



Agenda

Faculty Assembly Executive Council (EC) Meeting

December 9, 2016 1:00-3:00pm CP 206 C

- 1) Consent Agenda 1 min
- 2) Approval of Minutes 1 min
 - i) *Meeting material: November 18, 2016 EC Meeting Minutes, p. 2-6*
- 3) Announcement: Two Commencement Ceremonies 5 min
 - i) *Meeting material: Email Announcement from Mark Pendras, p. 6*
- 4) Faculty Role in Budget Process 20 min
 - i) **Guest:** Mark Pagano, Chancellor
- 5) EVCAA Report 10 min
- 6) Chair’s Report and Discussion Items 5 min
 - APT Handbook Revisions 10 min
 - i) *Meeting material: [APT Council Handbook Revisions for EC](#)*
 - Parking Concerns 10 min
 - i) **Guest:** James Sinding, Auxiliary Services Manager
 - ii) *Meeting material: Consolidation of Parking Concerns, p. 6*
 - Report from Units - post-election climate 10 min
 - i) *Meeting material: Guiding Prompts, p. 7*
 - Discussion about Overlap, Collaboration, & Actions 20 min
 - i) **Guest:** Susan Wagshul-Golden, Director of Campus Safety
 - Adding Library Representative as Ex-officio EC Member 5 min
 - Time Schedule Matrix – revised draft 5 min
 - i) *Meeting materials: [Time Schedule Matrix revised draft, previous draft, and current TSM](#)*
 - Undergraduate Education Advisory Council *with available time remaining*
- 7) Adjourn

Upcoming Faculty Assembly Executive Council Meetings

1/6/17 1-3pm CP 206 C

SAVE THE DATE:

Faculty Assembly Winter Meeting 1/27/17 | 1-3pm | WPH
2 Commencement Ceremonies: 6/14/17 – *more details to come*

Faculty Assembly Executive Council (EC) Meeting Minutes
November 18, 2016 1:00-3:00pm GWP 320

Present: Jutta Heller; Mark Pendras; Matt Kelley; Lauren Montgomery; Melissa Lavitt; Greg Rose; Ji-Hyun Ahn; Ka Yee Yeung-Rhee; Michelle Garner; Katie Haerling; Jennifer Harris; Sushil Oswal; Marian Harris; Vanessa de Veritch Woodside; Julia Aguirre; Nicole Blair; Marcie Lazzari; Ellen Moore; Mark Pagano. **Excused:** Marion Eberly; Charles Costerella; Jim Gawel; Jeff Cohen. **Guests:** Turan Kayaoglu, Lisa Iozak.

1) Consent Agenda

There was a motion to add a discussion about the post 2016 election climate to the agenda. The motion passed. Discussion about the Undergraduate Education Advisory Council will be moved to the 12/9 meeting agenda to make room for this added discussion item. Due to timing, Proposed Research Center Guidelines were moved up on the agenda to after the climate discussion.

2) Approval of Minutes

The November 2, 2016 Executive Council meeting minutes were approved.

3) Announcements:

- i) New Payroll System: The new system will launch in the summer 2017. It's replacing a 34-year-old, homegrown, Cobol-based payroll system. There will be no overlap between the old and the new. Once the new system starts the old system stops. WorkDay, the HR/Payroll system purchased by the UW, has been successfully implemented in other universities. Everyone who receives a paycheck will be affected. The details of those impacts are still being worked out.

(1) A few things are clear: Everyone with a computer will have a WorkDay interface where they will be able to handle various transactions themselves, similar to the employee self-service feature currently available through MyUW. Payroll accountabilities will change. We are currently working with the HR/P team in Seattle to better understand the new roles. Once we do, we will begin discussing new role assignments with specific units. All staff will use WorkDay for requesting and tracking leave. All employees eligible for overtime will be tracking their time in WorkDay.

(2) *We'll be working on a campus-wide communication plan in the coming weeks.*UWT's HR/Payroll Readiness Team: Trish Fiacchi, Alison Hendricks, Iris Marx, Danelle Pettersen, Patrick Pow, Jan Rutledge, Richard Wilkinson

4) Chair's Report and Discussion Items

a) Post 2016 Election Climate

Discussion: The day following the election, FA chair, Mark Pendras, recognized the need to send a timely message to faculty, but didn't have time to vet it through EC. Therefore, he sent it as being from himself as FA chair (Appendix A.) FA chair, Mark Pendras opened the discussion: there is a challenge to move forward making a safe space without silencing people who may have voted one way or another; political choice is a right. Whatever activities take place on campus in response to the election must align with UW Tacoma principles, mission, and must be safe for all community members. The language used throughout the election process specifically marginalized certain people by category. This is an acute moment in which people are afraid. There is a sense of urgency to move toward action because the rhetoric of the election directly affects people in our communities.

