FACULTY SENATE

MEETING #582 AGENDA
SST 105
THURSDAY, October 19, 2017
12:50 PM to 2:20 PM

Call to Order

1. **Approve Faculty Senate Meeting #581 Minutes from September 21, 2017**

2. **Accept FSEC Report from October 12, 2017**

3. **Administrative Reports**

4. **Officer and Committee Reports**

   - **Nepotism Policy**
   - **Bicycle Policy**
   - **Bill 415**
   - **Bill 402**
   - **Bill 408**
   - **Online Privacy Statement Policy**

5. **Miscellaneous/Additional business**

Adjourn

Proxies for Senate meetings must be a Senate-eligible individual from the same academic unit. No individual may carry more than one proxy.
PLEASE SEND PROXIES TO LAUREN BAKER: facsen@uah.edu

FACULTY SENATE MEETING
September 21, 2017
12:50 P.M. in SSB 201

Present: Chris Allport, Milton Shen, Sophia Marinova, Laird Burns, Kevin Bao, David Stewart, David Harwell, Ryan Weber, Joe Conway, David Johnson, Andrei Gandila, Carolyn Sanders, Jeremy Fischer, Dianhan Zheng, Kyle Knight, Mike Banish, Yu Lei, Tingting Wu, Yuri Shtessel, Fat Duen Ho, Earl Wells, James Swain, Kader Frendi, Gang Wang, Christina Carmen, Fran Wessling, Angela Hollingsworth, Ann Bianchi, Sharon Spencer, Monica Beck, Qingyuan Han, Roy Magnuson, Carmen Scholz, Jeff Weimer, Tim Newman, Shangbing Ai, Lingze Duan, Vladimir Florinski, Monica Dillihunt, Shannon Mathis, Roy Schwertfeger

Absent with Proxy: Anne Marie Choup, Shanhu Lee, Harry Delugach,

Ex-Officio: Provost Christine Curtis

Guests: President Bob Altenkirch, Jill Casey, Karen Frith

- **Carmen Scholz called meeting to order at 12:50 pm.**
- **Meeting Review:**
  - Standing rule from the Parliamentarian passes unanimously.
  - Bill 414 passed unanimously.
  - Bill 411 passes unanimously.
  - Bill 412 passes unanimously.
  - Bill 413 passes unanimously.
- Kader Frendi motions to approve Faculty Senate Meeting minutes. Jim Swain seconds. Ayes carry.
- Laird Burns motions to accept FSEC Report. Member seconds. Ayes carry.
- **Administrative Reports**
  - President Bob Altenkirch
    - Renovation of CTC is being put on hold. Deans seemed to be unenthused. We were trying to generate larger classrooms. The construction of the building makes this harder to accomplish. It didn't seem right to spend $7-$8M to renovate and not be happy with the result. The cafeteria will be expanded. It will be paid for by Sudexo. It is very common for the food vendor to pay for renovations. We need more seats.
    - There was a change to in-state travel reimbursements. I think in-state was reimbursed by a per diem basis. There is an exception now. If you are going to a conference in the state and we are a member of the national organization holding the conference, the expenses are now considered actual. It doesn't

apply to anything else. We are going to amend the travel policy because it is a state law.

- Once a year we go through a process of figuring out the changes in health insurance. The table shows the 2017 premiums. There are three types – single, single plus child, and family plan. The estimate on what will happen to insurance cost in 2018 is it will go up $1.3M. We are self insured, we pay money into a pot and BCBS manages it. A discussion was brought up for lower paid employees, to avoid increasing their premiums. The less than $35K, there will be no change. The other changes are 1% for employee. The reason is that plan is capped by the ACA plan. The total change is 11%. You have a tiered change. If you keep $35K at zero, you will have a substantial jump. You will have several migrate to different tiers. When that happens, there is a huge jump in premiums.

