

MEMORANDUM

Date: January 29, 2015
TO: Members of the Steering Committee
FROM: Reid Oetjen
Chair, Faculty Senate
SUBJECT: STEERING COMMITTEE MEETING on February 5, 2015

Meeting Date: Thursday, February 5, 2015
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: College of Arts and Humanities, Room 192

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *January 15, 2015***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
None.
7. **New Business**
 - Faculty Cluster Initiative – *Manoj Chopra*
 - Appointment of selection committee for the University Excellence in Professional Service Awards
 - Resolution 2014-2015-2 Parental Leave Policy and Procedures for UCF Faculty Birth/Adoption (*from Personnel*)
8. **Liaison Committee Reports**
 - Budget and Administrative Committee – *Robert Cassanello*
 - Graduate Council – *Jim Moharam*
 - Parking Advisory Committee – *Norma Conner*
 - Personnel Committee – *Richard Harrison*
 - Undergraduate Council – *Bill Self*
9. **Other Business**
10. **Adjournment**

Faculty Senate Steering Committee Meeting
Minutes of
January 15, 2015

Reid Oetjen, chair, called the meeting to order at 4:04pm. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of November 13, 2014 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Dan Holsenbeck, Senior Vice President of University Relations
Jennifer Sumner, Director Special Projects Regional Campuses
Manoj Chopra, Interim Vice Provost and Dean of Undergraduate Studies
Lyman Brodie, Associate Vice Provost, Faculty Relations
Lucretia Cooney, Assistant Director Faculty Relations
Michael Caputo, Professor College of Business Administration
Diane Chase, Executive Vice Provost of Academic Affairs

ANNOUNCEMENTS

Manoj Chopra requested permission to present a Foundation of Excellence (FoE) survey update at the next senate meeting. Jennifer Sumner distributed a handout with updated information. Survey launch is Tuesday, January 20. The faculty-staff survey will be open January 20 through February 16. The student survey will be open from January 20 through February 27. Briefly explained FoE and the purpose of the surveys. Marketing materials will be visible next week. FoE is asking faculty to complete the survey and encourage students to complete the surveys. FoE will be added to the Senate agenda for next week.

Reid Oetjen introduced and welcomed Kevin Coffey as the CECS steering committee replacement for Manoj Chopra for the remainder of the academic year.

REPORT OF THE PROVOST

Legislative

Dr. Dan Holsenbeck provided an overview of HB 4005 and SB 176. The bills eliminate in Florida Statute the restriction to carry a concealed weapon or firearm on a college or university facility. By eliminating the exception anyone can carry a concealed weapon or firearm on campus. This bill or variations thereof have been before the legislature on several occasions. None of the university presidents are in favor of the legislation. The State University System (SUS) chiefs of police and general counsels are organized and outspoken in their opposition. Encouraged the Senate to write a statement and get it to the SUS Faculty Senate to endorse the same opposition. State employees are prohibited by law in using UCF resources of any kind to lobby the legislature. There are a number of key legislators from our area that correspondence can be addressed. Senator David Simmons represents Seminole County and is a local attorney. Senator Simmons is chairman of Rules in the Senate. In the past, this bill has been prevented from going to the floor of the house or senate by the Rules chairman. You can also write the House Rules Committee chairman, Rich Workman of Melbourne.

Discussion continued regarding the availability of standard language and documented reasons individuals opposed the bill. Reid Oetjen suggested that it would most effective for the Senate to work through the Advisory Council of Faculty Senates (ACFS). The group is meeting January 30 in Tallahassee. Kathy Robinson is the chair of the ACFS and a faculty member on the Board of Governors. Manoj Chopra agreed. The lobbyist that represent the twelve institutions have already met on the issue and are formulating a strategy. A free website, Online Sunshine provides information on committees, members, meetings, agendas, and bill information at <http://www.leg.state.fl.us/Welcome/index.cfm>.

