

**Fiftieth Faculty Senate
Northwest Missouri State University
Full Senate Meeting Minutes**

April 17, 2024

Members in Attendance:

Rob Voss, Kristi Alexander, Elyssa Ford, Giselle Greenidge, Araceli Hernandez Gonzalez, Tony Olson, Csilla Tasi, Jeff Bradley, Machel Skinner, Aziz Fellah, Jenni Wall, Rhonda Beemer, Kylie Wilson, John Gallaher, Mike Miller, Jill Baker, Devlin Scofield, Johnny Chuang, Ashley Strickland, Brett Chloupek, Richard Black, Trevor Meyer, Heather Hill (departed at 4:40 pm), Dan Gordon (alternate for Keely Cline).

Members Absent:

Keely Cline, Ajay Bandi

- **Call to Order**
 - President Beemer called the meeting to order at 3:32 p.m.
- **Approval of Agenda**
 - **Motion to approve Senator Olson/Second by Senator Chloupek** The agenda was approved with one abstention.
- **Approval of Minutes**
 - **Motion to approve Senator Olson/Second by Senator Ford** The minutes were approved with one abstention.
- **Reports:**
 - **Provost Report (Dr. Hooyman)**
 - Dr. Hooyman congratulated senators on the near-completion of another academic year.
 - Dr. Hooyman reported that the legislative session is still producing little in the way of legislation. Originally the core allocation was 3%; there is discussion in the House about lowering that amount, but we are hoping that the 3% stays. The central plant and MoXCELS are still looking positive for funding.
 - Dr. Hooyman reported that graduation and inauguration are coming up. All graduation ceremonies are full. This semester the graduation process has been to use tickets to has been successful and there are a few tickets extra that can be used if needed or desired.
 - Dr. Hooyman reported that a new policy is coming that is required by law. Northwest will be required to implement a location policy that defines a 'home' student for the purposes of enrollment in licensure programs. This policy is related to Pell Grant eligibility. The policy will be sent to faculty members this summer as it is completed.

- Dr. Hooyman fielded questions about the process for the FASFA, the numbers for faculty for the Inauguration, Microsoft Co-Pilot on computers, Zoom vs Teams.
- Dr. Hooyman thanked senators for their service.
- **Human Resources (Krista Barcus)**
 - Ms. Barcus shared a new policy for employees for service and emotional support animals (ESA). This policy is in compliance with the Americans with Disabilities Act (ADA). Students already have a support/ ESA policy in place. The policy is at the end of these minutes.
 - Ms. Barcus shared that the student employee recognition event was held last week and had an excellent turnout.
 - Ms. Barcus reported that the FY 25 budget is in process and the compensation study conversations are ongoing.
 - Ms. Barcus reported on administrative changes will be Alex Cruz as the Interim Assistant Vice President of Institutional Research, and Amanda Cullen will be the Interim Chief of Police. Brennan Lehman has also put in his resignation and his last day is May 12. An interim will be assigned.
 - Ms. Barcus is working with Drs. Beemer and Hooyman on the employee engagement survey data. Ms. Barcus and Dr. Hooyman fielded questions about the engagement survey and indicated that this is the last year for this company to be used for the survey.
 - Ms. Barcus and Dr. Hooyman fielded questions about the compensation for graduate assistants and ADA compliance in restrooms, building access, etc.
 - The academic catalog has gone out for RFP.
- **Senate President (Dr. Rhonda Beemer)**
 - President Beemer reported that the Faculty Senate committee selection email went out and over ninety faculty members have responded. Committee assignments will be made soon.
 - President Beemer reminded senators that while this is the last official meeting, senators remain on Faculty Senate until August, so take a glance at your email occasionally in case a need arises over the summer.
 - President Beemer reported that Owens Library is going through some changes and encouraged faculty to communicate with their departmental library liaisons for any library questions or needs.
 - President Beemer reported that all but one school has turned in their information for the engagement survey and once that has been received the data will be analyzed.
 - The 51st Faculty Senate is almost full and should be filled before May 1.

