

Faculty Senate Steering Meeting

February 14, 2008

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:02 p.m.

The roll was circulated for signatures. The minutes of January 8, 2008 were reviewed and approved with editorial revisions per Dr. Cook.

Steering Officers present Drs. Ida Cook and Pamela Ark.

Steering Committee Members present Drs. Howard, Jewett, Kamrath, Koons, Gunter, Orooji, Liberman, LiKamWa, Muller, and Pennington.

Steering Members absent Dr. Chase (out of the country), Drs. Daniell, Kassab, Lynxwiler

Administrators present Provost Hickey, Drs. Schell and Huff-Corzine

Guests: Dr. Kevin Belfield, Chair of Chemistry Department and Mr. Thomas Potter, Department of Music, Dr. Patricia Bishop, Vice Provost for Graduate Studies

Announcements

Lisa Sklar was welcomed as the new administrative assistant to the Faculty Senate Office. Lisa previously worked in the Honors College with student development/scholarship advising.

Old Business

Revised Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs from Personnel Committee

The revision was reviewed in detail by the steering committee members. Suggestions were offered by friendly amendment of the insertion of the word 'regular' preceding the last part of the sentence as follows:

Be it resolved, that the Faculty Senate endorses the following guidelines for appointment and evaluation of *regular* directors and department chairs.

The recommended changes in the document were moved and seconded by Drs. Pennington and Gunter, respectively. The vote was unanimous to approve with the changes as noted.

New Business

Addition to Agenda – *Dr. Liberman reporting*

Dr. Liberman brought forward a proposed revision to Faculty Senate Resolution 2007-2008-04 – ETD Dissemination Policy to add the role of the faculty or thesis advisor. The motion was made to add to the agenda, seconded and unanimously approved to add the item to today's agenda.

Dr. Chopra received the document and copies were distributed to committee members. The ETD Dissemination Policy document is a revision to the constitution. Thus, Dr. Cook noted that since the resolution was previously approved by the full Faculty Senate, the proposed changes must be sent to the full senate for a vote.

ACTION: Members voted to send forth the resolution document. In addition, for information only the *Thesis and Dissertation Attachment Form* will be available for review at the meeting. It was clarified that senators will only be voting on the resolution and not the attachment form with the document.

Provost's update – Provost Hickey reporting

- *Budget Overview:* The budget situation is fluid and UCF will not know for certain the extent of the budget changes until mid-March, at which time the budget shortfall will be addressed by the legislature. All units were strongly encouraged to offer a full load of course availability to students in summer semester of 2008. Provost Hickey has sent out a Provost Update Newsletter on the budget and will continue to provide more information. The next two years are anticipated to be challenging budget years in the State of Florida.
- Provost Hickey plans to attend the Faculty Senate meeting scheduled on February 28, 2008.

Revisit the issue of tenure in a Center or Institute – Dr. Chopra reporting

Background: See Resolution 2003-2004-07 Tenure and Promotion dated March 5, 2004 that was not supported by the Provost.

Dr. Belfield brings forth the issue regarding joint appointments in the Department of Chemistry and the NanoScience Technology Center. The faculty would only be tenured in one unit, presently Chemistry as the Center does not have the capability to award tenure. There was lengthy discussion among members regarding the history of the centers and the faculty issues regarding tenure-earning positions.

ACTION: there was no action on the item today.

Cellular Telephone Acquisition and Use Policy – Dr. Schell reporting

The policy is brought forward as an informational item. If the cellular telephone is purchased by the university and paid for with university funds then the value is considered as income and subsequently taxed. With Dean approval, the carrier

service could be transferred to the employee's carrier service with a salary stipend allocation to the employee. Mr. Joel Hartman has provided Questions and Answers online regarding the cellular telephone policy, at <http://www.telecom.ucf.edu/cellpolicy/>

Resolution from Steering Committee on Budget Management – Dr. Chopra reporting

The following resolution was proposed by the Steering Committee for potential adoption at the next senate meeting:

**Budget Management
Resolution 2007-2008-06
Faculty Senate Steering Committee**

Whereas, the State University System of Florida and faculty and administrators of the University of Central Florida are dedicated to the goals of promoting quality higher education for the metropolitan Orlando and central Florida area, and

Whereas, the University of Central Florida has one of the worst student faculty ratios in the nation, and

Whereas, the current economic environment in Florida challenges the ability of the University of Central Florida to support the necessary instructional expenditures, to prevent faculty and staff reductions, and to keep pace with the cost of living increases, and

Whereas, the University of Central Florida has demonstrated foresight in addressing this year's budget challenges,

Be it resolved, that the University of Central Florida Faculty Senate encourages the administration to make every effort to lower student faculty ratios at the University of Central Florida, and to resist any external effort that may cause the student faculty ratios to increase.

Be it further resolved, that the University of Central Florida Faculty Senate encourages the University of Central Florida administration to make every effort to recruit and retain the highest quality faculty and staff at the University of Central Florida through, among other things, the use of future funds obtained from increases in tuition and differential tuition.