Dr. Holsenbeck provided an update on the Textbook Affordability Act, which came up last year. The issue will probably come back. The issue is being pushed by the Governor's office. There was outspoken opposition from the institutions last year. Senate can handle the same as HB 4005. Direct correspondence to Representative Marlene O'Toole, Education Committee Chair or Senator Kelli Stargel, Higher Education Committee Chair.

Faculty Cluster Initiative

Manoj Chopra, Christopher Parkinson, and Cynthia Young helped facilitate the request for proposals for the faculty cluster initiative. The due date for the four page pre-proposal is February 20. This is step one of the strategic planning process. The website is up as of today and can be found on the Provost home page or <http://provost.ucf.edu/faculty-cluster-initiative/>.

Salary Survey

Survey will help us determine how we are positioned in the market to maintain talent and identify what we need to offer in order to get top talent. Provost asked for understanding and patience. We may be behind and need to formulate a plan to catch up. May need help with UFF for using administrative discretionary increases as we address groups.

Downtown Campus

Had a critical meeting with Board of Governors. All of our partners attended. Friday, an all-day retreat is scheduled on academic program planning. The 36 units being considered for the downtown campus will make presentations. The rubric is learning opportunities for students and how does the downtown environment enhance the opportunities for students, and how does the units' presence enhance downtown. Should have a draft set of departments by February 1.

Foundations of Excellence (FoE) and COACHE survey

These surveys will gather evidence needed to make important policy and resource decisions. Quality of the response rate will indicate the quality of the evidence. The FoE survey will finish in mid-February and the COACHE survey will start February 9.

The COACHE survey has 13 different parts: nature of work, resources and support, interdisciplinary work, collaboration, mentoring, tenure and promotion, institutional governance and leadership, engagement, work and personal life balance, climate culture and collegiality, appreciation and recognition, recruitment and retention, and global satisfaction. The link to the survey will be emailed by COACHE and will be open for two months. Ana Leon from the Senate Personnel committee has agreed to serve on COACHE Steering committee. Survey if focused on pre-tenure, tenure, and tenured faculty and are including lecturers and instructors.

Ida Cook suggested that all senators push and encourage constituents to complete the surveys and follow-up to ensure faculty complete. It's up to the Senate to build enthusiasm for the surveys. The survey is estimated to take twenty-five minutes to complete. Keith Koons suggested that the emails be labeled carefully for the two different surveys. Christine Dellert is working on the communication. Faculty will receive the same report the University receives from COACHE.

Partner Benefits

UCF provided a stipend to same sex partners since there was no ability to extend benefits. Due to the change in the law, if same sex partners elect to get married, they can file a change of family status and receive benefits. Human Resources is trying to clarify the status of stipends.

Other Updates

TIP, RIA, and SoTL Update – Lyman Brodie indicated that the committees to re-examine awards systems should be complete in the next couple of days.

Hiring Initiative Update

3,400 applications, 11 positions hired, 51 still open. Richard Harrison suggested that if a second printing of the Aspire hiring brochure is produced to please include University Libraries.

Spring Enrollment – up 3% over last year. Up about 1.5% this fall.

Federal Free 2-year degree – Impact? Great thought, but too early to plan.

OLD BUSINESS

None

NEW BUSINESS

HB 4005 – Discussed options. Since the Provost and President are also against the bill, no resolution to UCF administration is necessary. Motion to draft a document to authorize the chair of Faculty Senate to work with the ACFS and speak on the faculty's behalf in opposition of the house and senate bill was seconded and passed.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee—Robert Cassanello

No update.

Graduate Council—Jim Moharam

No update.

Parking Advisory Committee—Norma Conner

No update. Reid Oetjen indicated that lower paid faculty and staff are only allowed to pay for parking permits over ten pay periods. Oetjen asked Curt Sawyer if they could extend a little longer. Will update committee when he receives information. Expecting mother parking went into effect this semester. Total of five spots: three staff, one faculty, and one student.

