

**Chancellor's Family Friendly Campus Committee**  
Annual Report (2014-2015)

To Whom this May Concern,

During the 2014-2015 school year, the Family Friendly Campus Committee (FFCC) met twice, once in the fall and once in the spring. The agenda and minutes from both meetings follow this report.

After the Student-Parent Center closing in March, 2014, FFCC sponsored campus child care needs assessment, and the subsequent request for bids to build and operate a campus child care program (as of February, 2015 no bids had been received), the issue of child care shifted priority in the committee's agenda. For the year, we focused instead on identifying "low-cost/no-cost" strategies to enhance the family-friendly nature of MU.

For instance, Alan Whittington continued to champion the FFCC-approved family-friendly syllabus statement with campus administration and the Faculty Council (the most current version appears on page 5). Additionally, the FFCC reviewed and discussed the recent Staff Council Needs Assessment and Climate Survey. From this discussion we learned about the pending system-wide shared leave program. Additionally, we discussed a request from the campus Status of Women Committee to address scheduling of department meetings, seminars, etc during times of day that make it difficult for those with dependent care needs to attend (e.g., a standing meeting when official business is discussed that is scheduled outside of the typical 9 to 5 workday). During the 2015-2016 year, the FFCC will take up this matter. Similar to the family-friendly syllabus statement, the FFCC considers this a low-cost/no-cost strategy to improve the family-friendly nature of the MU campus.

Respectfully submitted,

Sara Gable, Ph.D  
College of Human Environmental Sciences  
Department of Nutrition and Exercise Physiology  
Chair, FFCC

**Chancellor's Family Friendly Campus Committee**  
**Fall Meeting Agenda: October 30, 2014**  
3:00 pm – 4:00 pm (Memorial Union S207)

1. Welcome and brief introductions
2. Review last year's accomplishments
3. Highlights from Child Care Needs Assessment
4. Brainstorm goals for 2014-2015
5. Next steps

**Chancellor's Family Friendly Campus Committee**  
**Meeting Minutes: October 30, 2014**  
3:00 pm – 4:00 pm (Memorial Union S207)

Attending: Sheryl Cullina, Heiddi Davis, Sam Dicke, Dale Fitch, Larry Ganong, Barb Hammer, Jenny Keely, Lael Keiser, Jerry W. Kiesling, Natalie McCabe, Carol Mertensmeyer Alan Whittington, Jeff Zeilenga, Sara Gable.

Welcome and brief introductions before meeting started.

Last year's accomplishments were reviewed. Specifically, the committee discussed the 2013-2014 Annual Report with particular attention to Alan Whittington's efforts to institutionalize "family friendly" syllabus language and the Child Care Needs Assessment results. Alan will email Sara the current draft syllabus language and she will forward it to the committee, for their information.

Brainstorm goals for 2014-2015: After discussion, it was decided that the committee focus on **low cost/no cost "best practices" to support work/family balance** that are implemented by comparable institutions of higher education. To facilitate this goal, Sara will contact Rebecca Bergfield to obtain (and distribute) a copy of last year's Staff Council-sponsored needs assessment. The results of the Staff Council survey will be combined with the Child Care Needs Assessment, in particular, the "Ways Universities can Help Employees/Students Balance Work and Family Responsibilities," listed on page 14. With committee input, an online survey will be created to guide our priorities for next semester and the 2015-2016 year.

Our next meeting will be scheduled for early SP2015 semester via Doodle Poll. Thank you for your service on this committee. Enjoy Thanksgiving!

**Chancellor's Family Friendly Campus Committee**  
**Spring Meeting Agenda: February 20, 2015**  
2:00 pm – 3:00 pm (Memorial Union N232)

1. Staff Council Needs Assessment and Climate Survey: What can our committee learn from these results?

2. Update from Alan Whittington:

Statement endorsed by the Faculty Friendly Campus Committee, 02/26/2014

(1) Faculty shall treat absences or late submission of coursework caused by unexpected dependent care obligations as equivalent to those caused by illness of the student themselves. Unexpected dependent care obligations would include, for example, short notice early closing of Columbia Public Schools, or sickness of a child or other dependent.

(2) Faculty shall state their policy on absences or late submission of coursework explicitly in the class syllabus, including any accommodations such as makeup exams or redistribution of credit from a missed midterm to the final exam. In some cases, for example classes that require field trips, the only reasonable course of action for excused absences may be to give a grade of incomplete.

3. “Low cost/no cost” strategies and practices for improving family friendly nature of MU’s campus:

- Request from Status of Women committee re: scheduling of department meetings, seminars, etc.
- Developing guidelines for interested units to create shared pools of sick days/vacation days/personal days. Next steps...

CAFNR – I’ve been asked to represent our committee at a meeting on March 18 (10am – 11am). How can we make the most of this opportunity (e.g., encourage CAFNR faculty to use Alan’s syllabus statement)?

**Chancellor's Family Friendly Campus Committee  
Spring Meeting Minutes: February 20, 2015  
2:00 pm – 3:00 pm (Memorial Union N232)**

Attending: Rebecca Bergfield, Kim Dude, Dale Fitch, Larry Ganong, Billy P. Jamison, Lael Keiser, Jerry W. Kiesling, Julie Loftin, Natalie McCabe, Alan Whittington, Sara Gable.

Welcome and brief introductions before meeting began.

Staff Council Needs Assessment and Climate Survey: Rebecca Bergfield provided the FFCC with a copy of the recent Staff Council Needs Assessment and Climate Survey. Our group discussed the findings in the context of those that are applicable to our committee (more on this below).

Update from Alan Whittington: The FFCC discussed Alan's "family-friendly" syllabus statement, made several editorial changes, and voted unanimously to approve the following "recommended" syllabus statement:

**Statement endorsed by the Faculty Friendly Campus Committee,  
02/20/2015**

**(1) Faculty should treat absences or late submission of coursework caused by unexpected dependent care obligations as equivalent to those caused by illness of the student themselves. Unexpected dependent care obligations would include, for example, short notice early closing of Columbia Public Schools, or sickness of a child or other dependent.**

**(2) Faculty should state their policy on absences or late submission of coursework explicitly in the class syllabus, including any accommodations such as makeup exams or redistribution of credit from a missed midterm to the final exam. In some cases, for example classes that require field trips, the only reasonable course of action for excused absences may be to give a grade of incomplete.**

Allan intends to present these statements to the Faculty Affairs and Diversity Affairs subcommittees of the Faculty Council, with the ultimate goal of having the statements listed among the other recommended syllabus statements at the MU Provost's webpage (see: <http://provost.missouri.edu/faculty/syllabus-information.php> ).

“Low cost/no cost” strategies and practices for improving family-friendly nature of MU's campus:

- Sara Gable received a request from the campus Status of Women committee regarding scheduling of department meetings, seminars, etc during times of day that make it difficult to attend for those with dependent care needs. For example, meetings, such as faculty meetings or other regular standing meetings, that are scheduled to begin before or after the typical 9 to 5 workday. **The FFCC considers this a low-cost/no-cost way to improve the family-friendly nature of the campus and will address it during the 2015-2016 year.**
- Rebecca Bergfield updated the FFCC on the pending system-level “shared leave program”. The program has cleared the legal review process and is nearing implementation. This is good news!

CAFNR – I've [Sara Gable] been asked to represent our committee at a meeting on March 18 (10am – 11am). How can we make the most of this opportunity (e.g., encourage CAFNR faculty to use Alan's syllabus statement)? **Due to illness, Sara Gable had to postpone meeting with CAFNR.**