**UFS Minutes**

**Meeting: March 10, 2021**

Attendance: Mike Kiel, Kurt Schmoke, Catherine Andersen, Beth Amyot, Roxie Shabazz, Jeff Ross, Neb Sertsu, David Lingelbach, Kristen Eyssell, Patricia Hall, J.C. Weiss, David Bobart, Greg Walsh, Deb Stanley, Ivan Sascha Sheehan, Julie Simon, Mike Hayes, Roger Hartley, Lorenda Naylor, Al Gourrier, Candace Caraco, Frank Van Vliet, Murray Dalziel, Irv Brown, Mortimer Sellers, Mark Jacque, Mason Paris, Dave Bobart, Sally Reed, Tina Di Franco, Christine Spencer, Sarah Federman, Margaret Gillingham, Stef Shaffer, Patricia Hall, Alan Weisman, Magui Cardona, Barbara Aughenbaugh, Kathea Smith, Bill Schnirel, Mary Beth Waak, Bill Boyd, UB20t97, Sally Farley, Dave, Alan Lyles, Seyed Mohammadi, Jeffrey Hutson, Zach Luhman, Karen Karmiol, Elias Nader, Cindy McGowan, Michael Frederick, Seth Kamen, Amir Pezeshkan, Sharon Glazer, Laura Wilson-Gentry, Heather Wyatt-Nicol, Andrea Cantora, Bill Carter, Danielle Giles, Another John, John Burns, Heather Pfeifer, Paul Moniodis, Alicia Campbell, C McBride, Marilyn Oblak, Nicole Marano, Ronald Weich, Jiwon, Allison Jennings-Roche, Lakeisha Matthews, Kyle Breneman, Kathryn Demarest, Another John, Mary Beth Waak, Seema Iyer, Sean Hogan, Ser James, Kristen Conlin, Nafeesa Yunus, Sanwar Sunny, Kevin Wynne, Anthony Butler, Chuckie,

Logistical Items

* Approval of Agenda – Motion/Second – passed
* Approval of Minutes – Motion/Second – passed

Information Items and Announcements

According to bylaws, elections for AY 21-22 should be held by April 30, 2021. We need to convene a nominating committee for officers for next academic year. To Colleges and Schools, make sure UFS and committee vacancies are filled for next academic year. All colleges should have an official UFS alternate. Forming nominating committee for officers, Mike has a couple of suggestions that will be offered at the April meeting.

* GSC Update - Collating suggestions for discussion in April. Minutes are being taken at GSC meetings.
* Inspired Discoveries -Sally Farley report – reminder to encourage all students to go to inspired discoveries. Link is provided in the chat.
* Bucher and BOR Award Nominations – Reminder to submit nominees.

**Action items**

1. Policies from APC

A. Withdrawal Policy

Al Gourrier – APC asked to review policy. Division of Student support would like us to encourage referrals of students to the clinical case manager to access services and resources. The case manager (Tony Dulaney) is a resource for our students – provides wrap around services both on campus and in the community.

Candace Caraco: When a student withdraws there are usually a set of reasons, therefore encouraging students to access clinical manager will provide additional support students and access to on campus and community resources.

There are also current and future financial aid impacts from withdrawals that were not highlighted in the previous version of the policy.

Motion: Motion (Kristen Eyssell) Second (Lori Naylor)

Vote: passed (12) no abstentions

B. Pass Fail Policy

Al Gourrier: In spring 2020 when the University made adjustments for Covid 19, it was recognized that UB did not have P/F policy. This policy addresses P/F course process, impact on GPA, etc.

Motion (Lori Naylor) Second (Frank Van Vliet) –

Vote: Passed

Curriculum – Modality Additions

* + MS CNCM
  + MA GAHS

Both submissions were considered together.

Candace Caraco: SPIA is looking to add an online modality in the MS CNCM and MA GAHS programs that will not displace the face to face modality.

Roger Hartley: SPIA looking to make the expansion to online delivery of the programs to encourage enrollments, especially for those students who wish to attend and reside outside the US. The trend moving into future to more online work.