- Kader –We still need big classrooms, so if we are putting CTC on hold, how are we going to accommodate this issue?
  - Bob – There are some circumstances that we can take down interior walls and make larger rooms. The total renovation wouldn't be done. If we look at the scheduling, we can accomplish a lot with scheduling. If we renovate now or later, the time of use for the building, is same.
  - Provost – The layout of the building actually works better to place faculty in offices there, than renovating for classrooms.
- Provost Christine Curtis
  - Just to finish a comment that Bob made about library storage. Our sister institutions have auxiliary buildings for their library. Auburn has opened a new section of their library. They have made it a student center area for learning. Our vision is to make our library more students oriented.
  - Last meeting you asked about faculty hiring. I went through those and can give you those numbers. In 2015, we saw an increase in enrollment as well as 2016. We hired lecturers in math and English to teach the bulk of undergraduate classes. They were hired on temporary money. I started lobbying in 2016 to put them in the budget. We were able to put ten positions into the budget. They were new budgeted positions. Being lecturer positions, they can be moved around wherever needed. There were three positions that weren't filled. In our replacements, we had a total of 25 hired, 11 were tenure track, 12 were lecturers or clinical. Of all the positions advertised, five were not hired, library hired two. Total for replacement were 25. We have a fair number of new people on campus.
  - I have an announcement for mandatory training for Title XI training for faculty/staff. It is required yearly. The dates are September 26th at 11 am and 3 pm. September 27th at 11 am. It will be in the Charger Union Theatre.
  - We are continuing our assessment for 16-17 AY and that is due Nov ember 1st. This is a hard due date. We have to do this for SACSCOC for reaffirmation. We

do have to submit a five year report in about three years. We are confident there will be questions about our assessment then. I felt the faculty should have the opportunity to represent.

- I don't have time to go into discussion about retention. We received approval yesterday from the President to purchase Degree Works. It is a degree audit system. It helps students figure out where they are in their degree program so they can continue to plan ahead. Advisors can use this to help set up the students schedule. It can be used by the Chairs of Departments to plan their courses based on demand. It has a number of positive things. It used by every university in the state including Athens State and UNA. We are behind on this.

- **Guests**
  - Jill Casey, University Women's Club President
    - It was established April 2, 1964. We had to freeze our accounts during the recession, 2010-2012. It is a good way to meet people on campus. We wanted to do a history on the club. The first fundraiser was in 1972 and raised $1,200. Scholarships became endowed in 1980. Our total number is approximately $158K. This provides women to network. We promote campus unity. Last year, we gave out $5,550 for two scholarships last year. Since 1996, we have given out over $150K in scholarship to women. Any woman can join affiliated with UAH; this can include your spouse. Our kickoff will be next Wednesday at 11:30.
  - Karen Frith, Faculty 180 Presentation
    - Karen Freeman and I are Co-Chairing the committee that Tim's group launched last year. You evaluated the current system at that point. When you selected the new software system, you need someone to implement this. We have a committee that has representation from every college, including a few researchers, and Karen Clanton. I wanted to talk about why Faculty 180. We know in the past Digital Measures was uneven and rocky. In nursing, we used this extensively, and know the issues. That allowed us to know what we will do with this software. We needed to know the bare minimum necessities for the software. We are going into this with the idea of hearing from you, Department, Dean, and Center Director. We want it to meet your needs. This software allows you to do Digital Promotion in Tenure. It is gives automated notifications. This allows you to be on a committee and work from your office, and keep more information electronically. This allows you to showcase anything digitally you want to broadcast. Not only are you inputting data, you can trend your data. If you want to trend grant production/expenditures, you can select the time period. You can track yourself or present it in your promotion/tenure portfolio. This is a big benefit. The minimal data entry, we will get the ideas out there to you. I will ask you to direct the questions to the committee, Karen, or myself. We don't want myths or rumors that cause people to think it will be a fiasco. The Provost has agreed to look at outsourcing

the input the data from CB's. That is good news. We realize that your time is more valuable that inputting data. All the data that is in digital measures will be transported to Faculty 180. It will work with Banner. We will work with the VP for Research. The software does a very easy integration with reference software management.

