

**Faculty Senate Personnel Committee**  
**Meeting Minutes for Wednesday April 12, 2017**

1. Meeting called to order at 11:30 am
2. Members in Attendance: Stephen King (Chair), Mindi Anderson, Scott Carter, Mason Cash, Robert Folger, Paul Giordano, Richard Harrison, Peter Jacques, Waldemar Karwowski, Karol Lucken, Vladimir Solonari, Valerie Storey, Michelle Upvall, and Martine Vanryckeghem
3. Minutes Taker: Karol Lucken
4. Minutes from March 8, 2017 approved with modifications to the record concerning those in attendance.
5. Announcements: None
6. Old Business:
  - a. Discussion of Provost Whitaker's written response to Faculty Senate Resolution 2016-2017-12: Availability of Lactation Rooms for UCF Women. The Provost's approval of the resolution was predicated on a change of language in the Resolution from "should" to "should attempt to" and "a room be added at" to "and will work to identify space at both."

A motion/proposal was put forward to replace the Provost's requested revised language of "should attempt to" with the stronger language of "should endeavor to." The committee voted 8 to 4 against this motion, thus leaving the requested revised language as is.
  - b. Discussion of Provost Whitaker's written response to Faculty Senate Resolution 2016-2017-13: Fair and equal enactment of the UCF employment of relatives policy. The resolution was disapproved by the Provost with no recommendations other than to wait until the Research Conflict of Interest Committee had concluded its' work on this topic. Our committee closed discussion on this topic because no action on our end could be taken at this point in time.
  - c. The UCF faculty gender equity study was revisited in light of the presentation by the IKM (Institution of Knowledge Management) to the full Senate. The committee agreed there was much confusion surrounding the research questions that guided the study, the methodology employed, and the meaning of the

preliminary findings. Based on the presentation, committee members came away with different interpretations of the scope and conclusions of the study and the rationale for further research by IKM. It was decided that next year's committee should follow up on this issue.

- d. Faculty awards (TIP, RIA, & SOTL) were discussed, particularly in relation to understanding why UCF is the only state university in Florida to retain these types of awards. It was noted that when the SUS BOG structure (the funding mechanism for TIP) was dissolved in 1998-1999, the incentive awards were subsequently defunded. The committee agreed that the following two questions should be answered: (1) Why did other universities choose not to perpetuate these incentive awards under their own budgets? (2) Did universities find alternative ways to incentivize, reward, or compensate faculty and, if so, what did they do? This would be business forwarded to next year's committee.

## 7. New Business

- a. Earlier in this Senate year, President Hitt issued university-wide guidelines for granting faculty Professor Emeritus status. A committee member has now proposed that perhaps the issue could be revisited next year. Upon speaking with other faculty, she found that many universities grant this status automatically.
- b. Discussion was initiated about the university-wide development of departmental AESP's (Annual Evaluation Standards & Procedures). While it was recognized that such a document must generally reflect the norms and will of each department and field, there was concern expressed about continuously escalating publication demands. Specifically, the issue of structuring AESP criteria so that fewer faculty could receive an "Outstanding" evaluation and therefore merit raises etc.... was raised. It was decided that next year's committee should look into this matter.

1           **Resolution 2017-2018-1 Availability of Lactation Rooms for UCF Women**

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3           **Whereas**, UCF currently has 7 publicly available lactation rooms: one is on the College of  
4           Medicine campus at Lake Nona, one is in Research Park at the College of Nursing University  
5           Tower building, and five on the main campus. The main campus rooms are located in the  
6           Global UCF Building, Physical Science Building, Engineering 1 Building, COHPA, and the  
7           Recreation and Wellness Center. On the main campus, these rooms are clustered on the north  
8           and east sides of the campus; and

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10          **Whereas**, UCF Human Resources procedures document entitled, “Break Times and Locations  
11          for Nursing Mothers, Effective December 2010”, states that the University of Central Florida will  
12          provide a supportive environment to enable breastfeeding employees to express their milk  
13          during working hours; and