Mark invited EC members to share their thoughts, concerns, ideas:

- Some students are afraid to attend class due to nation-wide climate
- There has been work on a document in relation to sanctuary campus and academic freedom
 - Campuses/cities that chose to be labeled as "Sanctuaries" have very specific parameters
 - Statements, like the one California made – "all are respected" – are bi-partisan
 - Discussed concept and elements of sanctuary practices and declarations; deferring to leadership of President Cauce
 - UW will have sanctuary practices in place regardless of declaration/status
 - Some are researching if Tacoma is/will be considered a sanctuary city

- In sanctuary cities, the chiefs of police departments communicate that deputizing their police forces to check immigration status and deport people will be ruinous to the relationships that they are trying to build with their communities
- It's a public health risk if people are afraid of calling the police department – it puts everyone at risk if the police force isn't trusted
- Questions about student records and how to protect all students and their information
- As the elected body of faculty, EC members should be responsible for communicating with their academic units on this issue
- People need help and resources in how to address the current climate with their children, students, colleagues, family members, community members
 - Create a bank of resources
 - Have community forums and workshops
 - Be clear about the behaviors that are expected of UW community members – we must be respectful even if we don't agree politically
 - Identity politics have been divisive; there is a need for both allies and for solidarity amongst people who identify together; bridge the gaps
 - Recognize that we don't know what people are dealing with internally
 - Gap between campus climate and workplace climate for students; how to deal with places beyond campus?
- How will we create space spaces for people? How will institutional components address this?
- What can UWT say to ensure students that they are safe here?
 - Example of mass deportations in Arizona to show that this is a real threat for some of our communities
 - Some students may not know if they are undocumented
- Can we send out a “you are welcome here” message? Or at least a similar message to president Cauce's message?
- So far, 100 campus leaders nation-wide have urged Trump to take a stand against harassment and violence

Action Plan:

1. Campus Statement

- Sent by Chancellor, EVCAA, FA chair and vice chair (11/21/16)

2. Workshops/sessions/ community events - work with other campus departments*

- Bias reporting
- Allies training
- Immigration clinic
- Immigration 101 on 12/16/16 at UW Tacoma
 - North West Immigrants' Rights Project coming to give training
 - Immigration law, DACA, etc. for allies and those directly affected
- Know your rights
- Sensitivity training
- Green dot training
- MLK Unity Breakfast

3. Use Faculty Assembly Winter meeting (1/27/17) to continue this conversation campus-wide

- Invite Yves Labissiere from Portland State University
- Ask him to speak with students in the morning and Faculty in the afternoon
- Make it a **Day for Solidarity** – conference-like; gathered toward shared values
- Partner with Tacoma? Tacoma Mayor?
- Arts expression; music
- Sub-committee to work on this?

4. EC members and deans/directors charged to have this conversation within their academic units

- FA vice chair, Lauren Montgomery will circulate guiding questions; bring information back to the EC 12/9 meeting
- Gather information on planned/anticipated actions

- Encourage people to attend current events, like MLK Unity Breakfast

5. Gather resources, event info, etc. onto resource webpage

- Send out resources to meet immediate needs of having difficult conversations with faculty members over holidays
- Make Faculty Assembly webpage with resources
- *Connect to Center for Equity & Inclusion, Academic Affairs, Student and Enrollment Services, Student Counseling Center/ Health & Wellness, etc. to link to one another's pages and work in collaboration
- Ask for link to a main resources page to be put on the front page of the UW Tacoma website
 - Make easily accessible

b) Proposed Research Center Guidelines *Turan Kayaoglu, AVC for Research, Lisa Isozaki, Research Administrator* – [revised guidelines, etc. can be accessed here](#)

Presentation: Turan and Lisa presented the revised Research Center Guidelines explaining that these guidelines are meant to help the centers be accountable. These guidelines are meant to do two things: 1) to catch up on policy writing about lower order operations for centers already established; 2) create a roadmap for faculty who are interested in proposing new centers. They asked EC members for feedback by early December. These guidelines are currently seen as shared policy, so they are asking EC to advise, but not needing them to approve. After receiving feedback from EC and the deans/directors, they will make a revised draft and send it back to EC. At that point, EC members can circulate it to their units for further communication to faculty about the research centers.