- President Beemer thanked senators for all of the work that they have done during her term.
- Information about the Wondr wellness program and other wellness initiatives is at the end of these minutes.
- **Academic Petitions (Dr. Miller)**
 - Senator Miller reported that the committee met last week and heard three petitions. The committee meets again May 11 and the committee meets throughout the summer, once per month.
 - The committee needs a new committee chair and encourages faculty to ask units if anyone is interested.
- **Academic Appeals (Dr. Greenidge)**
 - Senator Greenidge reported that there are no appeals at this time.
- **CDR (Dr. Meyer)**
 - Senator Meyer reported that the committee met last week to discuss the most current proposals. The committee reviewed 155 proposals. A bid has gone out for the new catalog and curriculum management system and Acculog and Curriculog will be the new system from Modern Campus.
 - Dr. Nathan Eloie will be the new chair of Curriculum and Degree Requirements if approved by the Faculty Senate Executive Board.
- **DCM (Dr. Hill)**
 - Senator Meyer reported for Dr. Hill. The committee will meet on 4/18 and will look at five proposals.
- **Assessment (Dr. Fellah)**
 - Senator Fellah reported that the next meeting will be at the end of April.
- **Teaching and Learning (Dr. Gallaher)**
 - Senator Gallaher reported that a subcommittee met and reviewed the teaching and learning grants. Dr. Ashley Strickland will chair next year.
- **Academic Integrity Panel (Dr. Scofield)**
 - Senator Scofield reported that the committee will meet for the last time next week. Dr. Peter Adam has agreed to chair next year.
- **Faculty Welfare and Budget (Dr. Ford)**
 - Senator Ford that the committee met on April 8. Dr. Ford updated the committee on the discussions Senate has had about the policy. The committee was informed about the Senate request to talk to other schools and had question about how those policies are used at other institutions.
 - Some members of the committee went to the university benefits committee.

- The committee discussed the cleanliness and ADA issues in several buildings and forwarded those concerns on to the appropriate individuals.
- **Legislative (Dr. Chloupek)**
 - Senator Chloupek reported that Dr. Hooyman shared most of the legislative updates, but there may be an issue with purchasing drones from countries that the state deems “problematic”. This could have significant issues for many departments on campus that rely on drones for teaching and research. Senator Wall shared with Senator Chloupek that there may be an opportunity for connection with the office of Diversity Equity and Inclusion to discuss DEI related legislation.
- **COTE, Staff Council, Graduate Council, Research, IRB, Animal Welfare, University Seminar**
 - **Research (Dr. Daggs)**- President Beemer reported for Dr. Daggs that the Research Committee is finishing up compilation of research resources that will contribute to a new page on the Faculty Life tab in MyNorthwest. The hope is that this will be launched in Fall 2024.
 - **University Seminar (Mr. Swink)**- President Beemer reported for Brian Swink that there is still a need for peer advisors and instructors for University Seminar.
 - **Staff Council (Dr. Voss)**- Vice President Voss reported that there are many questions about Emotional Support Animals. Bearcat Bash will be on May 15 from 3:00-6:00 pm and the Staff Council expressed gratitude to Faculty Senate for the monetary support provided. Staff Council is sponsoring five student scholarships. They will not meet on June 19th out of observation of Juneteenth. Staff council asks for patience with facilities and custodial staff due to all of the events and activities this coming weekend.
 - **Graduate Council (Dr. Wilson)**; Senator Wilson reported that the new chair for Graduate Council will be Dr. Raj Goswami.
- **Old Business**
 - Review and discussion of the Faculty Welfare and Budget Committee’s Faculty Grievance Policy
 - Drs. Ford, Beemer, and Voss will meet and discuss this policy further during the summer.
 - Senator Miller shared questions asked by the School of Agriculture relative to part-time and adjunct use of the policy and the definition of an ‘administrator’ within the policy.
- **New Business**
 - Proposals

- **Motion to bundle proposals by Senator Olson /second by Senator Chuang.** Yay- 18 Nay-0 Abstention-0 Motion passes.
- **Motion to approve the bundle by Senator Olson /second by Senator Meyer.** Yay-17 Nay-0 Abstention-1 Motion passes.

