

**Family Friendly Campus Committee
Annual Report 2016/2017**

To Whom It May Concern:

The Family Friendly Campus Committee met four times during the 2016-2017 year; the meeting agendas and minutes follow this report. Our first goal of the year was to justify the work of our group. After discussion, we decided that having a dedicated committee is important to campus and to all who are affiliated with it. We recognized the need to be more active and present on campus to administrators, faculty, staff, and students. Therefore, our second goal of the year was to brainstorm ideas to make campus more family-friendly and to prioritize those areas that would be most impactful and achievable. Third, we formed working groups to start the work on our top three priorities: (1) update the family friendly website, (2) update and submit the Office of Family Life proposal, and (3) review policy.

Our progress toward these goals was steady. As the chair of this committee, I was asked to serve on the Chancellor's Pregnancy Policy Task Force; one charge to this task force is to create a clearinghouse of information related to pregnancy and parenting policies and rights. This directly aligns with the mission of this standing committee and our first goal of revising our website to become a comprehensive site for faculty, students, and staff. Our committee's working group have already identified resources that need to be revised or added to the website, and relevant committee members are working with the task force on the website for the clearinghouse. Because the Office of Civil Rights and Title IX will house this proposed student pregnancy policy and currently handles staff and faculty questions regarding their rights surrounding pregnancy, it is my understanding that this office will also host and maintain the website.

The proposal for the Office of Family Life was submitted several years ago to Chancellor Deaton but the committee (apparently) received no feedback. Our goal is to revisit the proposal and, if desired, revise and resubmit it to Chancellor Cartwright early next year.

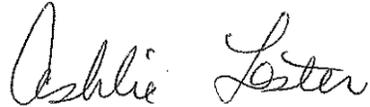
The policy working group's primary task is to identify policies for faculty, students, and staff that might be altered to become more family friendly. Currently, members are soliciting anecdotal information from their respective departments and units.

Our goals for 2017/2018 include completing the website in cooperation with the Pregnancy Task Force and the Office of Civil Rights and Title IX, critically reviewing the proposal for the Office of Family Life, identifying one policy we may be able to alter (and inviting to our meetings the relevant administrator), and raising the visibility and relevance of the committee across campus. We suggest providing an ex officio membership to a member of the Office of Civil Rights and Title IX and altering the wording of our mission (from "Assess and make recommendations to the chancellor..." to "Advise the chancellor...". See agenda from 12/15/2016).

Finally, I will be on Family Medical Leave September through November, so a new chairperson needs to be assigned. Lynne Lawrence has agreed to serve as a co-chair (to provide continuity and to help share the responsibilities).

Thank you for the opportunity to serve, and please contact me if I can provide any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Ashlie Lester". The signature is written in black ink and is positioned above the typed name.

Ashlie Lester, PhD

Chair

MU Chancellor's Family Friendly Campus Committee

Family Friendly Campus Committee
12/15/2016

Agenda

I. Welcome and Introductions:

Members present: Ashlie Lester (chair), Catherine Rymph, John Frymire, Jennifer Keely, Kelly Reilly, Lauren Sellers, David Currey, Barb Hammer, Billy Jamison, Jr., Sheryl Cullina, Ellen McLain, Lynne Lawrence, Kristen Hasan

II. Review charge of committee and overlap with other committees. Any feedback?

“Assess and make recommendations to the chancellor regarding the ways in which the MU campus, including physical facilities and educational and employment policies, supports the family responsibilities of students, staff, and faculty members.”

Discussion about merits of remaining a standing committee. Ultimately, the committee members still see a need for a standing committee to bring together staff, faculty, and students. We suggest the charge be re-stated to parallel the Staff Advisory Council (e.g., Advise the chancellor regarding...) to indicate a direct and bidirectional relationship with the chancellor. Potentially include “meet with Chancellor” so that we may have direct access. Also, the line of feedback needs to be clarified: Who do we submit our recommendations to? How do we receive feedback? To be a more effective working group, we decided to meet monthly during the academic year and to assign task-specific working groups.

III. Review previous work

Not addressed due to time.

IV. Next steps

- a. Revisit Office of Family Life proposal. (Ashlie to find out where in the process we are with the proposal revised Spring 2016.)
- b. Clarify channel for reporting the Committee’s recommendations and for receiving feedback. Perhaps through the Provost office? (Ashlie)
- c. Clarify Chancellor search process; how can we put our agenda in front of candidates? (John Frymire)
- d. Review old survey results (ask Dale Fitch); discuss need for a new survey to assess needs, or should we start with the staff survey and the Diversity and Inclusion committee data?
- e. Update website: <http://familyfriendly.missouri.edu/>. We need to update the existing content, add new information, and link to it from several different places (not just under Staff) so that information is easily accessed. “Clearinghouse for information”. Check with Student Auxiliary Services.