Personnel Committee—Richard Harrison

Met November 18. Committee discussed Emeritus/emerita rank. Tabled workplace exit survey due to the COACHE survey. Discussed COM tenure and rank proposals with Dr. Gibson and Dr. Pepler. Lyman Brodie updated the committee on COACHE survey. Resolution on parental leave is anticipated at the February Steering committee meeting. Committee deferred the salary compression survey to Human Resources, which is undertaking a University-wide salary compression survey.

Undergraduate Council—Bill Self

Long meeting in December with the deadlines for the catalog. Martha Marinara was elected Vice Chair of the Undergraduate Council and chair of the Undergraduate Course Review Committee, replacing Jeff Kaplan. Discussed in previous meetings grade distribution. That is, grade distribution amongst a course versus other courses, departments or colleges.

Mike Caputo from the College of Business Administration discussed the concern regarding grade discrepancies. Dr. Caputo recommends providing a median grade and total number of students in the course on student transcripts for context. Discussion continued. Reid Oetjen referred the issue to the Undergraduate Council. Discussion continued regarding correlation between grades and instructor/course evaluation. Looking for the report from the Academic Rigor taskforce and sharing with Provost and Undergraduate Council.

OTHER BUSINESS

Bill Self indicated the COM is looking for policy regarding spousal hiring or nepotism. This is a University Policy and can be found at <http://www.policies.ucf.edu> and <http://www.regulations.ucf.edu>. Rhonda Bishop can help the COM with information. Notifications on the policies website can be set up so you are informed of changes.

Senate agenda item will be added giving chair authorization to address concealed weapons with ACFS. Motion was made and to add FoE update with Jennifer Sumner to the Senate agenda and seconded. Motion passes.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:40 p.m.

Dr. Linda Walters Director, UCF Center for Success of Women Faculty

The Center for Success of Women Faculty devotes a significant portion of our time to assisting women faculty and staff who are soon to become mothers and/or are caring for critically ill family members. For new moms, we have been successful in the last year in obtaining 5 lactation rooms across campus, as well as instituting a trial expectant mothers parking program in spring 2015. We have also run faculty-led workshops on dealing with eldercare and special needs family members.

Now, we are interested in determining the campus-wide interest of UCF faculty in paid parental leave and paid family leave policies.

Paid parental leave policy suggestion for all new birth/adoptive parents (includes both parents):

New parents could choose from one of three options for one semester: 1) one semester of paid leave, 2) one semester of modified instructional duties (MID = no teaching for 1 semester, but individual remains a participant in rest of university activities, including research and grants), or 3) normal teaching/research/service load.

At the present time, MID is administered *ad hoc* across campus for new moms (unknown for new fathers) and it is often confrontational/stressful. It would benefit all parties to have a transparent policy in place.

At the present time, if leave is taken, new parent income comes exclusively from sick leave accrued until that runs out, as it quickly does for recent hires. At that time, it becomes unpaid leave. 55 women (faculty + staff) took parental leave in 2012-13.

UCF Graduate Studies instituted a policy for GTA/GRAs in January 2014 for 6 weeks of paid leave for new moms (parents?).

Paid parental leave and MID is being discussed on November 17 by UFF. Our proposals are similar.

Paid family leave policy suggestion would be exclusively for faculty members caring for family members who are critically injured/critically ill/end-of-life and really need to spend all of their time with this member of their family. It would be one semester of paid leave. The definition of family would be as broad as possible.

The CSWF is excited to work with faculty senate, faculty affairs, etc. to make UCF a more family-friendly institution. There are many, many details to work out, but support for one or both policies is the first step.

Our Center's suggestion is to consider/modify the paid parental leave policy recently established at USF, at least in terms of funding. This model could work for both Paid parental leave and paid family leave.

USF Paid Parental Leave was adopted in 2010 and is considered cost-neutral.

