Faculty Assembly Meeting Minutes
Via Hybrid
2700 Posvar Hall and Zoom

Wednesday, April 12, 2023

1. **Call to Order**

President Robin Kear called the meeting to order at 3:01 pm.

2. **Approval of the Minutes of the Past Faculty Assembly Meeting**

Kear asked for a motion to approve the minutes. On a motion duly made (Parker) and seconded (Songer) the minutes of the March 15, 2023 Faculty Assembly Meeting were approved as written.

3. **Items of New Business**.
Kear: We have asked Ted Fritz to join us to talk about the events of early this week.

Fritz: Thank you for the opportunity to talk with and I hope we can have more opportunities to talk in the future so that we can be prepared for such events. Many different things happened on Monday, and it was a long night. For the police there were good and bad things that happened for them. Operationally it went well for them, however we all saw the issues that arose mostly due the ENS message not getting out in a timely fashion. If this does not happen things can go downhill rapidly. We need to let the community know that something is happening quickly, once we can confirm it is happening. The police are taking steps to review the system. There were many reasons for the slowness; including the need for more training and the software itself. We need to train people for these new kinds of crimes that we are facing.

The tests of the ENS system usually work very well but it did not the last couple of times. It is incumbent on me to find out why the ENS system did not work. So far, those reasons are multiple and are driven by this new crime (to us) and how we are going to respond to this. The first thing we need to make sure that information gets out quickly; it may not be complete since our police may be trying to find out what is going on, but people need to know that something is going on. The system will be updated as more information becomes available. I am grateful that the Pitt IT department is going to put some staffing into helping us to look at the workflow with the software, to make sure it is working efficiently. They will also be looking at the software itself and making sure that when updates are made it is not impacting the dispatcher interface. We will continue to train on the system, and we need to do this more often to make sure it runs smoothly. The police do extensive training on the response to these situations and they are doing well operationally but the use of the technology was not up to speed.

I have provided handouts on our new guidelines that describe the University response to an active killer situation, and I hope you will look at them and pass them on to your units. It is on the Pitt police website if you need to find it. This is one way to get this word out, but not the only way.

I ask you for suggestions on how to get this information out to faculty. Several hundred faculty have been through our active killer training, but that is not enough. I would recommend that more people take this training, through their departments. People need to know what to do under different scenarios and I am looking for suggestions on how to inform faculty on what to do during these situations. These guidelines are intended to start the process and I welcome your suggestions. Our folks will come out and do this training any time, any day.

Questions or show the active killer video first?

Kear: I think we will have questions first – several hands are up. I have been hearing from folks that the ENS system should not be opt in. It also it would be helpful to talk to specific departments about their own buildings. It seems that this would be necessary for ongoing situations.

Melnick: Why are we using the term "active killer" and not "active shooter"?
Fritz: Yes, we have found that these massive casualty incidents are not necessarily active shooter incidents. They can be mass stabbing, vehicular or bombing incidents. So, at the beginning we refer to them as "active killer" until we know the threat that we are dealing with.

Bonneau: Thanks for coming. The PD chief is the one who gives out the ultimate OK to send out the ENS but he is also involved with the active event. Has some thought been given to having someone else coordinate the ENS message, without compromising the operations?
Fritz: That's a good point. PITT IT is helping us with this aspect of this, and we are open to changing how that is managed. I will say that the operations commander and shift supervisor are the ones running the operation. Usually, the chief is detached enough to control the ENS messaging, and it has worked in the past. It is the Pitt policy that the Chief has this responsibility, but we are open to looking at how that is managed and I think we need to look at ways to make the messaging quicker.

Tashbook: We are going to have the police come to talk to our Benefits and Welfare committee, so any of you in Faculty Assembly who chair other committees may want to consider this. Last fall, I went through citizen's police academy with Pitt police and I saw great skill, and I now have a more confident feeling that they know what is going on. I would encourage you to find time to do these things. It's 10 weeks of well-spent time
Kear: Ted will be talking to the CUPS committee about these incidents.
Fritz: My department and the police department need to be getting better at communication, and we need to market our training. Everybody must be prepared about how to deal with such incidents. Active killer training is portable and useful for anywhere. You are also being taught what to do in your individual buildings. There are many different buildings on campus and each one may be different. It is important to get the training for your own buildings.

Denman: Not all faculty teach in one building, and it would be good to have information about other buildings that we might work in. For example, none of the rooms that I teach in Cathedral have locks and they open outwards, and these cannot be barricaded. Is there going to be review of buildings on

campus?