The resolution was read and discussed at length by members of the steering committee. The spirit of the resolution is to assist in allaying any worries among faculty regarding the current budget limitations. Dr. Cook offered the friendly amendment to add the following words in the last sentence of the document: "among other things."

ACTION: The amendment was approved by committee members. The resolution was then approved unanimously to be added to the agenda for the senate meeting in February.

BOG report – via email from Dr. Chase

Dr. Chase is serving on the Internationalization BOG advisory committee. He asks that all faculty forward any issues related to internationalization.

ACTION: Steering members were asked to send any issues and initiatives related to internationalization to Dr. Chase or Dr. Chopra.

Standing Committee Reports

Budget and Administrative Committee – Dr. Jewett reporting

The committee is currently reviewing equipment funding proposals.

Graduate Council Committee – Dr. Liberman reporting

The committee submitted the changes in the ETD Dissemination Policy to the FS Steering Committee members today. Work continues on the University-Wide Minimum Qualifications for Participating in Graduate Education document.

Personnel Committee – Dr. Orooji reporting

The committee continued work on the revision of Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs. The revised document is included in today's meeting for discussion.

UPCC – Dr. Pennington reporting

No report today.

Other

No additional business for consideration by the Faculty Senate Steering Committee on this date.

ADJOURNMENT

Meeting adjourned at 6:16 p.m.

**Resolution 2007-08-05 Appointment and Evaluation
of School Directors and Department Chairs
(From Personnel Committee)**

Whereas, the University of Central Florida needs to create new or restructure existing schools/departments to sustain growth, productivity and excellence in education and research,

Be it resolved, that the Faculty Senate endorses the following guidelines for appointment and evaluation of [regular](#) directors and department chairs.

All schools/departments must have an appointed director/chair.

Service Eligibility

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/chair will not serve more than two successive five-year terms. Except in rare occasions, college deans, associate deans, and assistant deans should not serve as directors/department chairs. Where an outside faculty member is considered for director/chair, customary academic search procedures should be followed.

Appointment

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/chairs. After due consideration, as hiring agent, the dean will nominate a candidate for director/department chair, whose appointment is subject to approval by the provost and the president. Eligibility to vote on appointments includes all tenured and tenure-track faculty but voting may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment. Review &

Reappointment

The faculty of the school/department will evaluate directors/chairs annually. Department/school faculty and others the dean deems appropriate will conduct the review. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request can institute an interim review by the department/school faculty.

SUBJECT: Cellular Telephone Acquisition and Use	Effective Date: 1-1-08	Policy Number: 4-009	
	Supersedes:	Page 1	Of 4
	Responsible Authority: Director of Human Resources		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all university employees.

POLICY STATEMENT:

Effective January 1, 2008, all cellular telephone users must comply with this policy.

The Internal Revenue Service considers cell phones to be "Listed Property" and treats employer-provided cell phones and monthly charges paid by the employer to be taxable income to the employee unless the employee can show that the cell phone was used for business purposes pursuant to IRS Section 274(d)(4). This requires the employee to maintain detailed records regarding each cell phone call, including the amount of the expense, the time and place of each call, and the business purpose for each call.

The IRS can declare that all undocumented use of a cell phone is personal and treat the monthly cell phone charges as wages even if the calls were for business purposes. Consequently, the university will no longer purchase cell phones for use by individual employees. Employees whose job duties include using a cell phone may receive extra compensation in the form of a cell phone allowance as reimbursement for business-related costs of purchasing cell phones and paying monthly fees. All other employees may submit infrequent business-related cell phone expenses for incidental reimbursement.

DEFINITIONS:

Cell phone. Any device that is used to make or receive wireless calls, including any device that provides e-mail and Web functions such as a BlackBerry or Treo™.

Authorizer. President, vice presidents, vice provosts, deans, or their designees.

PROCEDURES:

The university will provide authorized employees with an allowance for the acquisition of a cell phone and payment of monthly service charges. This allowance will be provided as taxable income to the employee, but it will not be considered part of the employee's base salary nor will it be considered in the calculation of retirement benefits.

The authorizer may, at his or her sole discretion, authorize the payment of a taxable allowance to an employee if the employee's job duties necessitate the use of a cell phone for university business.

Each employee who will receive an allowance for the purchase of a cell phone or monthly service charges must complete a *Cell Phone Allowance Request Form* annually. The form must be approved by the authorizer and forwarded to the Human Resources' payroll department for processing. The authorizing department must maintain a copy as documentation for audit purposes.

Transitioning from university-owned phones

To allow for a transition to personal ownership of cell phones consistent with contracts already in place, all university-owned cell phone contracts shall be transferred to personal accounts within six months from the effective date of this policy unless cancellation will result in a cancellation fee. In that event, the account shall be transferred immediately following the expiration of the cancellation provision.

For those who continue to use university-owned cell phones during this time, payment may be made as it is currently being made, subject to IRS documentation requirements for all business calls and reimbursement to the university of cell phone costs incurred through personal use.