Motion (Lori Naylor) Second (Frank Van Vliet)

Discussion: None

Vote: passed as to both

SGA Resolutions:

1. Civic engagement

Catherine Andersen: last week there was a collaborative effort by CPA and others to make sure we get students involved in civic engagement. So, this has already been started.

Motion (Tim Sellers) Second (Irv Brown) to endorse as submitted.

No Discussion

M/S, Vote: passed

2. SGA - Islamic holidays

Motion (Kristen Eyssell) Second (David Lingelbach)

Motion and Second to Endorse

Friendly Amendment to encourage SGA to look at other major world religions. Procedurally, the SGA and faculty/staff to recommend to the GSC.

Motion to Endorse with friendly amendment (Dave Lingelbach)/Second (Kristen Eyssell)

Discussion:

Mark Jacque – dates of holidays will not be reflected in academic calendar – they will be listed in UBalt general calendar.

M/S Vote: passed to endorse

**Strategic discussion Items**

1. Multi-factor Authentication (MFA)

Mason Paris – This practice is in compliance with industry best standards and is a USM requirement. It is already implemented at many of the USM institutions. See power-point presentation. All faculty and staff accounts will require multi-factor authentication. Looking at late March, early April for implementation. You can use a cell phone, smart phone, email to sign up for authentication. 20% of UB staff are currently using MFA. If you go to a different browser or clear cookies it will ask for MFA. Thus far there have been no complaints from staff who are currently using it.

Discussion:

You can accept MFA for 7 days at a time. This only for protected platforms, email, Sakai, Peoplesoft, etc. It will not be required for signing into Zoom. However, it will be required to access email.

Concern is that it is easy to use, however, as more people start using it – there may be a delay in receiving the 2nd party identification, particularly if working remotely.

Mason Paris: I disagree – we have had no reports of delayed verification. At end of faulty senate meeting today – an email will go out to faculty. Faculty will have until the end of May to accept.

What is the cost to the University –

Approximate cost to University is $20,000.00

2. Pandemic Townhall Follow Up

President Schmoke: Thank you everyone adjusting quickly this past year in response to Covid 19. We have worked well together as a community to respond to these challenges.

Commencement: Always something new – Governor has made changes on Covid 19 restrictions: short term impacts is that all the planning that had been taking place for commencement has changed. Those universities with stadiums are planning outside commencements. I can tell our students are getting more impatient about commencement planning. We are still planning a virtual commencement – we have a committee to look into any accommodations we can make.

Finances: every year we are asked to model certain budget situations/cuts assuming there will be some constraints. Because of combination of addressing Covid 19 and implementation of BoR task recommendations, I have asked the Deans to do the modeling this year. I have asked them to model a 15% cut in each College. I want to see what the modeling will look like. There will not be an across the board of 15%. Most likely our enrollments will be under what we are now. We recently received enrollment projections for next year and it appears that we will probably face more enrollment decline.

My plan: (1) I want to look at the goals that we set forth in 2018 pathways report and see what we accomplished. We know we failed in the increasing enrollment by 300+ and getting to a 15:1 student/faculty ratio. In regard to some of the broader issues we are on target (student support and services)

(2) I will seriously consider financial impact reports from BoR committees. I will pay closest attention to the report that will come out of Team 7 by March 24. I have seen some of their preliminary work and the conclusion is we cannot keep kicking the can down the road. We have to make some difficult decisions. I will be giving their report serious consideration in my final decisions.

(3) I am reviewing nonacademic side to see if there are savings

(4) I will meet with Provost and Deans to address that some people on faculty have inquired about retirements. I want to know how serious they are. I would like to explore that further. I have to get a concrete idea on whether indeed we will be looking at any significant number of retirements.

(5) Chairs council wants to meet with me – I will set up a meeting with them.

(6) I will assess academic programs. Several factors have to be considered – I have to look at a variety of issues – accreditation, undergrads that contribute to graduate programs.

