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MEMORANDUM

To: Julio Frenk
University President

From: Tomás A. Salerno 
Chair, Faculty Senate

Date: May 4, 2018

Subject: Faculty Senate Legislation #2017-46 (D) – 2018 Faculty Senate Administrative Services Committee Report and Recommendations

The Faculty Senate, at its April 18, 2018 meeting, unanimously approved to accept the report and recommendations of the Faculty Senate Administrative Services Committee.

This legislation is sent to you for your information.

TAS/rh

Enclosure

cc: Jeffrey Duerk, Executive Vice President and Provost
Laly Joseph, Chair, Faculty Senate Administrative Services Committee



Faculty Senate Administrative Services Committee

2017-2018 Annual Report

Committee Guidelines

The ADMINISTRATIVE SERVICES COMMITTEE monitors and reviews, either on its own, upon request by the Chair of the Senate, or upon request of a faculty member, the administrative services of the University. One of the committee's goals shall be to improve the efficiency of administrative services. In order to avoid lengthy delays, the chair of the committee may deal directly with the Office of the Executive Vice President and Provost on procedural matters.

Committee Membership

Laly J. Joseph (chair), Mark Friedman, Cheryl Gowing, Deborah Heros, Nina Miville, Laura Rikard, and Alecia L. Sabartinelli Stein.

Committee Activities

The committee met three times during the Fall 2017 semester on October 17th, November 14th, & December 5th and twice during the Spring semester on January 30th and March 20th to discuss and address the following issues:

Issues from 16-17:

1. **Issue: Investigate the onboarding process for hiring of new staff.**
Pending to be addressed: Awaiting the hire of the new Vice President of Human Resources for further discussion.

New Issues for 17-18

1. **Issue: Establish a University policy for faculty, staff, and students to visibly display ID cards or badges while on campus.**
Research into the issue: Presentation was made by David Rivero (UM police) and Beverly Pruitt (HR). The new policy would help challenge people who do not belong on campus. Issues raised by the ASC was open campus, compliance, and enforcement.
Recommendation by ASC: ASC members supported the policy; a recommendation was made to the presenters to present it to GWC. [AM1]

2. Issue: Limited access control to buildings for faculty, staff, and students.

Research into the issue: Presentation was made by Capt. William Gerlach.

Follow up was done with Jose Varona, Director of facilities management with his response as follows: As a result of an Internal Audit in January 2017, Facilities Management was tasked with the reset and verification of 24/7 Facility access for all users throughout the Coral Gables & RSMAS Campus. This was one of several security changes required to reduce fraud and theft risks in the facility access control area. Please note that these changes were NOT policy changes, but the implementation of a process that is indicated in our approved Policy. To that end, an initial communication was sent out on 6/15/17 to door administrators (referred to as 'Power Users') informing them of the proposed systems changes. We subsequently worked through a review of previous 24/7 approvals, and moved appropriate personnel to groups with 24/7 access. Faculty and staff that had not been previously approved or confirmed were left under an existing legacy 24/7 role. In October, we converted the legacy 24/7 role into a new 530AM to 11PM, 7-days access schedule for assigned Campus locations. We subsequently sent out another communication reminding Power users of the changes on 10/11/17. The changes did NOT remove access, but limited their schedule of access to assigned doors. We are applying 24/7 access to many Faculty and Staff as requested - in collaboration with UMPD -so long as there is a business or academic need for the 24/7 access. This is ensuring that all 24/7 access has been verified and approved by School administrators. The changes were not implemented to "lock out" our facility and staff; in fact, the intent was to ensure that ONLY the appropriate personnel could work on our Campus without risk of inappropriate access by anyone meaning harm to our University. The Facilities Management team is available 24/7/365 to work with any school or Unit, and UMPD, to resolve access needs, and will continue to do so through our process, unless instructed otherwise. We expect to complete all the changes, and will solicit additional Power User feedback, during the upcoming 2018 calendar year.

Recommendation by ASC: Recommendation by ASC members was to have facilities present the updates at GWC & Senate that the Dean of each school has a list of access control power users who have 24/7 access to the buildings. Access to the buildings will be customized based on the needs of the faculty and students, to ensure work space safety and work life balance.

3. Issue: Parking policy change- Flat rate for all UM employees and night and weekend enforcement, effective June 1st, 2018.

Research into the issue: The new parking policy was discussed. The proposal was brought forth by Prof. Blofield to change parking fees for all FT employees at the Coral Gables campus, from a flat rate fee to a fee as a percentage of salary, for both daytime and evening/weekend parking to make it equitable for all.

Recommendation by ASC: ASC members supported the proposal. Prof. Blofield presented the proposal at the last GWC meeting. GWC was in support of the proposal but needs more information which will be researched further by Prof. Blofield.

4. **Issue: Open/Closed CaneLink Access. Restriction of CaneLink access during the break period during semesters which restricts department chairs from making course schedule changes until the last minute when the semester is about to begin and the students are registering for classes.**

Research into the issue: Response by Karen Beckett, University Registrar:

The longstanding practice is as follows: 1) Department Schedulers have approximately 8 months to do preliminary courses for a particular semester. 2) Once preliminary scheduling is complete, the system is closed for 3-4 weeks in order to assign classrooms. This time is necessary because all schools have to put their rooms and General Purpose Classroom Requests into the 25Live Rooming Software; the Classroom Management staff then run a program to assign General Purpose Classrooms. Finally they make any needed room changes to ensure that special accommodations (back-to-back courses or ADA issues) are addressed before the final room assignments are 'pushed' back into CaneLink. 3) Once the classrooms are assigned, School Schedulers have at least 8 weeks to add new sections or edit the preliminary schedule prior to the start of the semester. This year they had from November 3, 2017 to January 15, 2018 to add or edit any of the Spring course offerings.

The semesters that are open may vary. We work more than a year in advance for scheduling so multiple terms may be open at one time. Over the Winter break the upcoming Spring semester is open only to School Schedulers. Over the upcoming summer, Fall, 2018 would be open for School Schedulers (since rooming will have occurred) and Spring 2019 would be open for all schedulers. As for Department Chairs, I cannot think of any off the top of my head that have or have ever had access to add or update courses as either a department schedule or school scheduler. The course work in CaneLink is primarily done by staff and in a few departments a faculty member. No, a Department Chair, unless designated as a School Scheduler would not have access. Discussion with ASC members revealed that this is an ongoing issue with many schools and should be discussed in detail with the registrar.

Recommendation by ASC: Requested a presentation by Karen Beckett & /or Dr. Green to discuss the issue in detail.