Whenever the faculty member resigns, retires, or otherwise permanently terminates employment with the university, the number of hours that the faculty member has utilized for paid parental leave, excluding any hours that were taken as accrued leave, shall be deducted from the total balance of accrued sick and/or annual leave (with sick leave being deducted first) that the faculty member has remaining at the time of separation from the university.

2014 spring semester, 13 USF faculty members participated

2014 fall semester, 10 USF faculty members are participating

Additional details that may or may not be appropriate for UCF:

- 1) Benefit may be utilized no more than twice during a faculty member's employment

- 2) Employed for a minimum of one academic year for faculty members with instructional responsibilities or a minimum of one calendar year for faculty members without instructional responsibilities, and employed on at least a 0.75 FTE line. This program does not apply to individuals on a temporary, a term limited, or a visiting appointment.
3. Paid parental leave if approved by provost is for one semester or up to 19.5 weeks.
4. Faculty member must request use of the paid parental leave in advance, no later than three months prior to the beginning of the leave.
5. Faculty member must return to the university following participation in the program for at least one academic year if the faculty member has instructional duties or for at least one calendar year if the faculty member does not have instructional duties.
6. Paid parental leave will not be granted to two faculty members for the same birth or adoption.
7. Paid parental leave runs concurrently with the FMLA leave.

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Resolution 2014-2015-2 Parental Leave Policy and Procedures for UCF Faculty Birth/Adoption

Whereas, it appears that current UCF policies do not provide for parental leave for faculty for birth or adoption; and

Whereas, provision of parental leave for faculty birth or adoption has been inconsistently given and allowed on an ad hoc basis and a variety of options have been used including:

1. Requiring parental leave be given to the mother only; and/or
2. That accrued sick leave be used (which creates additional hardship on recently hired faculty); and/or
3. Modified instructional duties (MID) for faculty are:
 - a. Not allowed; and/or
 - b. Allowed only for faculty who have been employed at UCF for a minimum of one year; and/or
 - c. Required to continue non-instructional duties such as research/grant work and/or service; and

Whereas, a precedent was set at the University of Central Florida when in January 2014, the College of Graduate Studies instituted a policy allowing GRA/GTA birth or adoptive mothers up to 6 weeks of paid leave; and

Whereas, another university in the SUS, the University of South Florida, since 2010, has offered paid parental leave that provides parental leave for birth/adoption; therefore

Be It Resolved that the Faculty Senate of the University of Central Florida encourages administration to work with UFF-UCF to develop equitable, consistent policies and procedures to provide parental leave for birth/adoption by faculty; and

Be It Further Resolved that the Faculty Senate of the University of Central Florida recommends that any development of Parental Leave Policy consider and address the list of examples and conditions identified in Attachment 1: Parental Leave Examples and Conditions.

Attachment 1: Parental Leave Examples and Conditions
Resolution 2014-2015-2 Parental Leave Policy and Procedures for
UCF Faculty Birth/Adoption

Example of types of leave, duration, funding, etc. to be considered as part of Policy on Parental leave for faculty experiencing birth or adoptions:

1. Paid leave be provided for the parental leave for birth/adoption
2. Both partners be allowed parental leave at alternate times
3. The leave duration be a semester (up to 19.5 weeks)
4. Such leave be available to recent and long-term faculty irrespective of length of employment at the university and that
 - a. If the faculty member is lacking sick leave at the time of birth/adoption, leave be provided and later deducted from accrued leave when the faculty member earns it
 - b. Upon separation from the university if the faculty member is to collect any amount of unused sick leave, that paid parental leave be deducted before reimbursing the faculty member

1. **Definition of Leave –**

No more than twice during the career of a faculty member at the university, he or she shall be granted, upon request, a paid parental leave for the birth or adoption of a child. Instructional faculty will be eligible for up to nineteen and a half (19.5) contiguous weeks, or one (1) semester of paid parental leave. Non-instructional faculty will be eligible for up to three (3) months of contiguous paid parental leave. In the circumstance that both parents are faculty members employed by the university, only one parent may request paid parental leave under this program for each qualifying event (birth or adoption).