Allowances

It is the intent of this policy to provide fair allowances to employees for the business use of their cell phones while maintaining proper budget control. Unless the employee can demonstrate no personal use, the allowance should not cover the total cost of the equipment or service plan. Allowances will be provided in one or both of the following forms at the discretion of the authorizer.

1. Cell phone equipment purchase allowance. This allowance provides a periodic monetary payment toward the employee's personal acquisition of a cell phone and payment of initial activation fees. A cell phone equipment allowance is allowed only once every two years. The appropriate allowance should be determined and documented by the authorizer. The biennial equipment allowance may not exceed \$300 without vice presidential approval.
2. Biweekly cell phone service plan allowance. This allowance provides a biweekly payment toward the cost of maintaining cell phone service for business purposes. The biweekly supplement

cannot exceed \$55 without vice presidential approval. The supplement is provided to the employee for as long as the authorizer determines that the employee qualifies for it. The appropriate allowance must be determined and documented by the authorizer.

Ownership of cell phones

A cell phone acquired according to the provisions of this policy is considered to be the personal property of the employee, and any service contract entered into by the employee is personal to the employee. The university will have no obligation, make no guarantees with respect to such contracts, and will not be held liable for misuse or abuse of any type. However, if the cell phone provider will provide discounted or state rates, the university will provide a letter to the cell phone provider that the cell phone is to be used for the conduct of university business.

The authorizer is responsible for:

- determining whether the employee's position requires a cell phone based upon his or her job responsibilities and maintaining appropriate documentation to support this in the departmental files
- ensuring that employees are familiar with the requirements of the *Cellular Telephone Acquisition and Use* policy
- determining what percentage of an employee's cell phone expense is business related and the appropriate compensation for business use
- ensuring that documentation supporting how the allowance was determined is maintained in the departmental files
- processing the allowance through the payroll system
- ensuring that the contractor or grantor has specifically authorized the expenditure and the Division of Research and Commercialization has approved payment if a contract or grant account is charged for cell phone charges

Employees are responsible for:

- providing the authorizer with requested information or documentation to support the expected business use and the amount of the allowance; this documentation may include, if requested, copies of previous cell phone bills indicating the amount of minutes incurred on university business
- notifying his or her authorizer when there has been a significant change in the need for the business use of a cell phone allowance
- paying all amounts due as agreed between the employee and the cell phone service provider
- providing the university with the current access number or address of the cell phone within five working days of activation

- notifying the authorizer within five working days of inactivation of the device; an employee is prohibited from continuing to collect a cell phone service plan allowance when the device is no longer active or needed for the performance of the employee's job responsibilities

CONTACTS:

UCF Office of Human Resources, 12565 Research Parkway, Orlando, FL 32826-2912. Main number: (407) 823-2771. Payroll department: (407) 823-6663.

RELATED INFORMATION:

<http://www.hr.ucf.edu/web/forms/payroll/Cell%20Phone%20Allowance%20Form.pdf>

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-009	
Initiating Authority: <u>Will Amenz</u>	Date: <u>12/13/07</u>
Policies and Procedures Review Committee Chair: <u>Luth Barnes</u>	Date: <u>Dec 12, 2007</u>
President or Designee: <u>John C. Witt</u>	Date: <u>Dec 20, 2007</u>

**Resolution 2007-2008-5 Appointment and Evaluation of
School Directors and Department Chairs**

Whereas, the University of Central Florida needs to create new or restructure existing schools/departments to sustain growth, productivity and excellence in education and research,

Be it resolved, that the Faculty Senate endorses the following guidelines for appointment and evaluation of regular directors and department chairs.

All schools/departments must have an appointed director/chair.

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/chair will not serve more than two successive five-year terms.

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/chairs. Except in rare occasions, college deans should not serve as directors/chairs. Departmental faculty and others the dean deems appropriate will conduct the review. Eligible voters include all tenured and tenure-track faculty, but eligibility may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment.

The faculty of the school/department will evaluate directors/chairs annually. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request can institute an interim review by the department faculty of the director/chair under college procedures. After due consideration, the dean will nominate a candidate for director/chair, whose appointment is subject to approval by the provost and the president.

**Resolution 2007-08-06 Budget Management
Faculty Senate Steering Committee**

Whereas, the State University System of Florida and faculty and administrators of the University of Central Florida are dedicated to the goals of promoting quality higher education for the metropolitan Orlando and central Florida area, and

Whereas, the University of Central Florida has one of the worst student faculty ratios in the nation, and

Whereas, the current economic environment in Florida challenges the ability of the University of Central Florida to support the necessary instructional expenditures, to prevent faculty and staff reductions, and to keep pace with the cost of living increases, and

Whereas, the University of Central Florida has demonstrated foresight in addressing this year's budget challenges,

Be it resolved, that the University of Central Florida Faculty Senate encourages the administration to make every effort to lower student faculty ratios at the University of Central Florida, and to resist any external effort that may cause the student faculty ratios to increase.

Be it further resolved, that the University of Central Florida Faculty Senate encourages the University of Central Florida administration to make every effort to recruit and retain the highest quality faculty and staff at the University of Central Florida through, amongst other things, the use of future funds obtained from increases in tuition and differential tuition.