Faculty Senate Meeting
Minutes of
April 18, 2019

William Self, chair, called the meeting to order at 4:02 p.m. The roll was circulated for signatures.

MINUTES
A motion to approve the minutes of March 21, 2019 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS
Allison Hurtado, Assistant Director of Marking and Communications, Faculty Excellence
Jana Jasinski, Vice Provost for Faculty Excellence
Christine Dellert, Deputy Chief of Staff for Communications and Operations, Office of the President
Amanda Major, Instructional Designer, Division of Digital Learning
Aimee Denoyelles, Instructional Designer, Division of Digital Learning
Chad Macuszynok, Assistant Director of IT Business Services, Office of Research
Chris Meholic, Projects and Planning Manager, Office of Research
Dorothy Yates, Associate Vice President, Office of Research
Liz Klonoff, Vice President of the Office of Research

ANNOUNCEMENTS
The senators introduced themselves to start getting familiar with everyone from different colleges.

Dr. Self congratulated senators Timothy Hawthorne, Murat Kizildag, and Daniel Topping for their recent promotion to Associate Professor. Dr. Self also congratulated Andre Gesquiere and Gergana Vitanova for promotion to Professor and Tina Buck for promotion to Associate University Librarian. Welcomed the faculty from the College of Graduate Studies are now serving as senators and congratulated and welcomed those faculty in the positions of Instructors and Lecturers newly elected to the Faculty Senate.

Dr. Self informed the senators of house bill 839 that calls for the Board of Governors to conduct annual surveys of faculty, students, and administrators to gauge intellectual freedom. This bill passed the Higher Education Appropriations Subcommittee and is now in the Education Committee before going to the floor. Dr. Self also indicated that the Board of Governors recently signed a statewide statement on Freedom of Expression.

Dr. Self yielded the floor to interim President Thad Seymour for comments and an update.

OLD BUSINESS
None.
REPORT OF THE PRESIDENT
President Seymour indicated that the role of the Faculty Senate is critical to the university and looks forward to the academic year. Suggested that the community strongly supports the university and its contributions to the community. The policy discussions continue in the State Legislature regarding funding. The President discussed four initial priorities in moving UCF forward. First, strengthening operations is imperative which includes hiring a long-term interim Chief Financial Officer (CFO). Misty Shepherd has agreed to serve as the interim CFO until a long-term interim is appointed. Secondly, is to rebuild trust. We have made progress in building external trust; now we must focus on building internal trust. The third is to expand resources to complete our mission including internal and philanthropy. The fourth priority is investing in excellence. Our impact is driven by scale in excellence in the classroom, laboratory, role in the community, and service mission. A key to excellence is making sure the university has the right long-term enrollment strategy. An enrollment task force is being launched this summer to ensure the right mix of students over the next five to ten years. The general opinion within the academic units is that the Compensation and Classification project did not go well. We will focus on hiring the best people, assessing performance, promotion and pay, training, and address non-performing staff.

The Board of Trustees will launch a presidential search in the Fall for with the expectation of a July 1 start date.

REPORT OF THE PROVOST
Dr. Dooley welcomed the senators new to the Senate and thanked the senators for their leadership. Thanked the Senate chair for advocating on behalf of faculty, the Steering Committee members, and chairs of the Senate committees. The Provost inspires to have a dialog with the Senate by providing continuous opportunities for faculty engagement. Dr. Dooley is committed to the leadership of the Faculty Senate in how we meet the needs of faculty. The Provost indicated that a provost’s office has assigned an employee with tracking the status of the implementation decisions and implementation to respond to the Senate.

Dean Search
The College of Health Professions and Sciences dean search has concluded. The provost will meet with the college leadership tomorrow before making the announcement public.

Dean Saleh Bahaa from the College of Optics and Phonotics has expressed a desire to return to faculty. Dean Georgiouplous will chair the search committee. More details will follow.

Comments and Questions
Comment: Would like to see the Provost and President meet with departments for conversations.
Response: The President indicated that he has already started meetings with departments in small groups, more will follow.
OLD BUSINESS
None.

NEW BUSINESS
Faculty Senate Overview
Dr. Self provided a presentation with the basic understanding of the Faculty Senate and the governance role of faculty senators in perspective with the State governance system. Dr. Self encouraged the senators to review the Faculty Constitution which is the governance structure for faculty.

Question: Early in the academic year you indicated you were going to attend the Collective Bargaining meetings, did that occur?
Answer: Yes, I attended several sessions as an observer and encourage all faculty to attend the meetings.

Election of Officers
Dr. Koons, chair of the nominating committee presented the slate of officers for the 2019-2020 Senate confirmed by the Steering Committee. The Nominating Committee recommended a new slate of nominees; William Self for chair, Bari Hoffman Ruddy for vice chair, and Linda Walters for secretary. All candidates agreed to the nominations. Dr. Koons called for additional nominations from the floor. There were no nominations from the floor.

Motion and second made close the nominations and vote on the slate of officers by acclamation. All in favor; motion carried.