Fritz: There is a committee on classrooms, and they are planning to add electronic locking capability when they are renovated. Some of the classrooms have panic buttons that will lock the room and inform Pitt police. We are doing the nationality rooms right now. If you are in a classroom and you are concerned about it, you should contact facilities management to ask them to add locking mechanisms. Concerning information about other buildings it you go to Environmental Health and Safety you will find building occupant guidelines available on their website. It talks about evacuation routes, safety procedures etc.

Denman: It would be good to have this information all in one place.

Bratman: I have a question about the lockdown. We saw many students outside tugging on doors and they could not get into the building. What should people do when they are outside when there is a lockdown?

Fritz: The lockdown message should come over the ENS and an alarm should sound in the building. The guidelines for people who are outside are to keep moving away from where the shooter might be. We use lockdown very sparingly because of these complications.

Conley: In face of rise of swatting incidents is there technology that would help us anticipate these events? Could we use ShotSpotter?. Is there a tool we can use?

Fritz: We do use these tools and much of our campus is covered by ShotSpotter. We want to cover all the campus. We do not want to entirely rely on this, but we do need more of these tools to help us decide if these are hoaxes. The difference with this kind of hoax from previous ones, such as the bomb threats from a few years back, is that the response itself can be quite dangerous for all of us as well as the first responders.

Kear: Thank you for being with us today. We are glad to hear about the improvements that are in the works.

The Faculty Assembly watched the video on the active killer response.

4. **Report of the Senate President, Robin Kear** (submitted in written form)

Safety

- I have been hearing frustration and anxiety around the second hoax in two weeks. There have been communication failures, and I am glad to hear how this is being improved. We must do better for our students. There have been several messages from our administration that include resources for students, staff and faculty, and there is certainly room to listen and do better, so please do share what you need.
- It is heartbreaking that the state of our American society does not make the image of our students running out a building unique. The epidemic of gun violence is impacting all of our lives, some of us are impacted disproportionately, and we must each do what we can to make it better for all.

- I know we are tired. There does not seem to be any end to complicated disruptions for our students this term, in fact for the past three years of our lives.

Chancellor Announcement

- The Senate welcomes our next Chancellor Joan T.A. Gabel. We are excited to work with her and appreciate her efforts to reach out to the Senate on the day of the announcement. The Senate Officers were able to meet briefly with her and appreciated her stated commitment to shared governance.
- The Senate Officers had asked to be included in the deliberations for the finalists and were disappointed that that was not possible. As the only representatives on campus elected by the entirety of the faculty, we thought it was important to include our shared governance viewpoint on the next leader of our university. I expressed this formally to the search committee chair and vice-chair.
- Regardless, we look forward to future collaboration and partnership with Chancellor-elect Gabel. There are many challenges and opportunities to continue working on.

Provost

- I have not received any information on the search process or any possible interim steps for the Provost position.

Moment of Thanks

- I want to share a moment of thanks to Kris, Penny, Chris, and Lori. I have been out of town for some days, partially due to previously scheduled time out but also due to an unexpected out of town funeral for a close family member. Thanks to them for handling matters in my absence.

University Policy Open for Comment

- There are currently no policies open for public comment.

Interim Updates to Policies ER 02 and ER 03

- The Policy office worked with the Office of Research Protections to make some minor interim updates to Policies ER 02, Conflict of Interest for Designated Administrators and Staff and ER 03, Conflict of Interest for University of Pittsburgh Employees.
- They forwarded these minor edits to the Senate and Staff Council for feedback at the end of March. I solicited feedback from the Senate Officers and the co-chairs of the Research Committee. We did not have any concerns with the minor edits.
- Minor edits were made to reflect two changes: HR is planning to phase out the "Administrator" job classification in mid-April, which were mentioned in the policies, and to account for the transition to MyDisclosures that happened a few years ago.
- If you would like any further information on these changes please let me know, the interim, revised policies will be placed on the Policy Office website.

Union Relations

- The Union's Council of Representatives has voted to create a standing committee to facilitate senate-union communication. We met on Tuesday March 21st. I look forward to this continued communication.
- I am glad to see that the union released an article checklist of articles proposed by the union and the administration. Please take a look at this new information.
- The text of tentative articles would also be helpful to get bargaining member feedback as slow negotiation is ongoing. A summary does not provide the same opportunity for feedback as details do. As a reminder, tentative articles can still be modified up until the final contract is ready for a vote.