In the spirit of providing continuity in the classroom for our students, faculty members are encouraged to work with their department Chairs and/or Deans to coordinate the specific arrangements of the leave. Faculty members may request and be granted the opportunity to apply additional accrued sick leave and/or time off without pay to the paid parental leave as provided for above.

Faculty in USF Health who receive clinical compensation will be paid in accordance with USF Health procedures for Extended Leave. For more information on this procedures, please visit the Office of Faculty Affairs website at: <http://health.usf.edu/facultyaffairs/index.htm> or contact the Office of Faculty Affairs directly at 974-5105.

2. **Eligibility –**

In order to participate in this program, an employee must be in the United Faculty of Florida (UFF) bargaining unit or in the Faculty Pay Plan on a benefit eligible line, employed for a minimum of one (1) academic year for faculty members with instructional responsibilities or a minimum of one (1) calendar year for faculty members without instructional responsibilities, and employed on at least a 0.75 FTE line. This program does not apply to individuals on a temporary, a term limited, or a visiting appointment. Furthermore, employees on contracts or grants shall be eligible to the extent that such program benefits are permitted by the terms of the contract or grant, the rules of the funding agency, and adequate funds are available for this purpose in the contract or grant.

3. **Commitment to Reimburse –**

The faculty member shall not be required to use accrued leave during the first nineteen and one-half (19.5) weeks, or one (1) semester, of the parental leave. However, whenever the faculty member resigns, retires, or otherwise permanently terminates employment with the university, the number of hours that the faculty member has utilized for paid parental leave, excluding any hours that were taken as accrued leave, shall be deducted from the total balance of accrued sick and/or annual leave that the faculty member has remaining at the time of separation from the university. This deduction shall be performed only immediately prior to calculating any payment to be made to the faculty member for unused sick and/or annual leave pursuant to the Collective Bargaining Agreement in force and University Regulations.

4. **Commitment to Return –**

The faculty member must agree in writing to return to university employment for at least one (1) academic year for those with instructional duties and for at least one (1) calendar year for those

without instructional duties following participation in the program. Agreements to the contrary must be reduced to writing prior to participation.

5. **Notice and Use with Other Leave(s)** –

Paid parental leave shall not be granted such that it relieves the faculty member of both teaching and service assignments for more than one (1) semester. This program does not prohibit deans or chairs from modifying duty assignments before and after the paid leave. The faculty member must request use of the paid parental leave in advance of the initiation of the parental leave, no later than three (3) months prior to the beginning of the leave, and the leave must occur no later than the academic semester immediately following the birth or adoption event. A shorter notice period may be allowed, on a case-by-case basis, for good cause and/or special circumstances, by the faculty member's supervisor. Unless approved in writing by the faculty member's supervisor, paid parental leave may not be used immediately before or after Sabbaticals or Professional Development Leave. When faculty members notify their dean or chair of their intent to participate in the program, notice will be provided to the Division of Human Resources to assess the faculty member's eligibility under the Family and Medical Leave Act (FMLA). If FMLA eligibility requirements are satisfied, up to twelve (12) weeks of the paid parental leave will be designated as FMLA, and tracked concurrently.

6. **Signed Agreement** –

The faculty member is required to sign a written agreement detailing the terms of this benefit. Participation in this benefit is contingent upon execution of the signed documentation.

7. **Repayment** –

Repayment of salary received during paid parental leave shall be required in those instances where salary is paid in the absence of a signed agreement by the faculty member, or when the faculty member fails to comply with the terms of a signed agreement.

8. **Interaction with Tenure** –

The tenure clock will automatically stop at the onset of the approved paid parental leave (as defined under this program). Faculty may opt out by notifying the university, in writing, that they wish for the tenure clock to continue during the approved paid parental leave.