Administration - Executive Council: Minutes
January 15, 2014, 10:30am - Warner Conference Room
Meeting called to order at 10:30
In attendance:
Present: Charlie Bicak, Scott Darveau, Barbara Johnson, Douglas Kristensen, Neal Schnoor, Kenneth Trantham, Kimberly Carlson, Noah Rogoff, Ross Taylor (minutes)
Absent: Joe Oravecz

Discussion Topics:
A. Campus morale / collegiality.

There was a lengthy discussion about campus morale. The need for a survey to understand the various factors was agreed upon. There is not a consensus about why morale is low. It was suggested that we might want to use focus groups to first determine where the problems are before using a survey to enhance the understanding of the situation.

[Since it is difficult to express tone of voice in minutes I want to note that all suggestions were given and received in a spirit of working together to address an issue. If I fail to convey that in the minutes that is my fault and not the intent of the person who made the statement. –Ross Taylor]

Some thoughts about possible factors included:

The need for improved communication. Senior Vice Chancellor Bicak commented that the Admin-Executive discussion was a good start. Chancellor Kristensen commented that the essence of shared governance is how we as a group work together to solve problems.

The recent changes in staffing were discussed with concern expressed by faculty that there seems to be an information vacuum about what is going on. Faculty members as a group understand personnel issues are confidential and respect that is for the best. It would be nice if there was a way to address separations from UNK in a more informative way. When a key person leaves the institution it would be nice to know that they have left, who is serving as their interim replacement, and what the plans are for finding a longer term replacement. Vice Chancellor Johnson informed the Executive Committee that employee separations will happen at times. When that course of action is required University policies and procedures are followed. In accordance with this, an announcement is sent to Directors and the Administrative Council. The separations in Business and Finance are always handled in a manner to respect the dignity of the person and to allow the individual to exit in a graceful manner.

Senior Advisor to the Chancellor for Executive Affairs Schnoor asked what is different. There have always been, and always will be, people on campus who are not happy. What are we hearing that is different? Do you not have a voice? Is there inconsistency. Which faculty are most discontent?

Executive Council stated that while morale is low there is no clear cause known.

It is possible that some of the concern is because of all the recent articles about topics such as MOOC’s, distance learning, and the imminent demise of higher education. The stories do not have to be true to have a negative effect.

It is also possible that the ease of communication is spreading the discontent be making it easier to express and find out about discontentment.
One example of a misconception is that there is a major shift to non-tenure track teaching positions. The approximate percentage of faculty in tenure track positions is as follows:

- 77% Business and Technology
- 69% Education
- 72% Fine Arts
- 83% Natural and Social Sciences

B. With the implementation of a new web Content Management System, and a pending new hire for the Coordinator of Academic Publications, I wanted to ensure that the ability to host and archive Faculty Senate documents does not become restricted. (Data limit??)

New skeleton is going to be in place in March. Will get an update soon. Kim Elliot is leaving around the first of March in all likelihood. [Vice Chancellor Johnson updated this to provide the Faculty Senate with newer information before our February meeting. Thanks!] Update: This feature will still be available. Thane Webb, our developer is meeting with all the content managers to review the ease of use and features of the new CMS (content management system).

C. The incomplete contract needs to be posted somewhere for uniform access. I spoke briefly to Kim Elliot, but we wanted to get Charlie's input before we do.

   Senior Vice Chancellor Bicak indicated that it will be posted by February.

D. Follow up on the student fee's proposals. Which were recommended, were not, etc. Next steps?

   Vice Chancellor Johnson indicated that all classroom and lab fees were recommended to be approved.

   The other miscellaneous fees are being considered. The final recommendation will be submitted by the first week of February. Requests go to Board of Regents to be considered at the March meeting. The results are then sent to campus.