- f. Advocate for some campus (or system) wide policies, rather than leaving it up to department chairs. Potentially:
 - i. Bereavement policy for students (see Appendix A; I've also included MU's policy for staff as a comparison in Appendix B). The student policy is currently on the agenda for the next Faculty Council meeting.
 - ii. Catastrophic leave sharing program. I can't find MU Hospital's existing policy, but I'll keep looking.
 - iii. What do other universities do (compare to AAU schools)? Has someone successfully addressed an issue we have at MU?
 - 1. Supplemental family and medical leave
 - 2. Paid parental leave policy for graduates and post-docs
 - 3. Family-school partnerships
 - 4. Flexible work arrangements
 - 5. Emergency loans (see <https://uhs.berkeley.edu/bewellatwork/worklife>)
 - 6. Extend student counseling services to include immediate family members
 - g. Prioritize ideas.
- V. Adjourn

APPENDIX A—Student Bereavement Policy Example
Example from Purdue University

Grief Absence Policy for Students (University Senate Document 10-6, March 21, 2011)

http://www.purdue.edu/studentregulations/regulations_procedures/classes.html

Policy Statement: Purdue University recognizes that a time of bereavement is very difficult for a student. The University therefore provides the following rights to students facing the loss of a family member through the Grief Absence Policy for Students (GAPS).

GAPS Policy: Students will be excused for funeral leave and given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of the death of a member of the student's family.

Scope: This policy applies to all full-time and part-time students currently enrolled in the Purdue University System.

Immediate Family: Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of a spouse, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.

Relative living in the student's home: Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of an uncle, aunt, niece, nephew or first cousin living in the student's home.

Relative: Students are eligible for one (1) day of excused absence for the death of an uncle, aunt, niece, nephew or first cousin.

In the event of the death of another family member or friend not explicitly included within this policy, a bereaved student should petition for grief absence through the Office of the Dean of Students (ODOS) by meeting individually with an ODOS staff member for case evaluation.

In addition, students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified funeral services from West Lafayette, IN, as follows:

Within 150 mile radius of West Lafayette - no additional excused absence days; between 150-300 mile radius of West Lafayette - one additional excused absence days; beyond 300 mile radius of West Lafayette - two additional excused absence days; outside the 48 contiguous United States - four additional excused absence days.

A student should contact the ODOS to request that a notice of his or her leave be sent to instructors. The student will provide documentation of the death or funeral service attended to

the ODOS. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments. If the student is not satisfied with the implementation of this policy by a faculty member, he or she is encouraged to contact the Department Head and if necessary, the ODOS, for further review of his or her case. In a case where grades are negatively affected, the student may follow the established grade appeals process.

Example from U of Wisconsin - Green Bay:

http://www.uwgb.edu/deanofstudents/policies_procedures/students/studentbereavement.html

APPENDIX B: Staff Bereavement Policy

Leaves (HR-400)**HR-412 Funeral Leave****Summary**

An employee will be granted a maximum of three (3) days, (twenty-four (24) hours), leave without loss of pay or vacation during the period starting on the date of death and ending on the tenth calendar day after the funeral or memorial service in accordance with this policy. The three (3) days need not be taken consecutively. Such time should be provided on a prorata basis for an employee who works 99 percent to 75 percent FTE. Any additional days required must be charged to accrued vacation or taken as excused leave without pay.

Definition

Funeral leave may be taken for the following individuals: husband/wife; parent (including stepparent); grandparent/great grandparent; grandchildren; son/daughter; stepchild; brother/sister; mother-in-law/father-in-law; Sponsored Adult Dependent; and foster children who have become members of family.

Eligibility

All Regular Administrative, Service and Support staff are eligible to receive pay for funeral leave. Employees with primary titles that are Administrative, Service & Support who are exempt from classification because their positions are primarily directing instructional or research activities are not subject to this policy.

Recording

Funeral leave must be recorded in the university's central payroll system as part of the regular payroll processing cycle. Employees should enter the appropriate time reporting code.

Syllabus statement:

(1) Faculty are encouraged to 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 are encouraged to 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.