Benefits Impacts for Senate Work
- As I have mentioned previously, the work of the Dependent Care Ad Hoc Committee we authorized 18 months ago has come to a statis point due to contract negotiations between admin and the Union of Pitt faculty. I will ask the chair to give a final report to us in May.
- The University has traditionally annually commissioned a Medical Advisory Committee (MAC) in the spring term to provide input to the Pitt Benefits team regarding the health insurance program for the upcoming fiscal year. It traditionally has had the Senate President, Staff Council President, chair of Benefits & Welfare, and other faculty and staff at large members viewing utilization data, projection costs, and collaborating to provide input. This has been the role of shared governance related to health insurance programs.
- This committee has not been convened yet due to the need for new benefits input processes with the Union of Pitt Faculty bargaining unit. I am meeting tomorrow with James Gallaher, VC for Human Resources and Lindsay Rodzwicz, President of Staff Council, to discuss its functioning for staff and faculty outside the bargaining unit. I have also recommended that for this year Senate Secretary Penny Morel takes my place, as she is in the medical school, and I have recommended two other medical school Faculty Assembly members, along with a Senate member not in the medical school or the bargaining unit. I believe they are meeting today at 4 pm.

Updated Guidance on PBCs
- One of my goals has been to get more budgetary information to the unit-level Planning and Budget Committees. In May of 2022, we worked with the Provost and CFO to write a memo on how to do this and have it be accountable through the RCRP (resource proposals) process in the new budget model. There was some confusion at the start of this year when guidance was given by the Provost to Deans regarding bargaining unit members and PBCs.
- In early March, the Provost provided updated guidance to the Council of Deans on unit level Planning and Budget Committees and union bargaining unit members.
- PBC meetings can continue to be divided into two sessions:
  - In the first session, attended by all committee members, what has changed is that you can share information and documentation relevant to the budget process with all members. For example, you may share information about projected enrollment in a program or speak generally about hiring but you may not discuss specifics related to compensation or individual faculty members. That said, members of administration will

not discuss issues that are mandatory subject of bargaining (i.e., wages, benefits, working conditions) with bargaining-unit faculty members.

- o If a second session is determined to be needed by a unit PBC to enable discussion of topics related to mandatory subjects of bargaining, that unit can arrange for such a discussion, though no bargaining-unit faculty members may be present for it.

- Let the Senate Budget Policies Committee chair Juan Taboas know if you have questions about how your PBC should be functioning.

Upcoming Speakers at Pitt

- I am at the beginning of the process to convene a Senate ad hoc committee that will allow deeper discussion of free speech, hate speech, and the responsibilities of our community members, within the obligation of being a public university and an open intellectual environment. This will go through our voting process.
- As always, please suggest to me the names of those that you think should be involved in this critical conversation.

Senate Plenary

- The Senate Plenary was on Tuesday April 4th from noon to 2:00 pm in the William Pitt Union Assembly Room. Thank you to the speakers and all who attended. Thank you to Lori Molinaro and Linda SantaCasa in the Senate Office. Thank you to Kris Kanthak who introduced the speakers and led the Q&A.
- The speakers exceeded my expectations and I hope you will take a moment to view their insights. The recording is up on the Senate website.

Thank you for your service and dedication to shared governance.

Any questions or comments on my report?

Stoner: I want to give a shout out to encourage you to view the plenary. Also, the Dietrich PBC seems to have returned to being more normal, although we have not yet had to deal with any numbers. Thanks to all who brokered those agreements that allow faculty in the bargaining unit to continue to participate.
Kear: thank you John. You should expect to see projections in early fall.

Songer: In March or early April, members of bargaining unit received a message from the union regarding signing a card. One component about that indicated that the ability to vote on the contract was contingent on signing the card. Some faculty were confused by this, and we need to clarify what the process would be.
Kear: I agree. I was also confused about the message and what it means.
Bonneau: My understanding is that to be a member of the union, you have to sign a membership card that would also authorize the deduction of dues. However, the dues will not be deducted until the first contract is ratified. So, if you don't sign the card you cannot vote on the contract even though you are covered by the contract. If you do sign the card, you can vote on the contract and once the contract is ratified your dues will be deducted from your paycheck. This is not the same card that was signed earlier in support of the union, this is a membership card.
Songer: So, if you do not sign a union membership card you are not able to vote for the first contract.

Bonneau: Yes, that is the current state of the law.

Kear: Yes, but that is different from signing for dues deduction as that is an additional signature.

Bonneau: You can do them both at the same time, but they are separate entities.

Songer: it would be good to enhance this communication to faculty, as it would benefit them.

Kear: I can have this clarified at our next senate/union meeting, which is not scheduled yet but will be soon.

Bonneau: Yes – we should ask the union to clarify since it is their job to clarify their rules and their policies. The labor law in PA is not clear on these things. I am surprised that there has not been a lawsuit yet on the fact that you can be covered by a contract but cannot vote on it unless you sign a card. My guess this will be coming in the next 5 years.

