

Faculty Senate Meeting
Minutes of
January 26, 2017

Keith Koons, chair, called the meeting to order at 4:03 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of November 17, 2016 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Maureen Binder, Associate Vice President and Chief HR Officer
Shelia Daniels, Human Resources Executive Director
Ashley Longoria, Human Resources Benefits Manager
Paul Newman, Human Resources Assistant Benefits Manager
Shaun Eskamani, Senior Vice President, CAPTRUST
Alexis George, Journalism Student
Kristy McAllister, Coordinator, Academic Affairs Information and Publication Services
Lucretia Cooney, Assistant Director of Faculty Excellence

ANNOUNCEMENTS

Dr. Koons welcomed Peter Jacques as an interim senator for Spring 2017 while Myunghee Kim is on sabbatical.

Apportionment for the 2017-2018 Senate is complete. General faculty (1501) increased by 90 from 2016-2017; by 202 since 2015-2016. The call for elections was sent to each colleges last Friday.

Automatic updates to the Constitution and Bylaws have been completed to reflect Resolutions 2016-2017-1 thru -8, and -11. Title changes were also completed to reflect the official titles: vice president for Research and dean of the College of Graduate Studies, vice provost for Teaching and Learning and dean of the College of Undergraduate Studies, and vice president for Information Technologies and Resources and chief information officer. A bad link/reference was removed from Section IV. Meetings of the Senate D. Regular Meeting. The link/reference incorrectly referenced "special meetings". The updated Faculty Constitution and Bylaws are available on the Senate website.

OLD BUSINESS

None.

REPORT OF THE PROVOST

The provost sends his regrets as he was in Tallahassee today at the Board of Governors meeting and at the Central Florida Board for the individual of the year. Ronnie Korosec reporting on behalf of the provost.

Provost College Visits

The provost is enjoying the half day college visits as part of institutionalizing the Collective Impact – Strategic Plan. The provost has already completed visits at the College of Arts and Humanities, Rosen College for Hospitality Management, College of Business Administration, and the College of Health and Public Affairs. Upcoming visits include:

- Burnett Honors College – January 27
- College of Engineering and Computer Science – February 9
- The College of Sciences – February 10
- College of Education and Human Performance – March 20
- College of Medicine – April 3
- College of Optics and Photonics – April 17
- College of Nursing – April 20

Collective Impact – Strategic Plan

The implementation teams are meeting regularly. The Marchioli Collective Impact Strategic Planning Awards have been announced and are comprised of two awards in the area of innovation and ideation.

The innovation award recognizes existing ideas already making an impact. One nominee will be selected each Fall and Spring semester for the next three years. The innovation award is \$1,000 cash to any non-unit faculty or staff member, or a \$1,000 grant for in-unit faculty or staff that can be used for travel, teaching, or research. The deadline to enter is January 31, 2017.

The ideation award crowd-sources the best ideas from faculty and staff. Awards are \$2,500, \$1,000, and \$500 cash to any non-unit faculty or staff member, or a \$1,000 grant for in-unit faculty or staff that can be used for travel, teaching, or research. The deadline to enter is February 3, 2017. See the website <http://www.ucf.edu/strategic-planning/> for details.

Diversity and Inclusion Commitment

On January 10, a joint statement by United Faculty of Florida union and UCF administration was emailed by Dr. Hitt renewing our commitment to diversity and inclusion; ensuring UCF is a place where free and open exchange of ideas can thrive. Dr. Korosec quoted the email by reading:

“We all must ensure UCF’s campuses are safe and hospitable environments for all students, employees, residents, and visitors. UCF is a community that continually strives to honor the dignity of all people.”

Dr. Korosec encouraged everyone to read the full statement which can be found at <http://www.uffucf.org/>.

Deferred Action for Childhood Arrivals (DACA) Program

Dr. Hitt and approximately five hundred other presidents signed a letter directed to the incoming U.S. Presidential administration to support and encourage the administration to extend DACA. The Faculty Excellence January newsletter provides details regarding the

signed statement (<https://www.pomona.edu/news/2016/11/21-college-university-presidents-call-us-uphold-and-continue-daca>) and a listing of related support services (<http://www.sdes.ucf.edu/community>).