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15          **Whereas**, UCF currently does not provide sufficient and equitable access to lactation rooms for  
16          large population of UCF women who may need to express their milk post-delivery, including  
17          UCF women faculty (782), UCF women staff (2363), and UCF women students (35,508); and

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19          **Whereas**, this lack of lactation rooms has economic implications for UCF, as reported by the  
20          2010 University of Rhode Island report of “College and University Lactation Programs”,  
21          including a \$3 cost savings for every \$1 invested in breastfeeding support, parental  
22          absenteeism is 3X higher for formula-fed infants compared to breastfed babies, companies with  
23          an employee lactation support program experience less turnover and lower losses of  
24          employees after childbirth, and companies with lactation rooms are also rewarded with higher  
25          satisfaction, loyalty and morale; therefore

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27          **Be It Resolved** that the Faculty Senate encourages the administration to follow the guidelines  
28          put forth by the U.S. Department of Health and Human Services, US Office of Personnel  
29          Management, and National Institute of Health as well as the US Department of Labor for  
30          working women which recommends 6 lactation rooms for every 1000 women employees  
31          (Attachment 1), and there be lactation room access within a 5-minute walk for the employee.  
32          At a minimum, UCF should attempt to triple the number of lactation rooms available to women  
33          employees on the main campus through designating space in planned constructions and retro-  
34          fitting rooms in existing buildings, especially on the west and south sides of campus; and

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36          **Be It Further Resolved** that the Faculty Senate additionally recommends that the lactation  
37          rooms at the College of Medicine and the College of Nursing (Research Park) be maintained,  
38          and will work to identify space both at Rosen College and at regional campuses where UCF has  
39          a presence (if not currently available), and rooms be added to the new downtown campus  
40          construction designs based on expected campus enrollment and employment projections.

41 **Attachment 1:**

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43 **Recommendations from the U.S. Department of Health and Human Services and**  
44 **National Institute of Health for working women (womenshealth.gov)**

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46 **The number of spaces needed depends on many factors.** For example, companies will  
47 want to consider how many women are employed, the number and size of buildings,  
48 and the work schedule and job settings of employees. A general rule is to provide at  
49 least one permanent milk expression space for every 50–100 women employed by the  
50 company, and adjust as employee needs increase. The National Institutes of Health  
51 (NIH) compiled a formula for identifying the number of spaces needed, and estimate  
52 that at least six milk expression stations for every 1000 female employees should be the  
53 general rule. This number is based on a pregnancy rate of 5–7 percent among the  
54 female population, a breastfeeding initiation rate of 75 percent, and an assumption that  
55 most nursing women cluster milk expression periods around a similar period from 10  
56 a.m. to 3 p.m. during a standard work day. The chart below is based on their general  
57 guide:  
58

<b>Milk Expression Spaces</b>	
<b>Number of Female Employees</b>	<b>Number of Stations Needed</b>
Under 100	1
Approximately 250	2
Approximately 500	3
Approximately 750	4
Approximately 1000	6
For every additional 1000 employees	6 additional stations

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60 **Seek locations that employees can reach within a 5-minute walk.** This means that  
61 spaces should be evenly distributed within large buildings, as well as evenly distributed  
62 across a large campus in easily accessed locations. Limiting an employee's travel time  
63 minimizes the overall amount of break period women need to express milk. Centralized  
64 locations also make it possible for the greatest number of employees to access the  
65 space. Within a building, spaces can be located near a central bank of elevators, the

66 entrance to a facility, or the employee lounge or eating areas. **Look for space near**  
67 **running water for washing hands and breast pump parts.**

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69 **Women will feel comfortable and safe when the door into the milk expression room**  
70 **can be locked.** A keypad lock or electronic key provides privacy, and nursing moms can  
71 use a key, key card, or code to enter the room. If a lockable door is not possible, provide  
72 a sign outside the door with a well-communicated policy to help prevent others from  
73 entering the space. Curtains or partitions by the door might be needed to provide an  
74 additional layer of privacy when the door is opened from the outside.