

Faculty Senate
Steering Committee Meeting
Minutes of **February 11, 2016**

Keith Koons, chair, called the meeting to order at 3:59 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of January 14, 2016 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Joel Hartman, Vice President, Information Technologies & Resources
Kristy McAllister, Academic Affairs Information and Publication Services
Jennifer Kent-Walsh, Associate Professor, Communication Sciences & Disorders
Department, College of Health and Public Affairs
Barry Baker, Director of Libraries
Mary Page, Associate Director for Collections & Technical Services, University Libraries
Frank Allen, Senior Associate Director, University Libraries
Lisa Guion Jones, American Council on Education Fellow (ACE)
Thad Seymour, Senior Advisor to the Provost on Strategic Planning
Tracy Clark, Associate Vice President for Finance, Finance & Accounting

ANNOUNCEMENTS

None.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Strategic Planning Update

Thad Seymour provided a presentation on the strategic planning process. The aim of the process has been to set the university's trajectory over the next 20 years, with three dimensions: philosophy, value, and distinctive impact. Discussed the timeline, a summary of the data gathered, the data requests and analysis, and the current status.

The Provost added that when the first draft is complete, the draft will be vetted through the Faculty Senate Strategic Planning Council and other stakeholder groups.

Board of Governors Emerging Preeminent Universities

Speaker Crisafulli's bill on "emerging preeminence" looks like it will pass. If an institution meets six of the 12 criteria, an institution will have emerging preeminent status with additional funding. UCF met one metric in 2014 and two metrics in 2015. For the 2016 report, UCF will meet six of the metrics.

Performance Funding

UCF has been in the top three for the last three years. The scale went from a 50 point scale to 100 point scale this year. Last year we would have been at 79. It looks like this year we might be at 84, with eight of the ten categories increasing.

Downtown Campus

The Downtown modified plan will be presented to the Board of Governors on March 2. The meeting will be held on the UCF campus.

Data Breach

Last week we notified the UCF community of a data breach prior to mailing letters to the individuals impacted. We immediately initiated an internal and police investigation. A digital forensics firm is also conducting an investigation. UCF is insured with the company handling the notification and helping with the call center. If you or your colleagues didn't get a letter, you can still contact the call center at 877-752-5527 for questions or to learn if you are affected. If you or your colleagues are affected, we recommend you immediately sign up for the Experian identity theft and credit monitoring protection. We are also reviewing our policies and systems. An outside organization has been commissioned to do a full investigation of our processes and procedures.

Questions: Why was it a slow response from the university? Where did the breach occur? Joel Hartman indicated that there are some issues that can't be discussed due to a law enforcement investigation and potential future litigation. The event was confirmed on January 15. An outside forensic firm confirmed what information was and wasn't taken. Once confirmed, we engaged law enforcement and outside resources then began the process of notification which occurred February 4. During the thirteen days, we worked with a law firm (notification requirements differ by State), notified the Attorney General of each State, prepared the notifications, and opened the call center. We took every step necessary to accelerate the notification in a responsible manner. The breach was an intense outside effort by highly trained individuals and impacts other universities. Our efforts now are caring for the community (getting the appropriate protection), increase staff training, and work to increase our security.

Questions: Will UCF cover the ability to freeze or un-freeze your credit? We recommended anyone affected sign-up immediately for the Experian protect my ID coverage provided by UCF. It provides identity theft monitoring and notification, all-clear notification, and resolution including notifying agencies if theft is detected. After the year has expired an extended service runs indefinitely, at no charge. We're not aware of the cost to freeze or un-freeze your credit.

Question: Should I be concerned about my UCF id number? No, the UCF ID is not connected to any information that can be used for identify theft.

Question: The breach was confirmed on January 15. When did the breach occur and when were you first aware? A symptom was reported two-days prior.

Question: In the news, it's reported that two individuals have started a class action lawsuit. Is there evidence that there was an attempted breach in December? We were investigating a student data breach when we discovered this incident.

Question: Exactly what was taken? First name, last name, social security number, and university ID.