- **Officer/Committee Reports**
  - Carmen Scholz, President
    - From the BOT meeting last week, the Huntsville representative has been elected to Chair for the next three years.
  - Christina Carmen, Governance and Operations Committee Chair
    - We are still working on finalizing the university committee list. Joy has requested that you all complete a ballot. This will help finalize the list. These particular committees require faculty senate vote. There are six committees listed and each has a different requirement for participation.
  - Monica Dillihunt, Undergraduate Scholastic Affairs Committee Chair
    - No report.
  - Laird Burns, Finance and Resources Committee Chair
    - We did some testing with RCEU application and management process. It is very difficult with the old manual process. Charger path set up a job position and the student applies for the research opportunity. This should reduce a lot of the work load.
  - David Stewart, Personnel Committee Chair
    - No report.
  - Anne Marie Choup, Undergraduate Curriculum Committee Chair
    - No report.
  - David Johnson, Faculty and Student Development Chair
    - No report.
  - Tim Newman, Parliamentarian
    - I want to pass out a standing rule that I am proposing. If the university proposes a university policy, the senate has 30 days to respond according to policy on policies, or it goes into effect. If you vote to table a policy, the policy will go into effect. The only exception would be to ask for an extension. We have been lax on that recently. This rule would allow policies on the agenda that we aren't getting too; this orders the President to tell the President we need more time. I propose we implement this as a standing rule. Member motions to approve. Mike seconds.
      - Roy – I noticed that we were getting overwhelmed by policies and have been made aware of how the policies are getting put through. I think it is a good solution.
      - Jeff – I am curious about one thing. When we report we need additional time, does that put the policy into hold for an infinite amount of time?

If we ask for additional time, does that mean we can take forever, or what is in the new time frame?

- Kader – A policy can go into an interim format until it has all the approvals.
- Provost- It can be put into interim. The President can say yes, no, or how long.
- Carmen -All in favor. Ayes carry. Passed unanimously.

- Mike Banish, Past President/President-Elect
  - We have some policies on the agenda if we get there. I am on the committee for the VP of Finance and Administration. There are two additional candidates coming to campus. There is a separate time for faculty senate and faculty reps to meet these individuals. This is listed on myuah site. On Wednesday, September 27th at 9 am in SSB 201, there is a meeting. There is an open forum at 3:30pm for the same candidate in the SSB theatre. For the next Friday, September 29th at 12:30. The open forum will take place a 3:30 pm. The committee did the best they could to select the candidates. This will be the person direction the financial direction of this University. One candidate was amazing. He kept quoting the faculty senate meeting notes.
- Kader Frendi, Ombudsperson
  - No report.
- Carmen - We have four bills in front of us today. The first bill is 414. We have seen a lot of policies in the past. The FSEC felt compelled to address the issue and put this bill in front of you. Mike motions to put bill on floor seconded by Monica.
  - Member – This sounds like an iron wall is being produced. This means the faculty handbook is becoming unchanged.
  - Mike – No, this isn't a bill or resolution.
  - Carmen – The handbook can still be worked on. We don't want duplication.
  - Roy – With the agenda, patent policy is coming up and copyright right, they deal with appendices in the handbook. Presumably, this won't apply to these?
  - Carmen – This addresses the issue of duplication of the handbook in the future. Right now, does this find agreement with the senate, that things in policies shouldn't be duplicated?
  - All in favor of adoption. Ayes carry. 1 abstains. Bill 414 passes unanimously.
- Bill 411 – We have a patent policy and we have the issue of patents regulated through the handbook. This bill has been brought forward to address this duplication. Tim motions to bring this bill forward. Mike seconds.
  - Mike- Since this started under my tenure, there is an appendix in the faculty handbook, appendix G written in 1980. It hasn't been updated for decades. It was brought forth as a policy and this spurred us to look at the faculty handbook and change appendix G. These policies have to fit within Board Rule 509 that is a legal requirement. We went back and looked at UAB and UA policies. They

have been through the system office, BOT's, and Counselor's Office, and was agreeable. They are favorable and positive to faculty getting credit for patent and copyrights. Appendix G and H before you state it is positive and generous to the faculty. The costs that are associated within these appendices are cost that is directly quoted in Board Rule 509. If we don't like the 15% off the top, we don't get to negotiate with our administration. This represents an update to our handbook. If you look at appendix G and H for UA, you will see almost the exact same verbiage.