5. **Reports by and Announcements of the Special and Standing Committees of the Senate**
     Travel Cash Advance Policy
     Professor Juan Taboas, Budget Policies Chair

Kear: Juan Taboas is not here to present the policy, but I can. It is probably the shortest policy I have seen. The Budget Policies committee voted to approve this policy in March. This is an update of an existing policy. The gist of the changes is that there used to be a different method to get cash advances when traveling. You can now use the OneCard to get a cash advance. This is used when traveling to places that do not accept cards or do not have many ATMs. The cash advance should be requested using a form, needs to be approved and then the cash can be withdrawn from an ATM with the OneCard. On return from the trip expense reports must be filed with receipts and any unused cash returned within 120 days. Any cash not accounted for or returned will be included as taxable income to the traveler.

Questions?

Scott: Just to clarify, if you want to use the ATM you need to get it preapproved before you travel?

Kear: Yes, that is correct.

It passed unanimously:

Vote: Yes: 34; No: 0; Abstain: 0.

     Network Policy
     Professor Ilia Murtazashvili CITC Chair

Murtazashvili: We discussed and approved this policy at the February FA meeting, and we made a modification that, it turns out, we could not make. Given the nature of the policy Brian Hart has agreed to explain what is going on with this policy.

Hart: The network policy is really a reduction from the existing policy, to remove a lot of the technical detail that was present before, which could obstruct the use of the policy as things change and go out of date. The change that was requested was for faculty to have the ability to create what, one might call, a private network that is not on PittNet. That is a provision that we cannot accept as it takes the teeth out of the entire policy. The policy is an administrative policy, not a user policy, and it's purpose is to assign the responsibility for the construction, maintenance, design and operation of PittNet to Pitt IT. The issue

of special networks is not something we are familiar with. We get requests for special network configurations for networks that are off of PittNet, and we have sought to have Department, faculty, staff etc to interact with Pitt IT so that we can create something that is secure and does not interfere with PittNet itself. Adding an additional wireless network can reduce the operability of PittNet. That is the intent of that section of the policy.

Our response was not to ignore the request, but we want to make it clear that that Pitt IT has the responsibility to consult with faculty and users to create network services that provide the functionality that they need. Certain faculty are doing network research and we have helped them create networks that are outside PittNet. Our aim is to make it clear to the whole university community that Pitt IT is responsible for making sure that network functionality works for everybody. At the same time we need to make sure that someone cannot unintentionally create a network that has a negative impact on the whole community's access to PittNet.

Murtazashvili: Also thanks to Adam Harbaugh and Tony Graham were very helpful in answering questions. The committee was unanimous in approving the revised policy.

Any questions?

Tashbook: I had a few language questions that were not clear. In part I, the second sentence is not clear.
Hart: We can work to make that less fuzzy

Tashbook: In part VI, in part A it not clear if it is one person.
Hart: Yes, it is one person and I edited to make this clearer.

Kear: Thank you. I think the changes make the policy clearer and address the concerns that were raised previously by Juan Taboas. He is not here but he has not contacted me with any concerns, so I assume he is OK with these changes.

Hart: There is another policy that is going through the process on Computer Access and Use that is more concerned with user issues, whereas this policy is more administrative. It is coming soon.

Vote: Yes: 31; No: 0; Abstain 1.

The policy was approved by Faculty Assembly

6. **Unfinished Business and /or New Business**

None

7. **Announcements**
None

8. A**djournment**
The meeting was adjourned at 4:20 pm**.**

Documents from the meeting are available at the University Senate website:

Respectfully submitted,

Penelope (Penny) Morel
Secretary, University Senate

<u>Members attending</u>:

Bell, Bircher, Bonneau, Bratman, Buchanich, Burton, Conley, Denman, Falcione, Fort, Glynn, Guterman, Jacobs, Jones, Kanthak, Kear, Keown, Kohanbash, Labrinidis, Lemery, Maier, Massanelli, Mauk, McCormick, Melnick, Molinaro, Morel, Morris, Murtazashvili I., Murtazashvili J., Newman, Nguyen, Pacella-LaBarbara, Parker, Pitetti, Reed, Salcido, Scott, Shafiq, Shephard, Songer, Stoner, Streeter, Swigonova, Tashbook, Tokowicz, Wood K., Zack

<u>Members not attending</u>:

Almarza, Archibald, Balaban, Bench, Cutsumbis, Dallal, Epitropoulos, Giandomenico-Meaner, Lewin, Mahboobin, Oyler, Paljug, Paterson, Potoski, Sant, Schmidt, Triplette, Wert, Yates, Yearwood

*<u>Excused attendance</u>:

Cousin, Damiani, Kovacs, Schuster, Taboas, Tudorascu, G. Wood

<u>Others attending</u>:

Ayars, Dean, Fritz, Graham, Hart, Hauck, Hobaugh, Jones, McCarthy, SantaCasa, Schackner, Tuttle, Wells

*Notified Senate Office