Question: What is the worse-case scenario with what was taken? Open accounts in your name. Other suggestion offered; you can also go to IRS.gov and apply for a pin so nobody and submit a fake tax return in your name.

Some people already pay for a Life lock type product and prefer to maintain their own. It was recommended they take the free Experian as the extended care feature continue beyond the year. It's extra protection.

NEW BUSINESS

Library Funding Presentation

Barry Baker distributed and discussed a handout on the University Libraries Materials Budget Analysis and the cost of major subscriptions of journal package and electronic databases.

Question: What cooperation exists across state universities? We do have cooperation particularly with e-books, which requires an additional charge, but overall saves money.

Question: Key journals are no longer accessible. Is there a mechanism to receive input prior to eliminating these journals? We have not cut any electronic journals lately. There might have been some.

Question: Are there journals only available to College of Medicine? Yes.

Question: How are other universities dealing with the increases in journal costs? Some are cutting.

Question: What can the senate do to assist? The Budget & Administrative committee heard the presentation, but wasn't sure what the committee should or could do to help. The Provost recommended using the University Budget committee process to show an increased need.

Question: Do any comparable universities have an alternative means for funding their library? FIU used some performance funding for a couple of years. UF receives substantial endowment funds, research dollars, and gets funds from the Athletic department. UF also has a student up-charge for database access.

Mary Page discussed how the library consortium served all the State Universities in the past. Now the consortium includes the State Colleges that have different needs than the SUS. We benefit from about \$3 million in funding from the consortium for various

journals and database packages. This will likely change in the future as the State colleges and SUS compete for funding.

Resolution 2015-2016-4 Family Emergency Leave Policy and Procedures

Resolution was brought forward from the Personnel committee. Motion and second made to place the resolution on the February 25 Senate agenda.

**Resolution 2015-2016-4 Paid Family Emergency Leave Policy
and Procedures for UCF Faculty**

Whereas, it appears that current UCF policies do not provide for consistent paid family emergency leave for faculty; and

Whereas, provision of family emergency leave for faculty has been inconsistently given and allowed on an ad hoc basis and a variety of options have been used (see Attachment 2); and

Whereas, UCF, along with UF, USF, FAU, and FSU all now have paid parental leave policies showing UCF's commitment to faculty and career-life balance; and

Whereas, having a paid family emergency leave policy for faculty at UCF is needed for the competitive recruitment, hiring, and retention of faculty; therefore

Be It Resolved that the Faculty Senate of UCF encourages the administration to work with UFF-UCF to develop equitable, consistent policies and procedures to provide paid family emergency leave for faculty; and

Be It Further Resolved that the Faculty Senate of UCF recommends that any development of Paid Family Emergency Leave Policy consider and address the list of examples and conditions identified in Attachment 1: Paid Family Emergency Leave Examples and Conditions.

Attachment 1: Paid Family Emergency Leave Suggested Definitions, Examples and Conditions

**Resolution 2015-2016-4 Paid Family Emergency Leave Policy
and Procedures for UCF Faculty**

The following are offered as examples of conditions and specifications to be considered as part of Policy on Family Emergency Leave for faculty experiencing a family crisis, and do not represent as an exhaustive set of conditions that may be incorporated into the Paid Family Emergency Leave Policy and Procedures.

Definitions:

The UCF definition of family can be found in UFF handbook.

Types of leave:

Expected emergencies, for example, include caring for a family member with a terminal illness or end-of-life for elderly family members.

Unexpected emergencies, for example, include family member hospitalized after injury or family member reported as missing to law enforcement or loss of family home to fire.

Eligibility: Such paid leave be available to all UCF faculty irrespective of length of employment at the university who are on contracts for a minimum of 0.75 time.

Funding and Duration: a maximum of 1 semester of paid leave (up to 19.5 weeks).

- a. The faculty member will not be expected to use their accrued leave or sick leave pool days for paid family emergency leave.
- b. Faculty member will need to complete appropriate paperwork in collaboration with supervisor and have paperwork approved.
- c. If both partners are employed UCF faculty, the ability for both to be on paid family emergency leave simultaneously or sequentially will be at the discretion of the University.