Feedback from meeting:

- The language, “campus-wide research center would be approved only if the campus mission cannot be achieved without it” is too strong. Perhaps instead, “centers must advance the mission/strategic plan”
- Include within the guidelines language requiring the centers to have a website and showcase their work digitally; for consistency, these websites could be linked to the Office of Research website; accountability for maintaining an adequate website

c) Faculty Role in Budget Process *Mark Pagano, Chancellor*

Background: Due to previous agenda items going over time, the time left for this conversation was limited. Therefore, the conversation was started with Chancellor Pagano giving some background about the current budget deliberation and budget reallocation processes. Eventually, an aspect of this conversation will be for the faculty to decide how they want to be involved in the budget process. There are already some models/options:

- Current involvement: FA chair sits on Executive Budget Committee (EBC); FA chair and vice chair sit on Campus Budget Committee (CBC)
- Have one EC meeting per quarter reserved to discuss the budget with FA chairs reporting back from the budget committees and/or have Chancellor Pagano and VC Harlan Patterson to present and receive faculty input
- Have a specific budget standing committee in Faculty Assembly
- Of these options, there could also be a “both/and” option

The current budget has evoked concerns regarding the budget shortfalls and reallocation processes, including funding for the Strategic Plan. Thus, EC has invited Chancellor Pagano to shed light on the current budget situation and help clarify EC's understanding.

Chancellor Pagano's Presentation: [the slides are available here](#); highlights, Q&A including below.

The Chancellor's goal with the budget processes is to move toward transparency and move the process to where faculty, staff, and students have clear and convenient mechanisms to input. He apologized for not equipping the EVCAA with better information about the current budget reallocation process for the previous meeting that he could not attend. His top budget priority, also shared by the Provost, is faculty compensation. He wants to push for UW Tacoma to also diversify our resources to be able to rely on more than tuition and state funds.

When he came to UW Tacoma, the budget process was not adequately transparent. He changed it so that priorities would be established by governance group inputs and then the budget should be put toward those priorities. That's one of the many reasons for beginning the strategic planning process. We need a strategic plan for the budget process to work properly.

At this point, the time was 3pm, the ending time of the EC meeting. Some EC member had to leave. Others stayed overtime with Chancellor Pagano until they came to a better stopping point.

Overtime presentation/conversation continued:

During the 2015-2016 academic year, the Campus Budget Committee had trouble giving input because the culture of the budget process was still not as transparent as the Chancellor hoped for. This is ongoing work to change the culture toward transparency.

The Strategic Plan initiatives process needs to dovetail with existing processes on campus. The implementation process needs to be blended into normal workflow. The plan is to realign existing resources and identify possible new ones. This will be done with a reallocation process because there is not any significant sources of new money coming in. Moving forward, they will build in a formal Strategic Plan funding line.

At a Vice Chancellor's meeting on September 19th Jan Rutledge, VC finance, brought a budget analysis based on the assumptions of flat tuition rate, no new money, 200 more students. The analysis showed a deficit for the coming budget year. She reviewed and fine tuned the assumptions and numbers again and determined that UW Tacoma will be closer even this year and may have as high as a 2 million dollar deficit next year. However, there is some hope that tuition could increase.

Due to this projected deficit, Vice Chancellors, deans, and directors were given the assignment to identify \$400,000 that could be redirected to help alleviate the approaching deficit.

Questions & Answers

Q: When were deans and directors supposed to bring this information/conversation back to their academic units?

A: They are supposed to be in the process right now.

Q: It appears that this information was known 2 months ago, but this is the first that some faculty have heard of it. In the meantime, there has been tension in units about competing for Strategic Plan initiative money. We want the Strategic Plan to succeed, but there is worry about competition over submitting proposals for money

A: Shared concerns. The budget process is still not transparent enough. There were several years in which Academic Affairs didn't have budget oversight

Q: Perhaps Jan and/or the Chancellor could give a presentation on how to build a budget? Faculty need to spend time figuring out how they should be involved in these processes

Q: Concern that reallocating funds for the Strategic Plan may mean losing money on current work that is Strategic Plan aligned already

A: The gathering of initiatives is meant to surface current work for collaboration and funding while having new projects fill in the gaps. This is work that the Strategic Plan Coordinating Committee is beginning to do. The budget process is made up of many moving pieces and it won't be until summer that we learn the legislative Portion.

A: The current budget reallocation process will certainly not be a 1-2% cut across the board. This is erroneous information. The gathering of Strategic Plan initiatives is a new mechanism that is designed to foster cross-disciplinary work and to accommodate current work informed by the strategic plan.

This conversation/discussion will continue at the 12/9/16 EC meeting.

- d) UEAC - Discussion about the Undergraduate Education Advisory Council will be moved to the 12/9 meeting agenda to make room for the Post 2016 Election Climate discussion.

5) Adjourn

Appendix A

Dear Faculty,

I would like to take a moment to reflect on the recent election results and how they impact our campus. Whatever one's political leanings, we can recognize that the recent election was charged with language of hatred and exclusion. That is not new to electoral politics but this year it was especially sharp and personal. It is likely that many people are feeling unsettled and uncertain about how the negative language, environment, and actions will continue now that the formal election has been decided.