The officers elected for the 2019-2020 Senate are:
Chair: William Self, College of Medicine
Vice Chair: Bari Hoffman Ruddy, College of Health Professions and Sciences
Secretary: Linda Walters, College of Sciences

Dr. Self thanked Bari Hoffman Ruddy and Linda Walters for their service and indicated that he is humbled by the support of the faculty.

Advance Notification of Resolutions brought forward by Steering for the September 5 Faculty Senate Meeting.
Dr. Self noted that the following resolutions result in changes to the Faculty Senate Bylaws. The resolutions are presented today to allow 30 days to review the resolutions prior to discussion at the September 5 meeting followed by possible amendment and vote at the October 3 Senate meeting.

Resolution 2019-2020-1 Faculty Senate Bylaw Change – Promotion Procedures for Non-Tenure Earning Faculty
This resolution is brought forward by the Personnel Committee regarding the promotion of non-tenure earning clinical, research, and medical librarian faculty. Right now some non-tenure earning positions go to the University Promotion & Tenure Committee for
review while others don’t. The resolution has all non-tenure earning promotion candidates bypass the University Promotion & Tenure Committee and deletes the membership for the committee regarding non-tenure earning faculty.

Resolution 2019-2020-2 Faculty Senate Bylaw Change – Nomination and Election
This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions and clarifies that an open call for nominations is expected and communicates alternates to an election.

Resolution 2019-2020-3 Faculty Senate Bylaw Change – Committee Membership
This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions. The resolution removes old language referring to multi-year appointments and the requirement of tenured or tenure-earning faculty membership to specific committees.

Resolution 2019-2020-4 Faculty Senate Bylaw Change – Standard Agenda
This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions to modify the standard Senate Agenda to include a report of the Senate chair, report of the President, and Campus Climate report. The Campus Climate report is an opportunity for other UCF divisions and the union to provide an update scheduled by the Steering Committee.

Resolution 2019-2020-5 Travel Policy Guidelines for Faculty
This resolution is brought forward by the Personnel Committee and asks the Finance and Accounting Department to develop a clear set of guidelines in consultation with faculty for faculty traveling on UCF business. The current Guidelines have a section for faculty, approvers, and processors that are intermingled and unclear.

Motion and second to approve Resolution 2019-2020-5 Travel Policy Guidelines for Faculty. Open for discussion.

Comment: Need clarity on the intent of lines 21 and 22.
Comment: A senator suggested the Be it resolved be re-written and clarified.

Dr. Self laid the motion on the table temporarily to allow time to formulate new language. The floor was yielded to the UCF Rising Presentation.

Motion to take the motion from the table. Motion and second to strike and replace the Be it resolved clause:

Be it resolved that the Finance and Accounting Department will develop a clear set of Guidelines in consultation with faculty for faculty traveling on UCF business, that will clearly explain to the faculty what procedures, information and documentation they must supply while requesting approval of their travel and what reimbursements and under what conditions faculty are entitled to them when submitting a report after travel completion.
“Be it resolved that the Finance and Accounting Department, in consultation with faculty, will develop a clear set of guidelines for faculty traveling on UCF business. The guidelines will clearly explain to the faculty the procedures and policies for travel, including information or documentation required for travel approval or reimbursement, policies to be followed while traveling, what reimbursements may be claimed and any conditions thereon, and how to be reimbursed.”

Question: Are we listing examples or an inclusive list of what needs to be included?
Answer: Trying to mimic what was in the original motion.

Vote: All in favor; motion passed.

Motion and second to approve Resolution 2019-2020-5 Travel Policy Guidelines for Faculty as amended. A member asked for another reading of the Be it resolved clause.

Comment: We are faculty focused, but these guidelines apply to everyone at UCF.
Response: Dr. Self noted during the Steering Committee meeting that we were asking for clarity on faculty travel.

Comment: UCF already has a 20-page Travel Guidelines manual. Asked any Personnel Committee members present for clarity on why this resolution is needed.
Response: Units handle and interpret the guidelines differently. The guidelines are also for administrators that administer travel which presents issues for faculty looking for information. There are separate guidelines for Research Initiative Awards resulting in two separate guidelines.
Response: The Personnel Committee completed a straw poll that resulted in varied results. The guidelines are being interpreted and applied differently across the university.
Comment: Concerned about having separate guidelines manuals due to update issues. Might be relevant to ask for Finance and Accounting to provide consistent training to ensure uniformity.
Response: We are looking for better ways to administer travel and to clarify policies.

Question: Will new guidelines and policies supersede the current Travel Guidelines Manual or attached to the existing manual?
Answer: That would be up to administration.

Motion and second to add a Be it further resolved.

“Be it further resolved that the Finance and Accounting Department assess the implementation of travel procedures across the university and take appropriate action to ensure uniformity.”

Comment: There may be a consensus that there already is uniformity across the campus, although there is no uniformity.

Comment: The Be it resolved further is probably the only Be it resolved needed.
Vote: All in favor; motion passes.