   Chancellor Kristensen explained that a finalized fee request will be submitted next week. It is a multi-campus process. The general policy has historically been that if no tuition increase is proposed then fee increases are kept to a minimum.
Reports

Chancellor Kristensen
• There is a process for public record request. See attachment
  Most public record requests currently are for the Vice Chancellor of Finance, Athletics, and Chancellor’s office.
• There is a take back our desktop initiative to look at email retention policies.
  Some grades and confidential material were recently discovered in one of the dumpsters. There is a need to review data retention policy.

Senior Vice Chancellor Academic and Student Affairs Bicak
• Kelly Fund proposals have a January 24th deadline. The proposals are due to Central Administration about a week later. Proposals are to be based on research in teaching. I.e. Interest of UNMC in improving curriculum; iPad initiatives. Multi-campus proposals are preferred.
• Office of International Education Director has departed. There will be a national search. Some of the areas of responsibility will include study abroad, ELI, Immigration, and Outreach and Engagement (Friends, International Affairs Conference).
• General Studies
  Daren Snider has moved to an Associate Dean position and will no longer serve as Director of the General Studies Program.
  Thursday February 6th is first meeting. Martha Kruse will serve as Chair of the February 6th meeting of the General Studies Council. An interim plan for the spring semester will be developed at the February General Studies Council meeting.
  An internal search for a replacement is underway. A new Director should be in place by Fall.
• Compliment and applaud the submission of Certificate Proposals.
  There were multiple proposals for certificate programs put forward and they were of good quality. Especially glad to see the Supply Chain proposal because it is very welcome across campuses.

Vice Chancellor for Business and Finance Johnson
• This semester facilities will conduct a classroom audit. This is to determine the number of people in a classroom for fire codes. The audit will determine if we have the right number of desks that safe egress is in place.
• Lee Purdy sent a notice to all members of The Administrative Council the UNK will conduct a risk assessment audit of the campus, starting in Founders Hall. Interviews will be conducted about greatest risk and what can be done to minimize those risks.

Dean of Student Affairs Oravecz
Not able to attend meeting
How to make a public records request

State statutes (Neb. Rev. Stat. §§ 84-712, et seq.) provide the right to examine public records “of and belonging to” the University of Nebraska at Kearney (UNK).

What’s a public record?
Public records include all records and documents, regardless of physical form, of or belonging to “a state agency, a county, city or other governmental bodies listed in the statute.” Records include, but are not limited to, printouts, electronic data, discs, tapes, and photocopies.

Public records request responsibility
To ensure compliance with, and consistency of response, public records requests will be processed through UNK’s Assistant Vice Chancellor of Communications and Community Relations and reviewed by the Senior Advisor to the Chancellor for Executive Affairs and UNK’s Records Official.

Submitting a public records request
No specific language is required for a public records request. However, any request should be submitted in writing with a clear description of records sought.

- Email submission is preferred. Email your request to Asst. Vice Chancellor for Communications and Community Relations, Kelly Bartling, at: bartlingkh@unk.edu

- If submitted by mail, the request should be addressed to: Kelly Bartling, Communications and Community Relations, Founders Hall 2118, 905 West 25th St., Kearney, NE 68849-1220 (Direct Line: 308-865-8455; Fax: 308-865-8102).

- Should a requestor, because of disability, be unable to provide a request in writing, UNK will provide accommodate as required by federal law, by accepting a different reasonable means of communicating the request.