UCF Ranking

For the first time in UCF history, the university is ranked in the top 100 institutions in the National Science Foundation's Research and Development Expenditures ranking list. UCF is ranked 99. Research expenditures are included in three of the twelve State preeminence metric using NSF data. The provost provided an update to the Board of Governors on January 13 and would share the presentation with the Senate, if interested.

Florida Board of Governors Meeting

The Board of Governors requested the University of Central Florida represent Florida's large research universities by responding to the higher education appropriations subcommittee to address the impact of a 10% reduction in State funding. This projection is completed annually by the legislature, and no cuts have been planned. For the University of Central Florida, a 10% reduction represents about \$26 million in recurring State appropriations (not including performance or preeminence funding). Should a budget reduction occur, the provost indicated *"we would protect our students and the quality of their education first, avoiding cuts to construction and student success initiatives, such as advising and financial aid."* Among the hypothetical cuts presented included: reductions in discretionary funding (travel, technology, lab renovations or repairs), a reduction of about 10% to legislative earmarks, on-site regional campus operations, halting faculty growth, and the reduction of non-faculty personnel (current vacancies).

NEW BUSINESS

Resolution 2016-2017-12 Availability of Lactation Rooms for UCF Women

The resolution was introduced by Linda Walters on behalf of the Personnel Committee. The university is lagging in the availability of nursing mother rooms. The resolution contains all the Federal guidelines. Including all campuses, the university currently has seven lactation rooms. To accommodate the number of faculty and staff, the university would have to triple the number of rooms, not including women students. Existing rooms are utilized, but the main campus rooms are all located near the science buildings. Increasing the number of rooms is a family friendly priority. Due to the long walk to current locations and frequency throughout the day, this is a productivity and retention issue. The goal of the resolution is to increase the number of rooms in new buildings or retrofit existing buildings.

Motion to approve Resolution 2016-2017-12 Availability of Lactation Rooms for UCF Women. Since the resolution is brought forward from the Personnel committee, no second is needed.

Vote: 1 opposed, remaining in favor; motion passes.

Resolution 2016-2017-13 Fair and equal enactment of the UCF Employment of Relatives Policy

The resolution was introduced by Stephen King, chair of the Personnel Committee. The resolution is in response to UCF Policy 3-008.2 Employment of Relatives. The Personnel Committee identified one section that singled out research and principal investigators as the only area where you can't have a direct or indirect relationship. The resolution asks that the last sentence in section B.h. be stricken to allow the potential conflict to be submitted to the Research Conflict of Interest Committee to determine if a mitigation plan and monitoring is appropriate.

Question: The Research Conflict of Interest Committee is meeting and is currently reviewing several cases. The committee has a policy and forms to resolve issues. Maybe this resolution should wait?

Answer: The resolution goes to administration for them to handle. I don't see any reason to not go forward.

Question: Why was research singled-out?

Answer: We asked the same question in November. Still deciphering an email received an hour ago.

Comment: If the resolution is passed, a conflict can still be denied. As the language stands, a fair hearing won't be allowed.

Comment: In all cases of potential nepotism, the relationship has to be identified, a plan developed and submitted to a committee to be evaluated. As the policy stands the one category of research can't even be considered. The Personnel Committee would like potential research conflicts to be considered. Dr. King read the two sentences in section B.h. that is contradictory:

"in those instances when a research project requires unique skills or attributes of an individual that is not available in another candidate besides that of the employee's relative, a plan to mitigate and monitor the conflict of interest must be submitted to the Research Conflict of Interest Committee for review and approval. Under no circumstances will a principal investigator be permitted to directly or indirectly supervise his or her relative."

Dr. Klonoff, Vice President for Research was recognized. The policy reflects the need to respond to Federal funding agencies that require the university to have a policy by indicating the principal investors do not directly supervise a spouse. The reason why research was singled-out is because we are also regulated by external funders and this represents best practices.