APPENDIX C: Catastrophic Leave Sharing Program

Family Friendly Campus Committee
2/3/2017

Agenda

- I. Welcome and Introductions:
Ashlie Lester (chair), Kelly Reilly, Sheryl Cullins, Ellen McLain, Lynne Lawrence, Billy Jamison, Jr., Heiddi Davis
- II. Approve minutes
Minutes approved
- III. Updates
 - a. Chancellor's response to our feedback on the charge was positive
 - b. The Office of Family Life proposal was not submitted; we will form working groups to re-submit
 - c. Our contact at the administrative level is Anna Ball. We will forward on our concerns and suggestions to her, who will then distribute them to the relevant people.
- IV. Setting priorities
 - a. Office of Family Life
 - b. New survey to assess needs/diversity and inclusion committee data
 - c. Website updates (including monthly FAQs about a particular family policy)
 - d. Policy recommendations (for campus, not up to department chair's discretion)
 - i. Bereavement policy for students
 - ii. Catastrophic leave sharing program
 - iii. Supplemental family and medical leave
 - iv. Paid parental leave policy for graduates and post-docs
 - v. Family-school partnerships
 - vi. Flexible work arrangements
 - vii. Emergency loans (see <https://uhs.berkeley.edu/bewellatwork/worklife>)
 - viii. Extend student counseling services to include immediate family members
 - ix. Allow students to register more than one car to their parking permit (like faculty are able to do)
- V. Next steps
We ranked our top three priorities, then assigned working groups to work on these items.
 1. Updating website (Kelly Reilly, Lynne Lawrence, Jenny Keely).
Ashlie to find out who will be our regular contact for the site
 2. Office of Family Life proposal (Ellen McLain, Billy Jamison).
Ashlie to send the current proposal to them for review.

3. Reviewing policy to a) find current family-friendly policies to highlight on the website and b) identify those policies that unnecessarily inhibit family life (e.g., allowing students to register multiple cars under one parking pass like faculty are allowed to do; eliminating types of sick days for staff). (Sheryl Cullins, Heiddi Davis, Julie Loftin, Kristen Hasan)

Other members will add to these three working groups.

VI. Adjourn

Family Friendly Campus Committee
3/24/2017; 11-12
208 Gwynn Hall-Bea Smith Conference Room

Agenda

- I. Welcome and Introductions:
Ashlie Lester, Billy Jamison, Lynn Lawrence, Kim Dude, Jeff Zeilenga, Jenny Keely, Meredith Cornelison, Heiddi Davis
- II. Approved minutes
- III. Meredith Cornelison: project idea regarding signage for public restrooms (outside the restroom? On specific stalls? Parking signs?) for individuals with non-apparent disabilities—"not every disability is visible". The discussion focused on what to do with this information and how it could best be distributed. Signage can be costly, needs to be consistent across campus, and it needs to be maintained over time. Given these limits, we discussed other ways this message could be given. The committee suggested talking to Amber Cheek about having this slogan be part of an awareness campaign in conjunction with Disability Awareness Week. Several ideas were offered as part of a campaign: 1. cling "stickers" could be created and posted in restrooms in central, high-trafficked buildings. 2. Buttons. 3. Laptop stickers. 4. Publish a story relevant to "not every disability is visible". Also, perhaps potential partnerships could be made with mental health organizations, the disability center, and diversity initiatives. The committee would be happy to partner in this effort.
- IV. Working groups: assignments and updates
 - a. Updating website (Kelly Reilly, Lynne Lawrence, Jenny Keely). *Michelle Marsden is our point person to make website changes.* We need to update links, add others, and add the link to the Current Students page. We discussed providing more updated pictures, but then decided that doing so require ongoing maintenance. Perhaps the website should rather be without pictures, but with more relevant information/links to relevant information. From Jeff Zeilenga's office: see attached email regarding the website.
 - b. Office of Family Life proposal (Ellen McLain, Billy Jamison).
 - c. Reviewing policy to a) find current family-friendly policies to highlight on the website and b) identify those policies that unnecessarily inhibit family life (e.g., allowing students to register multiple cars under one parking pass like faculty are allowed to do; eliminating types of sick days for staff). (Sheryl Cullins, Heiddi Davis, Julie Loftin, Kristen Hasan) An update was offered regarding the parking

passes for students. Heiddi Davis reported that parking and transportation does make accommodations for students with families: students with families can call and request a second car to be added to a pass.

- V. Chancellor's Task Force on Pregnancy and Parenting Policies: creating policy for students related to pregnancy and parenting. Anyone want to join?
- VI. Updates from Committee Chair retreat:
 - a. Be sure to talk with your department about this committee and our work. We represent the broad views of our areas, not just our own perspective
 - b. Ask others to serve on the committee
 - c. Who is our administrator? Suggestion from Anna Ball:
- VII. Looking ahead:
 - a. Chair position will be open. Encouraged the committee members to reach out to others.
- VIII. Adjourn

Hi Ashlie,

Dr. Zeilenga asked if I would find out who takes care of the Family Friendly Campus committee website and I asked our Associate Director of IT, Chris Wolfe. Jeff asked that I send you Chris' response:

To simply answer the question that was asked, I am the person on the IT side that has access to the family friendly website. If you or Jeff are interested, below is the back story, and then two possible solutions.

