. Palmer, Kelly-Kate Pease, G. Renz, L. Risik, C. Sagovac, L. Teeter, P. Witkowski.

**II. Old Business**

1. Upon motion by Kelly-Kate Pease, seconded by D. MacCartney, the Senate unanimously approved the minutes from the **November 8, 2018 Faculty Senate meeting**.
2. The Senate unanimously approved a motion by G. Renz, seconded by L. Risik, that **Kelly-Kate Pease** will replace Doug O'Bannon for the remainder of his term on the Salary & Fringe Benefits Committee through May 2020.
3. The Senate unanimously approved a motion by G. Renz, seconded by Kelly-Kate Pease, that **Jeff Hughes** will replace Robin Assner-Alvey for the remainder of her term on the Committee to Review Faculty Committee through May 2019.
4. The Senate unanimously approved a motion by P. Witkowski, seconded by Kelly-Kate Pease, that **Virginia Altrogge** be appointed to the elected School of Education seat on the Graduate Council for a term of three years ending May 2021.
5. The Senate unanimously approved a motion by Kelly-Kate Pease, seconded by J. Palmer, that **Emmanuel Balogun** will replace Celine Hong for the remainder of her term on the Multicultural Studies Committee through May 2019.
6. The Senate again discussed making reservations at Pere Marquette for the Fall 2019 and Fall 2020 Faculty Institutes.
  - The Senate agreed that the Fall Faculty Institutes would take place on September 13, 2019 and October 2 & 3, 2020. The 2019 Fall Faculty Institute will take place on Friday afternoon only, with overnight accommodations provided that evening. There will not be a Saturday morning session as in the past because Pere Marquette's conference facility is not available on Saturday, September 14, 2019. Several Senators proposed that a follow up session for the 2019 Fall Institute take place on the Webster Groves Campus at a later date during the Fall of 2019.
  - Carol Guehring presented a handout (Attachment A) showing the cost for the preceding three Fall Institutes and the projected costs of the 2019 and 2020 Fall Institutes as compared to the projected Faculty Senate Budget. The Senators were told the 2019 and 2020 Fall Institutes will most likely cost more than the funds available for the Faculty Institutes for the entire year given likely decreases in the Senate budget. Nevertheless, the Senate reaffirmed the existing plans to hold the Fall 2019 and 2020 Fall Faculty Institutes at Pere Marquette even if they exceed the Senate's budget and/or limit the funds available for the Spring Faculty Institutes those years.

**III. New Business**

7. Margie Muthukumar, Terri Lucas, Greg Malone, and Ron Simpson (via telephone) made a presentation to the Senate regarding IT issues and answered questions.
  - Margie Muthukumar informed the Senate that the IT department would be undertaking a new strategic plan wherein the future technological needs of students, including how they learn and how to teach them, will be taken into account. Once needs are assessed, a roadmap to achieve those desired results will be developed. Hopefully, the new plan will be implemented by Academic Year 2020-2021. She would like faculty volunteers to help with this strategic plan.
  - Greg Malone reported on the implementation of the new password policy that requires everyone to change their Webster passwords. Everyone will be required to change his or her password every 180 days. This policy will be implemented in three phases. The first group will be receiving an email next week inviting them to change their passwords. The second group will receive an email around Spring Break and the last group will receive an email during the summer.
  - Greg Malone also said IT is testing two-factor authentication with a few groups on campus. He explained that two-factor authentication is part of Webster's attempt to obtain a type of NSA cybersecurity certification.
  - Terri Lucas reported that Webster has partnered with Dell Computers to purchase new laptops. Senate members brought to her attention the fact that old desktops are not being collected from offices. She stated that she would implement collection of old hardware as soon as possible.
  - Faculty also complained about having to use an ID in order to print. T. Lucas told them to contact her if they would like to have Secure Print turned off for them.
  - Terri Lucas said that the Virtual Desktop Interface (programs that are in the Cloud and not on hard drives) is working in some areas, but not in others.
8. K. Pease, K. Armbruster and D. MacCartney presented their draft of an addition to the University Handbook on the processes for handling faculty if academic programs are discontinued. After discussing concerns over parts of the proposed Handbook addition, K. Pease, K. Armbruster and D. MacCartney agreed to revise the proposal and present the revisions at the next Senate meeting.

**Meeting Adjourned: 3:28 p.m.**

**FALL INSTITUTE STATISTICS/BUDGET****2016 Pere Marquette**

Food/drink (including serve fee)	8019	
Rooms (149+12% tax) x 50	8344	<b>17,000</b>
Band	100	
Deposit	<u>500</u>	

**2017 River City**

Food, AV, Entertainment		<b>15,500</b>
		(*Prof. Devt. Budget 19,728/year)

**2018 Gateway Campus**

Food/drink	6805	
Parking??	450	<b>7545</b>
Housekeeping	90	(Prof. Devt. Budget 18,756/year)
Maintenance	<u>200</u>	

**\*\*2019 Pere Marquette**

Friday food/drink + 18% Service fee	9086	<b>19,046</b>
Rooms (159+12% tax) x 55	9710	(Prof. Devt. Budget unknown)
Deposit	250	

**\*\*2020 Pere Marquette**

Friday and Saturday Food/drink + 18% service fee	9770	<b>19,730</b>
Rooms (159+11% tax) x 55	9710	(Prof. Devt. Budget unknown)
Deposit	<u>250</u>	

\*Professional Development budget includes Fall & Spring Institutes, faculty socials and any purchasing of books or reports for the Senate's use.

\*\* These are approximations and can be adjusted by purchasing a lesser bar option and lesser food options.