Motion and second to amend the Be it resolved with:
“Be it resolved that the Finance and Accounting Department, in consultation with faculty stakeholders, will develop a clear set of guidelines for faculty traveling on UCF business. The guidelines will clearly explain to the faculty traveler the procedures and policies and procedures for travel, including without restriction information or documentation required for travel approval or reimbursement, policies to be followed while traveling, what reimbursements may be claimed and any conditions thereon, and how to be reimbursed.”

Vote: All in favor; motion passes.

Comment: Senator is confused about the resolution wording without seeing the changes.

Motion and second to table the resolution until the senators can see the revisions in writing. Comment made that a senator opposes tabling the resolution.

Motion and second to lay the motion on the table and reconvene after the Senate caucus for Steering and Committee on Committees membership.
Vote: All in favor; motion passes. The Senate caucused for the election of Steering and Committee on committee membership.

The motion was taken from the table. The final proposed resolution amendment to the Be it resolved was displayed on the screen for senators to review. Revised Resolution 2019-2020-5 on the table.

Address existing motion and second to table the resolution.
Vote: All opposed; motion fails.

Question: Existing policy is not working. Are we striking the existing guidelines and formulating new guidelines or amending the existing guidelines?
Response: There is no existing policy; it is a guidelines document.

Comment: I have seen that we are no longer to stay at Air BnB locations, but not in the guidelines, but we need to follow the mandate.
Response: The Air BNB statement was State mandated.

Comment: Finance and Accounting is trying to provide guidelines devised from a State mandated 5,000 pages of rules. All the resolution is asking for is a guideline and the whereas clauses communicate the issues with the current guidelines. All we are asking for is that the guidelines be precise.

Motion and second to remove the first Be it resolved and maybe provide a checklist and consistency.
Vote: Too close to call. Vote by hands called.
Vote by hands: 17 in favor; 20 opposed; motion fails.

Vote for revised Resolution 2019-2020-5: All in favor; motion passes.

Establishment of Steering and Committee on Committees
Dr. Self explained the caucus process by which colleges elect members to serve on the Steering Committee and the Committee on Committees in addition to the role of each committee which was emailed with the agenda.

Each college met to caucus and elect members to the Steering Committee. The following senators in addition to the Senate leaders were elected by their colleges to serve on the Steering Committee:
College of Arts and Humanities: Gergana Vitanova and Margaret Ann Zaho
College of Business Administration: Axel Stock
College of Community Innovation and Education: David Mitchell
College of Engineering and Computer Science: Nina Orlovskaya and Yongho Sohn
College of Graduate Studies: Shawn Burke
College of Health Professions and Sciences: Nicole Dawson
College of Medicine: Nyla Dil
College of Nursing: Victoria Loerzel
College of Optics and Photonics: Jim Moharam
College of Sciences: Joseph Harrington and Alfons Schulte
Rosen College of Hospitality Management: Kelly Semrad
University Libraries: Kristine Shrauger

The following Steering Committee members were elected by the senators from their colleges to serve on the Committee on Committees:
College of Arts and Humanities: Gergana Vitanova
College of Business Administration: Axel Stock
College of Community Innovation and Education: David Mitchell
College of Engineering and Computer Science: Nina Orlovskaya
College of Graduate Studies: Shawn Burke
College of Health Professions and Sciences: Nicole Dawson
College of Medicine: Nyla Dil
College of Nursing: Victoria Loerzel
College of Optics and Photonics: Jim Moharam
College of Sciences: Joseph Harrington
Rosen College of Hospitality Management: Kelly Semrad
University Libraries: Kristine Shrauger

Call for Topics 2019-2020
The current list of topics identified was distributed with the agenda. Due to time constraints, the solicitation of additional topics was not addressed. The following message was distributed to all senators Friday, April 19 with the Senate attendance.
“The Topics for the 2019-2020 Faculty Senate was distributed with the agenda, but not discussed at the meeting due to time constraints. Issues or problems are gathered from
Steering members, senators, deans, and your colleagues. If you have an issue that likely impacts multiple colleges, please email fsenate@ucf.edu. The Steering Committee gathers issues throughout the summer then assigns the issues to the appropriate committees at the August 22 Steering Committee meeting.”

**UCF Rising Presentation**
Dr. Self introduced Elizabeth Klonoff, Dorothy Yates, and Chad Macuszonok from the Office of Research for a presentation on UCF Rising.

Elizabeth Klonoff started the presentation by discussing the faculty involvement in selecting a new system and indicated that UCF is now implementing the new research and administration system. Dorothy Yates provided the background, the governance structure, timeline, and next steps.

Comment: The governance structure includes administrators that approve grants, but no faculty that write the grants.
Response: Dr. Klonoff noted the concern and will address faculty involvement.

Question: Will this replace the ARGIS® research management system software?
Answer: Yes, ARGIS will be replaced for proposal and award submission, but not eCRT. eCRT will be updated for effort reporting.

Question: Is the new limited submission portal part of the Huron research suite?
Answer: The limited submission portal is a separate software package.

Question: Will the grants currently in ARGIS transfer over?
Answer: Active grants and contracts will be transferred to Huron. ARGIS will be available for previous data.

**OTHER BUSINESS**
None.

**ADJOURNMENT**
The meeting adjourned at 5:15 p.m.