

Faculty Senate Personnel Committee

Wednesday, October 12, 2016

11:30 am – 12:30 pm

Location: PSY room 101

AGENDA

- 1) Call to order
- 2) Roll Call
- 3) Selection of minutes taker for the meeting
- 4) Review and approval of minutes of September 14, 2016 meeting
- 5) Announcements and recognition of guests
- 6) Old Business
 - a. Evaluation of endowed chairs-Lucretia Cooney-update on compilation of endowed chairs
 - b. Lactation room availability- Linda Walters-action
 - c. Salary study (original study follow up)- discussion
 - e. Nepotism policy- discussion
- 7) New business-
 - a. Committees and summer service [*from steering*]-discussion
 - b. Salary study (gender bias) [*from committee*]- Linda Walters- discussion
 - c. Criteria for emeritus status [*from committee*] –discussion
 - d. TIPs, RIAs, and SoTLs [*from committee*]- discussion
- 8) Other topics
- 9) Adjournment

SENATE PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, September 14, 2016

11:30 A.M.-12:30 P.M.

Psychology Building, Room 101

Present: Stephen King (Chair), Lucretia Cooney (Office of Faculty Excellence), Scott Carter, Duncan Dickson, Robert Folger, Debbie Hahs-Vaughn, David Harrison, Richard Harrison, Waldemar Karwowski, Myunghye Kim, Jonathan Knuckey, Karol Lucken, Eric Merriam, Vladimir Solonari, Martine Vanryckeghem, Konstantine Vodopyanov, Linda Walters.

Minutes of March 16, 2016: Reviewed and approved.

OLD BUSINESS

None.

NEW BUSINESS

The Committee discussed the following topics assigned by the Faculty Senate Steering Committee:

Nepotism Policy

Stephen King reported that the Faculty Senate passed resolutions concerning nepotism in 1978 (Resolution 1977-1978-19) and in 1992 (Resolution 1991-1992-16). Several years ago, the Office of General Counsel worked on a nepotism policy but it was not implemented. Effective February 24, 2015, the Office of the President promulgated a nepotism policy statement (UCF Policy 3-008.2).

Considerable discussion ensued. In some colleges the 2015 policy is problematic, especially as regards section B (h):

In those instances when a research project requires unique skills or attributes of an individual that is not available in another candidate besides that of the employee's relative, a plan to mitigate and monitor the conflict of interest must be submitted to the Research Conflict of Interest Committee for review and approval. Under no circumstances will a principal investigator be permitted to directly or indirectly supervise his or her relative.

Several Committee members cited specific examples where a relative is the only individual whose unique skills or knowledge are available for a research project. It also was noted that the last sentence of this section appears to contradict the first sentence. Questions about the enforcement of this policy were raised.

ACTION ITEM: This issue was tabled temporarily by vote of the Committee. The Chair will send to the Committee the previous Senate nepotism resolutions, and Lucretia Cooney will attempt to find further information on the development of the current policy for discussion at a future Committee meeting.

Lactation Room Availability

Linda Walters reported that several years ago President Hitt made a commitment that all new and renovated UCF buildings would have a lactation room. However, this commitment has not come to fruition. As of August 2015, there are only five lactation rooms at UCF: in the College of Nursing, the College of Medicine, Engineering I Building, Physical Sciences Building, Recreation and Wellness Center, and Rosen College.

ACTION ITEM: An ad hoc committee comprised of Linda Walters, Scott Carter, Debbie Hahs-Vaughn, and Martine Vanryckeghem will draft a resolution concerning availability of lactation rooms to present to the Personnel Committee for discussion at a future meeting.

Salary Study Follow-Up

[*Background:* In 2014, Reid Oetjen, then Chair of the Faculty Senate, charged the Personnel Committee to explore the issue of faculty salary compression/inversion. It was noted at the time that salary compression/inversion would become more acute as 100 new faculty were to be hired in addition to 79 replacement hires. The last faculty-wide study of this issue, with resultant market equity adjustments, was in 2005; in 2011, the Library faculty conducted a market equity study for their unit, but it was not acted upon by Academic Affairs. The Committee in 2014-2015 deferred any action as it was understood that UCF Human Resources was about to undertake a salary study. However, due to abrupt personnel changes in HR, that study was not undertaken.]

In 2015, Institutional Knowledge Management (IKM) benchmarked UCF faculty salaries (as of January 20, 2015) to the 2013-2014 CUPA-HR's "Faculty in Higher Education Salary Survey" data. There were 117 benchmark institutions in the study, all of which are doctorate-granting high and very high research institutions and have total expenditures of \$525 million or more. The 30th, 40th, and 50th (median) percentile salary statistics of the benchmarked institutions were used to differentiate UCF faculty salaries at the same four-digit CIP-level and the same academic rank. UCF faculty whose salaries were found to be below the 30th percentile within their 4-digit CIP were flagged, and the dollar amount difference was summed. The salary study showed that 26.4% of UCF faculty members are below the 30th percentile compared to their peers in similar rank and CIP area (males: 28.2%, females 23.7%). At the request of Provost Whittaker, IKM estimates that it would take \$3.72 million to bring all faculty members to the 30th percentile.