We need to affirm that our campus is a place of and for civility and inclusion, where ideas are shared openly, where difference and diversity are honored and valued, where we treat each other with respect, and where we share the hope

of unity and social justice. Part of the articulated campus vision is that UW Tacoma “fosters a thriving and equitable society by educating diverse learners and expanding knowledge through partnership and collaboration with all our communities.” Now is a time when we need to put in the hard work to realize this vision, through talking, listening, being brave, and acting together.

Some events are being planned for today (4pm in the Center for Equity and Inclusion, WCG 104) and after that will hopefully provide some spaces for positive conversations and solidarity. It is also good to keep in mind additional resources available on our campus. Faculty, students, and staff can reach out to the Counseling Center, the Center for Equity and Inclusion, the University Ombud, or Campus Safety & Security for assistance as needed.

This is a challenging time for civil discourse. Our hope is that we can work together to confront this challenge and advance our campus as a space for equity, inclusion, and peace.

Sincerely,

Mark Pendras
Chair, Faculty Assembly | Sent to uwtfac and uwtfact on 11/8/16

Meeting Material: 2 Commencement Ceremonies

Dear Faculty,

While particulars are still being finalized, I wanted to be sure that all are away of the planned changes to the commencement ceremony this year so that you can arrange your schedules accordingly. Due to campus growth and student concerns about the limited number of tickets available for commencement, the campus administration has made the decision to offer two ceremonies this year (and from this point forward, presumably). The ceremonies will be offered back-to-back on the same day. Accommodating this change has required a change in the date of commencement. **The 2017 Commencement will take place on Wednesday, June 14.** The times of the ceremonies are not yet fixed, but they will likely be at 10am and 2pm. Academic units will be assigned to one ceremony or the other; those assignments are yet to be determined.

Again, details are still being worked out, but these general outlines of the changes should help you with your planning. Best,

Mark Pendras
Chair, Faculty Assembly

Dear Campus Community,

After considerable study over the previous 18 months, and close consultation with faculty, staff, and student leadership, UW Tacoma has decided to host two Commencement ceremonies back-to-back on Wednesday, June 14, 2017, at the Tacoma Dome. Degree recipients, their families and guests will attend one or the other ceremony based on their academic school or program. This change is in response to continued growth in the number of degrees UW Tacoma awards each year and multiple requests from students to have a larger number of guest tickets.

10 a.m.
School of Interdisciplinary Arts & Sciences
Nursing & Healthcare Leadership
Social Work & Criminal Justice

2:30 p.m.
Milgard School of Business
School of Education (inc. Educational Leadership)
Institute of Technology
Urban Studies

If you have questions about this year’s Commencement please visit: www.tacoma.uw.edu/commencement.

Sincerely,
Mark A. Pagano
Chancellor

Meeting Material: APT Council Handbook Revisions for EC – posted in EC Resources for 11.2.16

Meeting Material: Consolidation of Parking Concerns

James Sinding, Auxilery Services Manager, will be with us briefly (10 minutes) during the 12/9 meeting to address some recent parking concerns. Since our meeting agenda is very full, please read James' response to some main concerns prior to the meeting:

- *What can the campus do on days when we know there are near-by events?*
 - "I now have the event schedule for the Convention Center sent to me on a weekly basis, and Republic attends their weekly meeting. On the bigger events Republic will staff attendants at the entrances to the garage and parking lots so monitor who is entering and making sure it's only UW Tacoma users and permit holders."
- *Auxiliary parking? Reach out to the city?*
 - "I have talked with Republic and the City of Tacoma about overflow options for UW Tacoma users on days that there are not events at the Convention Center and they are open to the idea. The only concern of theirs is that it is difficult to monitor how many overflow users are parked there on days when overflow parking is actually needed."
- *Over-selling of parking permits - how do we avoid this?*
 - "The issue really hasn't been the overselling of permits, it has been the influx of daily users utilizing the parking lots and garage. (These are the parkers that pay the all-day rate to park, instead of purchasing a quarterly permit.) The solution for this is to allocate a set amount of stalls for daily use, leaving the rest of the garage for permit parkers only during peak hours. This allows for us to manage how many parkers can park legally inside a set amount of stalls. This should be in place prior to the start of winter quarter."

Meeting Material: Guiding Prompts

Dear EC members,

In our meeting on Friday we agreed to talk to our units about the post-election climate and bring results back to the next EC meeting on 12/9.

Here are some prompts that might help those conversations:

- 1) What is the climate among the students, faculty and staff since the election?
- 2) What are you currently doing in response to it?
- 3) What would you like to do in addition to this?
- 4) What support do you need and who might best provide it on our campus?

If you don't have a council or unit meeting between now and then you might need to solicit feedback via email. Please have some responses ready to talk about in EC on 12/9. Most of the second hour is scheduled for this.

PURPOSE/GOAL: sharing | see where there are overlaps | compiling resource page
What will we do with this material?

Meeting Materials: Time Schedule Matrix revised draft, previous draft, and current TSM