ID #	Initiator	Number	Type	Name
1	Jeffry Thornsberry	123-04-06	Change Program	Environmental Science Interdisciplinary Minor, 28 hours
2	Jesse Lane	123-32-16	Change Program	Geospatial Technology Minor, 24 hours
3	Jacqueline Lacy	224-03-01	New Course	AGRI 03-354 Animal Products
4	Jacqueline Lacy	224-03-02	New Course	AGRI 03-466 Food Chemistry and Processing
5	Kylie Wilson	224-29-02	Change Course	COM 29660 Capstone in Strategic Communication
6	Kylie Wilson	224-29-01	Change Course	COM 29632 Strategic Communication Cases and Campaigns
7	S. Rena' Smith	123-24-01	Change Course	CHEM 24135 Laboratory Safety
8	Debra Brown	224-19-01	Course Deletion	MUS 19597 Comparative Methods in Elementary Music

- **Items from the Floor**

- Senator Miller asked senators to consider how a grade appeal works when a grade appeal involves a grade given by a Dean or School Director. A discussion of the process ensued. A more formal review of this process may be warranted during next year's session.
- Vice President Voss and President Beemer expressed their appreciation for senators with certificates.
- Vice President Voss presented President Beemer with an award in appreciation of her services as the President of the 50th Faculty Senate.

Motion to adjourn by Senator Olson /second by Senator Miller. The meeting was adjourned by President Beemer at 5:18 pm.

Respectfully submitted by Jill Baker, Faculty Senate Secretary

Minutes Addendum:

Following the meeting, a vote was held via email on April 23, 2024 to approve the following proposal:

Initiator	Number	Type	Name
Heather Hill	224-10-01	Change Program	Northwest Core - Knowledge Areas and Courses

Yay- 18 Nay-0 Abstention-0 The proposal passes unanimously.

Northwest Missouri State University

Employee Service and Emotional Support Animal Policy

Draft – 04/03/2024

I. Statement of Policy

The University supports the use of service animals and emotional support animals on campus by individuals with disabilities in appropriate circumstances and in accordance with this policy. Employees with questions about the use of service animals or emotional support animals should refer to this policy and/or contact the Human Resources Compliance Specialist.

II. Definitions

A. Service Animals: Service animals are defined under the Americans with Disabilities Act (“ADA”) as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or tasks performed must be directly related to the individual’s disability. The crime deterrent effects of an animal’s presence and the provision of emotional support, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Examples: Examples of work or tasks that service animals perform include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

B. Emotional Support Animals (“ESAs”): An ESA is a companion animal which provides therapeutic benefit, such as alleviating or mitigating symptoms of a person’s disability. ESAs are not service animals. However, an ESA may be permitted on campus as a reasonable accommodation. Prior approval must be

obtained pursuant to the procedures and standards outlined below.

C. **Owner:** An employee who has an approved ESA on campus.

D. **Handler:** A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

III. **Specific Procedures**

A. **Service Animals:** Individuals who wish to bring a service animal to campus – including classrooms and University buildings open to the public – may do so without prior approval.

In general, the University allows employees to use service animals in the workplace unless doing so would pose a substantial risk to health or safety. As required by the ADA, employees planning to bring their service animals to work should discuss the issue with their supervisor and/or Human Resources and request the use of the service animal because of their disability. The University requests that employees planning to bring their service animals to work notify their supervisor and/or Human Resources at least 30 days before the animal is needed. If the reason the animal is needed is not clear, then the ADA allows the University to ask what tasks the animal performs and request documentation that confirms the existence of the employee's disability.

B. **Emotional Support Animals: Employee Requests:** Employees who wish to bring an ESA onto campus must go through the reasonable accommodation process with Human Resources. Human Resources will determine whether approving a particular ESA in the workplace is a reasonable accommodation that will enable the employee to perform the essential functions of the position. What constitutes a reasonable accommodation will vary depending on the circumstances of each case. In evaluating alternatives for accommodations, the preferences of the employee are considered, but the ultimate decision regarding the type of accommodation, if any, is made by Human Resources.