Committee members discussed whether TIPs, RIAs, and SoTLs are included in the IKM salary study and if these should be subtracted from the study. The Committee also was in agreement that any market equity adjustments should not be discretionary.

ACTION ITEM: The Committee will request further information about the salary benchmarking study from Institutional Knowledge Management. In-depth understanding of the methodology is needed to better understand the significance of the statistics presented. Once that information is received, an ad hoc committee comprised of Karol Lucken, Scott Carter, and Jonathan Knuckey will draft a resolution concerning market equity adjustments to present to the Personnel Committee for further action.

Evaluation of Endowed Chairs

Some college deans have reported that there are no strong provisions for evaluating endowed chair holders. The Faculty Senate passed a resolution in 1992 (Resolution 1991-1992-8) that states, in part:

Effective immediately, all future endowed chairs, including eminent scholar chairs, will be subject, as are all ranked faculty, to annual performance reviews. This implies that the endowed chair is not permanently attached to its original holder.

A question was raised as to how many endowed positions there are. Lucretia Cooney said that the Office of Faculty Excellence has, in the past, attempted to compile a list of endowed professorships and chairs, but the process is difficult as some endowed positions do not have “endowed” in the title.

ACTION ITEM: The Office of Faculty Excellence will compile further information about endowed positions and report back to the Personnel Committee in two months.

Committees and Summer Service Expectations

No discussion due to meeting time constraints.

ACTION ITEM: To be discussed at next Personnel Committee meeting.

Other Issues

Committee members brought forth the following topics for further consideration at a future meeting:

- TIPs, RIAs, and SoTLs (it was noted that any changes to these awards must be bargained);
- Gender equity salary study (Linda Walters will e-mail Committee members to determine the parameters for such a study); and
- Criteria for emeritus/emerita status. (This is a topic the Personnel Committee discussed last year, but on which no action was taken. The Office of the President devised its own criteria last spring, and the Senate has asked for a copy of the criteria.)

PERSONNEL COMMITTEE MEETINGS FOR 2016-2017:

(Note: all Committee meetings typically will be held on the second Wednesday of each month at 11:30 a.m. *Most*, but not *all*, meetings will be in the Psychology Building, Room 101)

October 12 PSY 101

November 9

December 14

January 11

February 8

March 8

Richard H. Harrison II
September 5, 2016

Resolution 2016-2017-x Availability of Lactation Rooms for UCF Women

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

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

Whereas, UCF currently does not provide sufficient and equitable access to lactation rooms for UCF women, including UCF women faculty, who are nursing after returning to work post-delivery; and

Whereas, this lack of access to lactation rooms can have an adverse effect on the scholarship and teaching for these women faculty who must spend significant time each day walking long distances to use the current rooms; therefore

Be It Resolved that the Faculty Senate encourages the administration to follow the guidelines put forth by the U.S. Department of Health and Human Services and National Institute of Health as well as the US Department of Labor for working women which recommends 6 lactation rooms for every 1000 women employees (Attachment 1), that are within a 5-minute walk for the employee. At a minimum, UCF should double the number of lactation rooms available to women faculty on the main campus through designating space in planned constructions and retro-fitting rooms in existing buildings, especially on the west and south sides of campus; and

Be It Further Resolved that the Faculty Senate additionally recommends that the lactation rooms at the College of Medicine and the College of Nursing (Research Park) be maintained, a room be added at Rosen College, and rooms added to the new downtown campus construction designs based on expected campus enrollment and employment projections.

Attachment 1:

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

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

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

Seek locations that employees can reach within a 5-minute walk. This means that spaces should be evenly distributed within large buildings, as well as evenly distributed across a large campus in easily accessed locations. Limiting an employee's travel time minimizes the



overall amount of break period women need to express milk. Centralized locations also make it possible for the greatest number of employees to access the space. Within a building, spaces can be located near a central bank of elevators, the entrance to a facility, or the employee lounge or eating areas. **Look for space near running water for washing hands and breast pump parts.**

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

Approved by the Faculty Senate on x
Transmitted to Provost A. Dale Whittaker on x

UCF Lactation Rooms

New moms returning back to work deserve to have a place to pump in privacy. Each lactation room provides moms with a place to relax and feel comfortable while pumping throughout their busy work days.

<p>College of Nursing Research Park University Tower Room 461 Check in at room 300 for key</p>	<p>College of Medicine Lake Nona Room 419 Check in at 1st floor, Welcome Desk for key</p>	<p>UCF Main Campus Physical Science Building Room 467 Check in at room 430 for key</p>
<p>UCF Main Campus Recreation and Wellness Center—Entrance across from Leisure Pool Check in at suite 111 for key</p>	<p>UCF Main Campus Engineering Building 1 Room 220 Check in at room 107 for key</p>	<p>UCF Main Campus Global UCF Building Room 314 Check in at reception desk on 3rd floor for key</p>
	<p>UCF Main Campus Health & Public Affairs 1 Room 210 Check in at room 365 (front desk) for key</p>	

Sponsored by the UCF Center for Success of Women Faculty and the
UCF College of Nursing Graduate Program.

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