When to expect your response: Statutory Requirements
- A reply must be made within four business days after actual receipt of the request. If the request is submitted electronically, the date of receipt shall be the date that the employee opens the electronic file.
- The four business days after actual receipt do not include the first day of receipt of the written request. For example, a written request for records received on Monday would require a response by Friday.
- If a copy of a public record is available on the Internet then the custodian is not required to copy the record, unless the requestor does not have access to the Internet.
- The statutes allow the response to take one of three forms: (1) a grant of the request by providing the records, (2) a denial of the request, citing the legal reasons for the denial, or (3) a communication that the request cannot be reasonably fulfilled within the standard four days due to some difficulty or the “voluminous” nature of the records requested (Neb. Rev. Stat. 84-712 (4)(c)). When an entire request cannot with reasonable good faith efforts be fulfilled within four business days after actual receipt of the request, a written explanation, including the earliest practicable date for fulfilling the
request, an estimate of the expected cost of any copies and special service labor charge (in excess of the first four cumulative hours spent searching, identifying, physically redacting, or copying records), and an opportunity for the requester to modify or prioritize the items within the requests. The requester shall have 10 business days to review the estimated costs, including and special service charge, and request the custodian to fulfill the original request, negotiate with the records custodian to narrow or simplify the request, or withdraw the request. If the requester does not respond to the records custodian within 10 business days, the records custodian shall not proceed to fulfill the request.

Transmittal
Upon approval, the response will be sent to the requestor. The preferred method of transmittal will be by email, with the response and documents (if included) converted to a PDF format.

When the requestor does not provide an email address the response will be sent by mail.

Charges
The following charges may be invoiced when sending the documents to the requestor:

**Copy Charges**
- 25 cents for each copy sized 8 1/2 x 11 or smaller with double-sided copies counting as 2 pages
- 50 cents for each copy for legal size
- Actual cost for each copy of a larger than legal size page (i.e. engineering drawing, etc.)

**Employee Salary**
UNK may charge for staff salary associated with fulfilling the request (retrieval, compiling data, etc.). Pursuant to the Act, however, the cost will not include the first 4 hours of salary for the employee identifying or copying the records.

**Information Technology Services**
Some requests may require computer run time and any necessary analysis and programming for fulfillment. As such, costs related to programming, extracting, compiling, displaying data will vary on a case-by-case basis.

**External Contractor Services**
UNK will charge for actual costs incurred, whether they are higher or lower than the estimated costs approved by the requestor.

If the cost of fulfilling a request exceeds $50, UNK is permitted to require a deposit before beginning necessary processes associated with responding to the request.

**Recordkeeping**
Responses to public records requests shall be retained in accordance with the University's Records Retention and Disposition Schedules. Denials of requests for records and documents shall be retained permanently.
**UNK Equity, Access and Diversity (EAD) Advisory Council**

**Charge:**

The EAD Advisory Council will assist the Chancellor in further nurturing an atmosphere of inclusion for faculty, staff, and students on the UNK campus. The Council serves in an advisory capacity to the Chancellor relative to comprehensive equity, access and diversity issues, initiatives, policy and compliance (e.g. AA/EO/ADA, Title IX, embracing diversity, etc.). Council activity will include regular meetings, annual reporting, advancement of campus awareness and engagement, and contribution to strategic planning, initiatives and assessment. Representatives, including Ex-Officio, may serve on grievance panels as needed.

**Membership**

Representatives appointed on rotating three-year terms. Chair elected from appointed members

- Business & Finance 1
- College of Education 1
- College of Fine Arts 1
- College of Business & Technology 1
- College of Natural & Social Sciences 1
- Calvin T. Ryan Library 1
- Graduate Student (appointed annually) 1
- Faculty Senate 1
- President of Collegians for Integration and Accessibility (elected annually) 1
- Staff Senate 1
- Student Senate 1

Ex-Officio

- Dean of Student Affairs
- Director of Center for Academic Success
- Director of Facilities, Management and Planning
- Director of Multicultural Affairs
- Director of Human Resources/Title IX
- Ombudsman
- Senior Women’s Administrator
- SART/Director of Counseling & Health Care
- University Police
- Women’s Center

**Appointments**

The Chancellor appoints representatives and may seek recommendations from the heads of the university divisions to ensure diverse representation. The Chair and Executive Director provide a direct link and regular reports to the Chancellor. Specifically identified Deans/Directors may propose appropriate alternate unit representatives for the Chancellor’s consideration for appointment.

**Meeting Schedule**

The Council will meet a minimum of four times per year, more often as needed.

12/2/13