IV. **General Standards for the Removal of Service Animals or the Disapproval/Removal of Emotional Support Animals**

A. Decisions to remove a service animal or disapprove/remove an ESA will be made on a case-by-case basis, taking into account all surrounding circumstances.

However, the following general standards reflect reasons why an animal may be removed or disapproved:

1. The animal poses a direct threat to the health or safety of others. For example, the animal: displays aggressive or vicious behavior towards others; substantially lacks cleanliness; has a serious illness; or threatens a sensitive area like a sterile medical treatment room, certain laboratories, or mechanical or industrial areas.
2. The animal causes or would cause substantial physical damage to the property of others.
3. The animal poses an undue financial and/or administrative burden.
4. The animal would fundamentally alter the nature of the University's educational or business operations.
5. The animal is out of control and the handler/owner does not take effective action to control it. If the out-of-control behavior happens, the handler/owner may be prohibited from bringing the animal into University facilities until the handler/owner can demonstrate that he/she has taken significant steps to mitigate the behavior.
6. The animal is not housebroken.
7. The handler/owner does not abide by his/her responsibilities as outlined in Section V of this policy.

B. When an animal has been removed pursuant to this policy, the University may work with the handler/owner to determine reasonable alternative opportunities to participate in the University's services, programs, and activities without having the animal on the premises.

C. When the University has disapproved/removed an animal, the animal must be removed immediately from the University's premises. Failure to comply with this requirement may result in disciplinary action.

V. Responsibilities of Handlers/Owners

A. **Laws, Ordinances, and Policies:** Handlers/owners are responsible for complying with all state laws and local animal ordinances and are subject to all

University policies.

B. **Proper Identification:** All animals are subject to local licensing and registration requirements.

C. **Health and Vaccination:** Animals must be immunized against diseases common to that type of animal. All vaccinations must be current. These animals must wear a rabies vaccination tag and, in the case of ESAs, vaccination documentation must be provided to Human Resources prior to the animal being allowed into any facilities.

D. **Caring for the Animal:** The cost of care, arrangements and responsibilities for the wellbeing of the animal are the sole responsibility of the handler/owner at all times. The University will accept no responsibility for the care of any animal covered by this policy.

1. Animals must be kept clean and well groomed.

University facilities may not be used for this purpose.

2. Animals cannot be left unattended at any time.

Animals cannot be confined to a vehicle, tethered, or abandoned at any time.

E. **Keeping the Animal Under Control:** The animal should be fully controlled by the handler/owner, including responding to voice and/or hand commands (if this can reasonably be expected of the type of animal at issue). If an animal is found loose or unattended, the animal is subject to immediate removal.

F. **Being Responsible for Damage Caused by the Animal:** Handlers/owners are personally responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage. The handler/owner will be required to pay for any damages caused by the animal.

G. **Being Responsible for Waste:** Cleaning up after the animal is the sole responsibility of the handler/owner and it must be done immediately. Waste must be bagged and discarded in designated outdoor receptacles. No waste may be flushed down toilets or discarded in interior waste bins. In the event that the handler/owner is not physically able to clean up after the animal, it is then the responsibility of the handler/owner to hire someone capable of cleaning up after the animal.

H. **Leash Requirements:** Service animals should be on a leash at all times, unless the owner is unable to use a leash due to a disability or the use of the leash would interfere with the animal's ability to perform its duties. In that case, the owner must be able to control the service animal by other effective means such as voice

controls or signals. ESAs must be on a leash or in a carrier while on University property.

I. **Observing Good Animal Etiquette:** To the greatest extent possible, the handler/owner should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless it is part of the service being provided to the handler (e.g., barking to alert the handler of danger).

J. **Emergency Situations:** The handler/owner is expected to follow all University procedures for emergency evacuation and participate in emergency evacuation drills. Individual needs must be arranged in advance with appropriate University personnel.

K. **Other Conditions and Restrictions:** In response to a particular situation, the University reserves the right to impose other reasonable conditions or restrictions on the use of service animals and ESAs as necessary to ensure the health, safety, and reasonable enjoyment of University programs and activities by others.