Comment: We have numerous couples that work together on research projects. There are procedures for working together, it doesn't need to be banned. This is a significant recruiting issue.

Comment: If the spouses are co-principal investigators it isn't an issue. The issue is a principal investigator hiring a spouse for a different role that causes a problem.

Comment: The "unique skills" specified in the policy presents a problem when trying to establish a team and is a high standard that is hard to reach and prove.

Dr. Klonoff clarified that the issue is "supervised". This is a specific relationship where an individual has control over and makes decisions on salary or workload. This doesn't impact co-principal investigators.

Question: The supervised situations can be turned down. Why wouldn't anyone have the right to appeal?

Answer: The Research Conflict of Interest Committee will review an appeal if submitted.

Comment: Multiple people in different colleges are interpreting the sentence differently and are being enforced differently. This is preventing a potential project even going to the committee. Removing the sentence will allow a project to go forward and be submitted to the committee for decision.

Comment: Regardless of a department chairs decision, the faculty can submit the proposal to the committee for appeal and the committee will look for ways to overcome the conflict. The process has only been in place since last year. We need to follow the process.

Comment: We can't appeal if the chair denies the project in the beginning. It won't move forward.

Comment: In several areas, we don't receive Federal funds for research grants. Even though these other funding sources may have lower standards, this policy still prevents any and all from proceeding, whether Federal funds or other sources.

Comment: The sentence needs to be in the policy for Federal requirements. The issue seems to be management interpreting the sentence and handling situations differently. Maybe the resolution needs to focus on management.

Dr. Koons indicated that the resolution is focused on research. read lines 20 – 24 of the Be it Resolved: *"In particular, employment of skilled researchers on a research project should not be singled out as the sole instance in which family members cannot utilize the mitigation procedures open to all other cases involving the employment of relatives. Therefore the second sentence of paragraph h in the Employment of Relatives Policy 3-008.2 should be removed from that policy."* Dr. Koons reminded the senators that all resolutions of the Senate are advisory in nature. Since this resolution asks for a change to a university policy, there is a thorough process to add or revise a policy.

Comment: The question will never be raised if the resolution is not passed. The question needs to be raised.

Motion to approve Resolution 2016-2017-13 Fair and equal enactment of the UCF Employment of Relatives Policy. Since the resolution is brought forward from the Personnel committee, no second is needed.

Vote: 2 opposed, 1 abstention, remaining in favor; motion passes.

Resolution 2016-2017-14 Guidelines for Academic Structure at the University of Central Florida

William Self introduced the resolution. This was a joint effort with Fernando Rivera that started last year. We were asked to build a set of definitions and guidelines for academic structure to guide decision making at the university. We requested the best practices from the Education Advisory Board (EAB). The University of Central Florida has no guidelines for academic structure. We have used language that is flexible and defined an interdisciplinary school as an academic unit. The guidelines are a forward looking document and not a tool for the university to restructure. Centers and Institutes are not included in the document since the Board of Governors has set regulations and policies. The resolution asks for these guidelines to be used as a tool for administration. A previous 2004-2005-5 resolution, approved by a previous provost already indicates that faculty will have oversight on structural changes to academic units. The current administration is in support of the 2004-2005-5 resolution.

Motion and second to approve Resolution 2016-2017-14 Guidelines for Academic Structure at the University of Central Florida.

Vote: 1 opposed, remaining in favor; motion passes.

University of Central Florida Faculty Retirement Options

Dr. Koons introduced Maureen Binder Associate Vice President and Chief Human Resource Officer. A handout was provided. Ms. Binder introduced Shelia Daniels, Executive Director of Human Resources. The changes to retirement options are only the UCF voluntary retirement 403(b) plan. Changes were motivated by a low retirement readiness and the Employee Retirement Income Security Act (ERISA) changes regarding public plans fiduciary responsibilities. Discussed the typical gap in retirement funds. Reminded everyone to consider the cost of health insurance when planning for retirement, since the premium can be up to \$1,500 per month.