Background

August 2015 we transitioned the control of the website to ParentLink per Jeff's request. I gave Christina Torbet and LaShawn Butler access to the website files. Once they had access to modify the site, it became clear they had entry level website and technical skills. In March and April 2016, I trained them as best I could on opening and modifying .html files. I haven't heard from LaShawn or Christina since April 13th, 2016.

The Issue

Morgan and Allen created and supported the website for Family Friendly for years prior to the transition to ParentLink. Morgan has since left and Allen will be leaving at the end of the semester. The problem with Morgan, Allen, or Barrek making a website is that they create it in .php or .html and it is not sustainable with entry level skills because expert level skills are needed

to maintain that type of website. A web administrator with expert skills will always be needed to maintain a website like this.

Moving Forward

The current site familyfriendly.missouri.edu does not adhere to MU branding standards or Accessibility standards. This site will need to be completely redesigned.

Option 1 – The quickest and easiest way to start over would be for Family Friendly to create a new page under Parentlink. For example, parentlink.missouri.edu/familyfriendly
You can pack a lot of info onto one page these days. The one-page model has really taken off with mobile browsers and swiping. Here are some examples of webpages with the one page design theme

(<https://www.typetalk.in/> <https://plentific.com/> <https://teamtreehouse.com/> <https://goo.gl/CirWPd>)

Option 2 – If the Family Friendly committee would like to keep the domain familyfriendly.missouri.edu and not be a subdomain of ParentLink, we will need to rent space, build a new website in *WordPress (which is hosted by campus), and train someone on how to maintain it. This will require a MoCode and take a significant amount of time and resources.

**Wordpress is a web-based management console that allows people with entry level skills to quickly and easily build and maintain websites.*

Please let me know which option to proceed with, or if a follow up meeting with Jeff and/or the committee is needed to further discuss this in person.

Thanks,
Chris

Family Friendly Campus Committee
4/28/2017; 11-12
117 Gwynn Hall--Gwynn Lounge

Agenda

- I. Welcome and Introductions:
Ashlie Lester, Billy Jamison, Lynne Lawrence, Kristen Hasan, Catherine Rymph
- II. Approved minutes
- III. Working groups: assignments and updates
 - a. Updating website (Kelly Reilly, Lynne Lawrence, Jenny Keely, Catherine Rymph).
 - b. Office of Family Life proposal (Ellen McLain, Billy Jamison).
Billy to research UConn; perhaps they have a model that is familiar to Dr. Choi that he may be willing to support

Perhaps the OFL or the ombudsman could reside in the Title IX office, as they oversee policies that affect everyone on campus (students, staff, and faculty) and are a critical part of the current Pregnancy Task Force. Ashlie will discuss with relevant people.
 - c. Reviewing policy to a) find current family-friendly policies to highlight on the website and b) identify those policies that unnecessarily inhibit family life (e.g., allowing students to register multiple cars under one parking pass like faculty are allowed to do; eliminating types of sick days for staff). (Sheryl Cullins, Heiddi Davis, Julie Loftin, Kristen Hasan)
- IV. Chancellor's Task Force on Pregnancy and Parenting Policies update
Described the charges of the Task Force and suggested that the family friendly website become the clearinghouse site required by the charge.

Per descriptions of questionable treatment of pregnant post-doctoral students, Ashlie will suggest the task force include post-docs in their review and suggestions. Also, the committee suggested reaching out to the Title IX office.
- V. Looking ahead:
 - a. Chair position will be open.
Lynne Lawrence offered to be staff co-chair.

- b. Panel discussion/forum (perhaps co-hosted with Status of Women?) on how to make campus more family friendly
- c. “Partnering” with Methodist Church, who is looking to expand their childcare
- d. Other ideas?

Educate administrators: Perhaps a video/training for supervisors on how best to work with pregnancy post-docs (could be expanded for staff, students, faculty)

Create a list of action items that can be handed out to administrators, chancellor interviewees, etc. about how we can improve infrastructure to support families (and to help with recruiting and retaining students with families). See Appendix A.

Offer an ex officio position on the Family Friendly Campus Committee to a member of the Title IX office.

Identify a project for next year and invite the relevant administrator to our meetings. This will enhance visibility and effectiveness (hopefully) of the committee’s work.

VI. Adjourn