VI. **Other Information Specifically Related to Service Animals**

A. **Permitted Inquiries**

1. In general, members of the University community should not ask about the nature or extent of a person's disability. However, as permitted by the ADA, if it is not obvious that the animal is required because of a disability, the handler may be asked:

- a. If the animal is required because of a disability, and
- b. What work or task the animal has been trained to perform.

2. The handler should not be asked for documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, University community members should not make inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., if the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

B. Areas Off Limits to ESAs and Service Animals

1. ESAs are permitted only in the building(s) or other areas of campus approved through the reasonable accommodation process.

2. While service animals are generally allowed to go anywhere on campus that the handler is allowed to go, there are certain areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples of the areas that are off limits to service animals include:

a. **Research Laboratories:** The natural organisms carried by service animals may negatively affect the outcome of the research. At the same time, the chemicals and/or organisms used in the research may be harmful to service animals.

b. **Mechanical Rooms/Custodial Closets:** Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.

c. **Food Preparation Areas:** Food preparation areas are off limits to service animals per health codes.

d. **Areas Where Protective Clothing is Necessary:** Any room where protective clothing is worn is off-limits to service animals. Examples include chemistry laboratories, wood shops, and metal/machine shops.

e. **Areas Where There is a Danger to the Service Animal:** Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

3. Questions regarding areas that are off limits to service animals should be directed to Human Resources. Exceptions may be granted in some circumstances.

C. Service Animals in Training: Service animals in training are permitted in all public facilities on the same basis as working service animals, provided that the animal is on a leash and is being led or accompanied by a trainer for the purpose of training the animal and the trainer has documentation confirming the trainer is

affiliated with a recognized or certified service animal training organization. Service animals in training are not permitted in classrooms, offices, or other areas of campus buildings not open to the general public without prior approval obtained from Human Resources through the reasonable accommodation process.

VII. Additional Matters

A. **Animal No Longer Necessary:** Human Resources should be notified when an animal covered by this policy will no longer be on campus or, in the case of ESAs, is no longer needed as an accommodation.

B. **Conflicting Disabilities:** Some people may have allergic reactions, asthma, respiratory diseases or other responses to animals that are substantial enough to qualify as disabilities. The University is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible. If an individual has a disability that may be affected by the presence of animals, please contact A&A (students) or Human Resources (employees).

C. **Concerns:** Concerns regarding an animal covered by this policy can be brought to the attention of Human Resources.

VIII. Grievance Procedure Related to Service Animals and Emotional Support Animals

If the decision is made to deny a request for or remove an animal covered by this policy, the affected individual may file a formal written grievance with the ADA/Section 504 Coordinator pursuant to the Non-Discrimination and Anti-Harassment Policy and Procedures.

IX. Reasonable Modifications to this Policy

Employees wishing to request a modification or exception to this policy as a reasonable accommodation should contact Human Resources.

April 15, 2024

Information about MoveSpring App: Bearcats Stepping into Spring

Northwest is “Stepping into Spring” with a six-week fitness challenge, April 22 through June 2.

Our goal is to achieve an average of 2.5 miles of steps or converted activities per day for a total of 105 miles with six spring milestones. Remember, all movement counts, not just steps. Sync a device and/or manually enter and convert your activities, particularly activities other than steps.

To join, visit <https://link.movespring.com/join?orgCode=X542M7D7MP&groupCode=M3ZZ7Y>.

Wondr rolling signup, monthly meetings

Individuals interested in joining Wondr, a personalized wellness program that is free to all Northwest employees who have the Blue Cross Blue Shield insurance plan, are invited to learn more by visiting Northwest’s Employee Wellness Website at www.nwmissouri.edu/hr/wellness/.

Participants are invited to attend monthly meetings the last Wednesday of each month, from noon to 1 p.m. in the Human Resources Conference Room on the first floor of the Administration Building. Light refreshments are provided, and attendees are invited to bring their lunch.

For more information, contact Dr. Melissa Van Buren, Northwest’s employee wellness coordinator, at mvanburen@nwmissouri.edu.