Informed the group that CAPTRUST helped UCF develop an investment philosophy statement, create a charter, and evaluate the plans. CAPTRUST will also offer non-bias advice to employees. A UCF 403(b) Investment Committee was formed and decided to consolidate the vendor options effective April 1, 2017 to Fidelity, TIAA, and VALIC. These vendors have each reduced fees by 1.9%. Going forward, these three vendors will be the only option for continuing contributions. Human Resources will not require employees to move their funds, but will no longer be allowed to make contributions to the vendors no longer on the list. If employees do not make a selection, the default vendor will be TIAA in April. Everyone was encouraged to go ahead and change to one of the three vendors. Transition guides will be sent by the three providers.

Question: I established an alternative account, but I make four or five contributions. I can't tell which contribution is the 403(b) on my pay stub. Can payroll make it clear which one is the 403(b)?

Answer: The name of the provider should be listed if outside of State University System Optional Retirement Program (ORP).

Question: I have a valid 403(b), can open a second one?

Answer: Yes, as long as you don't exceed the maximum contribution.

Shaun Eskamani, Senior Vice President, CAPTRUST congratulated UCF for the being the first large public institution in Florida to take action to improve fiduciary oversight and partnering with CAPTRUST. The investment offerings include four tiers based on investor experience. The last tier is self-directed funds.

Question: Self-directed funds were not going to be offered back in August, is this new?

Answer: Based on feedback we added the option for each provider. Plans across the board also offer a Roth IRA.

Question: What is the investment vehicle?

Answer: Mutual funds.

Comment: I encourage you to reconsider and open up stocks since stocks out-perform mutual funds.

Response: For legal reasons those types of investments through a 403(b) are not allowed.

Question: CAPTRUST is a fee based advisory firm. Who is paying the fee?

Answer: UCF pays CAPTRUST a level fee directly; not individual investors.

Question: What criteria was used to reduce fees?

Answer: Qualitative and quantitative based on fees, platform structures, and participant experience.

Question: There are potentially hundreds of funds available in the self-directed brokerage. The funds indicate performance, but performance of a fund is strongly connected to the performance of management. Will we have access to Morningstar or some other rating tool?

Answer: Each of the three providers provide fact sheets on the funds, but Morningstar is not available since it is a corporate or individual license.

Contact the Benefits section if your department would like a presentation. Dr. Koons thanked the team for the presentation.

LIAISON COMMITTEE REPORTS

Budget and Administrative – Pradeep Bhardwaj

The committee met twice since the last Senate meeting. We looked at the evaluation process for the Cluster Hire proposals. The evaluation is done using the Idea Rubric and the Collaboration Readiness Rubric. We also looked at staff hiring for faculty. Twenty-five positions have been budgeted with salaries and benefits up to \$60,000 each. Templates for writing proposals are available through Academic Affairs and descriptions of job specific titles can be obtained through Human Resources.

Parking Advisory Committee – Ahmed Elshennawy

Committee met in November and this past Monday. UCF is not considered a bike friendly campus. Bike routes and bike lanes will be established as road improvements are made. The League of American Bicyclists evaluate and recognize bicycle friendly universities and communities. UCF may consider applying for the Bronze level. Also discussed golf carts. UCF does not meet the requirements for a golf cart community. A draft policy is under development. Currently gym carts and agriculture vehicles are to be used only by utilities personnel. Eventually, UCF will move away from golf carts, utility vehicles and others. Committee did not approve any resolution regarding reducing faculty parking fees since it meant cutting the faculty fee by \$60 and increasing staff parking by \$60. UCF currently has three HEV charging stations; three additional stations are being purchased for \$10,000.

Personnel Committee – Stephen King

We have requested a new salary study based on gender within UCF. We have met with Paige Borden and waiting for results.

Graduate Council – Zixia Song

All committees continue to complete routine business.

Undergraduate Council – Kelly Allred

All committees continue to complete routine business.

OTHER BUSINESS

None.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:35 p.m.