(7) I will not declare financial exigency nor retrenchment. Those 2 factors are important with regard to tenured faculty.

(8) There will not be across the board cuts. I will look at enrollments in programs. I also want to look at how programs compliment our enrollment goals. BoR has addressed enrollment – if we get on trajectory of increased enrollment, other issues will be resolved. Roxie Shabazz and the Deans have had good discussions on how we can, over time, improve our situation. USM has also experienced significant declines in enrollment. We have to recognize that the competition for adult working students continues to increase. In addition to USM competition, we also have out of state competition.

We can come out with a plan for financial stability. Besides March 24, 2021 date, there will be decisions regarding policy, personnel, legal issues in the weeks after that. My plan is to write a document that I will release to the community on or before May 2 that lays out the financial decisions. That will give an opportunity for the document to be reviewed and questions raised for the May 5 meeting.

That is my broad overview.

Catherine? Beth? Any clarifications, additions? NONE

Discussion:

Question: Team 7 report shows a big gap of $6M – what is the timeframe for closing that gap?

President Schmoke: – the gap will be handled in two phases. Phase 1 – this academic year and Phase 2 – AY 21-22 to close the gap.

Question: Is that you are not thinking about eliminating tenure positions or not doing it until you get guidance from the legal department.

President Schmoke: I am limited on what I can do about tenured positions (legal constraints). I am not currently asking AG “can I do something about tenure positions”)

Question: there are a number of faculty who have growing concerns that cuts will disproportionately land on the academic side. Michelle Cotton’s report shows our administrative costs are high. How will you decide how these cuts will fall in a way that faculty will say its equitable?

Kurt: depends on where you are in terms of cuts. If you are the one that is cut, you won’t think its equitable. Team 7 did give me data regarding administrative side – problem is that some are academic administrators. There will be cuts on academic and nonacademic side. Now, when I talk with staff and they say in proportion staff cuts have been higher than faculty cuts. I’m trying to do it in such a way that when you look at my document, this is a situation that will make us thrive.

Question: If 6M gap that must b closed, my numbers say that 40-60 full time employees have to be eliminated in the next 2 years. What are the number of people impacted.

Is 40-60 accurate

Beth Amyot: Yes, that would be in the ballpark. Taking a hard look in other areas – contingencies, etc. Because our budget is largely in personnel – every area will be on the table.

Question: Will Team 7 address how you are ensuring that you are looking at the situation with eyes wide open?

Beth Amyot: Team 7 is represented by faculty and staff across the university. In several specific areas we are tied to receiving reports from other teams. The charge to Team 7 sets the expectation that there will be coordination with other groups. Very important – the Team is taking that approach in taking the information – a menu of choices or options. Because we are reporting to President, creating propositions – he may choose one of several propositions on a menu of propositions

Question: I hope that we are approaching this with having a good university. Seems strange to say cut staff and professors. What do we need to achieve our goals – I hope it is driven by the desire to have a good university.

President Schmoke: that’s why we are using the 2018 pathways report -which BoR reviewed and said – this is a good plan, you just haven’t implemented it. We have gotten rid of vacant positions. Challenge is that we eliminated positions in institutional research and the process has been slowed in responding to data requests from faculty.

Questions: I hope Beth is giving you options in alignment with goals that have been set.

President Schmoke: toughest part is that everything we do at UB, one could argue contributes to a great university. I don’t know anyone who would step up and say “my program doesn’t meet UB goals.” I will just have to make tough decisions. Another part of the discussion involves conversations with law school regarding the tax. I want to emphasize that the law school is a part of the university.

Question: how will you decide among these competing proposals.

Kurt: We are taking a very serious look at the non-academic side that will reduce expenses and remain efficient. I am working with a group of public universities to lobby congress (We believe there will be another stimulus package) we want our representatives to be aware that the formula they use to distribute funding is very different as to HBCU and minority supporting universities. If they had used the same formula, UB would have gotten 5M more than it got. That would be a help to UB if we got more. We are working to see if we can get that approved. We are talking to our elected officials now about this issue.