Obligations:

- a. After receiving paid family emergency leave, the faculty member is expected to rejoin the university for a minimum of one year.
- b. Upon separation from the university, the paid family emergency leave will be deducted from any accrued unused sick/annual leave before reimbursing the faculty member.

**Attachment 2: Paid Family Emergency Leave Examples of Current Procedures
Resolution 2015-2016-4 Paid Family Emergency Leave Policy
and Procedures for UCF Faculty**

1. Regarding eligibility for family emergency leave, the variety of requirements associated with their duration of employment at the university that have been used on an ad hoc basis include the following:
 - a. A faculty member must have:
 - i. Been employed at UCF for a minimum of one year prior to eligibility for leave and/or
 - ii. Accrued leave must be available for use in order to be eligible for leave.
 - b. Either of these requirements creates an eligibility disadvantage for recently hired faculty.
2. Regarding performance of all or partial regular UCF duties, an inconsistent set of requirements that have been used on an ad hoc basis include the following:
 - a. A faculty member must:
 - i. Continue to perform all regular UCF duties
 - ii. Find their own no-cost replacement for duration of emergency
 - iii. Continue only non-instructional duties such as research/grant work and/or service or
 - iv. Agree to a plan for modified instructional duties (MID)
 - v. Or modified instructional duties have not been allowed as an option.

Open for discussion. The Personnel committee knows this topic must be negotiated through the bargaining process, however believes this is an important topic. The resolution calls on the administration to work with UFF to address this issue. It's important for the senate to support family emergency leave as many faculty have had difficult experiences with family emergencies.

Provost: I think this will be difficult financially. We would be the first university to do this and would be the biggest change in our benefits. It might be possible to expand the ways in which sick leave can be used, including tapping into the sick leave pool. I agree

with the sentiment, but this will be negotiated with UFF. If passed by the Senate, the resolution will have to be denied with rationale, but will be used in bargaining.

Vote: All in favor; motion passes. The resolution will be added to the Senate agenda after the constitution.

Establish Ad Hoc committee for TIP, RIA, and SoTL Awards Recommendations

Several years ago, we convened committees to review how these awards are handled. We received suggestions that were not synthesized nor actionable. We will create an ad hoc committee to create actionable recommendations. We have identified volunteers for the committee, which are: Thomas Bryer, Mason Cash, Debbie Hahs-Vaughn, Richard Harrison, Jonathan Knuckey, William Self, and Linda Rosa-Lugo.

Motion and second to accept these volunteers and form the committee.

Question: Is the intent to make recommendations that UFF and BOT can negotiate? If we bring this back to Steering, the committee can accept recommendations and send in informal way to the administration to be bargained.

Question: Does the committee have freedom to work with UFF? The committee can act on its own to reconcile the suggestions. Some suggestions are in opposition. It is appropriate to consult with UFF if the committee feels it is necessary.

Question: Are all members senators? No.

It was suggested that the names of the volunteers should have be sent to the Steering Committee members prior to the meeting.

Vote: All in favor; motion passes.

Bill Self has been appointed the chair of the committee. Bill will deliver recommendations to the Steering Committee by the March steering committee meeting.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Robert Cassanello

They have not met since previous meeting.

Parking Advisory Committee – Bari Hoffman-Ruddy

They have not met since previous meeting.

Personnel Committee – Richard Harrison for Linda Walters

Met on January 20 and agreed to the family emergency leave resolution. In our next meeting, we will address joint appointments and Emeritus status.

Graduate Council – Jim Moharam

All the committees met at least once since our last meeting. The Graduate Program Review committee is considering a proposal for a masters program in genetic counseling from the Burnett College.

Undergraduate Council – Hyoung Jin Cho

The Undergraduate Policy and Curriculum Committee met on January 19 with agenda items for the College of Engineering. The Undergraduate Course Review met on January 12 for course changes for the Catalog. Dr. Cho mentioned he has not been receiving notice of the meetings. The Senate Office will correct.

OTHER BUSINESS

At the next Senate meeting, we will consider constitutional revisions. Please come prepared to make comments to the point and brief. It hurts our progress when individuals are not prepared.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:33 p.m.