Question: this is the time of the year where people go up for tenure. Can you publicly confirm that you will give tenure to all that have been submitted?

President Schmoke – Yes.

Question: There is a number of tenure track faculty who have questions about their continuing at the University. What would you say to those people.

President Schmoke: I think I would refer them to their Deans. I am trying to be as fair as I can be.

Comment: People will be more willing to accept decision if they perceive we are all in this together. I hope that you will bear that in mind as you make those decisions.

President Schmoke: We cannot make everyone happy – but it will be what’s best for the university

Question: do we know that what we are doing now will work in terms of enrollments.

President Schmoke: Roxie Shabazz is putting in place an organization that identifies potential students who are working adults.

Roxie Shabazz – I think the enrollment staff have worked very hard. It’s a matter of direction – I think there has been various levels of leadership – we need stable leadership going forward. Covid 19 makes it more difficult. Additional funding that Kurt was talking about would help. It will take some time to stabilize enrollments and then see increase. I am estimating it will take 2-3 years.

Question: Noticed in last 2-3 years we are not seen in papers – I would love to see what we can do to be more visible in the Sun’s education section?

Chris Spencer – I was interviewed for Sun’s educational section.

President Schmoke – The scholarship dollars news went national. We have those things going on. Newspapers are still important, but also social media.

Question: The faculty that are most vulnerable are contract and adjuncts. Contract faculty that have 1, 2, 3 years. Is it right for them to be concerned about being cut.

President Schmoke: as legal matter I have more authority to do more with nontenured faculty than tenured – however, no final decisions have been made but there will be some reductions and we will see how that will play out. The only real discretion that I have is in contract and nontenured people.

Catherine Andersen – it would not be anyone’s best interests to let faculty members go that are in programs that are growing or central to the academic portfolio piece.

Roger Hartley: We do a lot in CPA to get in print and media – I suggest that some universities have faculty experts who are on call to connect with reporters. Its important to build relationships, to check in with reporters. They tend to jump and reach out to people who they have worked with before.

As for contract faculty, they are the workhorses and are not equally distributed in programs. They might be easier to cut, but it would have a problematic effect on the programs in which they teach.

President Schmoke: I appreciate what Roger has said – those issues must be taken into consideration.

President Schmoke: Vaccines – we know some people will be asking for waivers or exceptions. But I will not mandate vaccination.

Question: We could enter a situation where some do not feel safe coming, but want face to face – how do we work through that?

Sally Reed: I feel comfortable that everyone that wants to be vaccinated will have the opportunity to be vaccinated. There is an accommodation process under ADA and a modified process as it relates to Covid 19. Some underlying conditions may cause a physician to delay vaccinating – that is a medical basis for accommodation.

President Schmoke: I am hoping that as Deans work on schedules, people will let them know that they have a concern about coming on campus and that those individuals will alert the Deans early.

We will survey all our rooms to determine how we will comply with CDC guidelines, which have changed. The CDC guideline now is 6 feet where possible. So, Salisbury, Frostburg and UMCP are looking at 4 feet with masks. By July, if everyone is eligible to be vaccinated, CDC guidelines could change again. Because of the “Brazilian” strain, we could face another surge situation. But, we will try our best to accommodate people who don’t feel comfortable coming on campus.

Question: Why can’t I go into my own office? Can I give my final in the moot court room or can I hire a hall and do it myself?

President Schmoke: My hope is to have more exams in the law school. You know we have a mandate that if someone is on campus regularly they have to be tested 2x per week. It will still require people to be tested, but want to make it easier access to the buildings.

Sally Reed: We are hiring 2 nurse practitioners and one case manager to administer the testing.

Question: Have you made a decision about labs? Have we figured that situation out?

Neb Sertsu: For labs, the Executive team meeting is tomorrow and we will work room by room.

Catherine Andersen: Your associate Deans are working with us and labs are designated as special spaces.

Meeting Adjourned at 3:02 pm