- Roy – Could you point out the major differences? I saw the income distribution and name of research fund, there wasn't seemed to be any differences, am I correct?
- Mike – Yes, we made it UAH specific.
- Carmen – All in favor. Ayes carry. Bill passes unanimously.

- Bill 412 – Mike moves to accept 412, Tim seconds.
  - Carmen – The same issue is here with the copyright material. The copyright is rule by appendix H. The request is that appendix H should be the governing document for everything copyrighted.
  - Kader – I think the policies are coming from some other parts of campus. I see this handbook is not being referred to. They need to be reminded to look at the handbook.
  - Carmen – The content of the policy and handbook does not differ.
  - Roy – In this case, the handbook is relatively is generic and non specific and the bill resolves some cases.
  - Mike – Correct, the handbook was written in 1980 and the copyright has been updated several times since.
  - Jeff – Would there be cases that this policy would not encompass UAH employees well enough?
  - Mike –You can reference that the determination of rights and copyright material of UAH is contained in faculty handbook app H that follows Board Rule 509. I asked outside lawyers about this, these policies cover faculty, staff, and students. That is out of Board Rule 509. When you come here as a student, you are agreeing if you make a patent as a student that is what will follow you. It is determination of rights by property of UAH.
  - Tim – Is there a provision if there is a disagreement?
  - Mike – They both have provisions. The intellectual rights property committee will be the standing committee.
  - Tim – I think I had the same concern, this board mediates that.
  - Mike – You have the income distribution policy. If you want to say you want to allow someone to publish this or include my work in another book and disagree with the publication, then I guess you go to court. Look at 4,
  - Roy – Section A, lays out the default. I think that the line he is talking about only refers to special cases.

- Laird – What is the definition of field?
- Carmen – That is when you go to a lawyer.
- Laird – My field is really broad.
- Carmen – That was in the patent.
- Roy – Just to point, patent and copyright are completely different.
- Mike – Go to B1, pay attention to the verbiage in your contract or grant. Under 2, if the university is funding it, it is what you negotiate at the time.
- Tim – As part of your general work responsibilities, you own it. In section A, if you produce a copyrightable work, it is yours. The exceptions are listed in B. I think this policy is faculty favorable. If I have a colleague in that wrote a novel, or created a play, they should have that. I think that says if it is written, it's yours. I think it is a good policy.
- Laird –Clause 2 says if I am asked to do an online course, the university owns it and can use it. If you receive commission to do it that changes the ownership.
- Carmen – All in favor of bill 412. Ayes carry. 1 abstains. Bill passes unanimously.

- Bill 413 – We received a response from the administration on the signature approval policy. We had asked for $5K, the administration set it back to $1K. We would like to emphasize our opinion that a limit of $5K should be put into the policy.
  - Mike motions to accept. Laird seconds.
  - Tim – I want to say that when the senate took this up last year, there was a lot of controversy. The $5K that we came up with was the compromise. I was disappointed when that was thrown out.
  - Mike – The other thing that most of you realize that a plan ticket out of Huntsville is a least $600. You are looking at a travel authorization over $1K. It moves the limit for that.
  - Provost – Travel has its own requirements in itself.
  - Lingze– Can someone explain the policy before this and why the administration would want to send out this kind of policy?
  - Tim – I think the reason of the controversy was because of ledger 3 & 5 accounts. Ledger 3 accounts include residual from a grant or start up money, indirect cost recovery. Previously, if you found a discounted fork lift for $2,500 you could buy it. When the policies came into effect, they were written that anything over $1K had to have Chair approval. A policy was brought forward in the last AY that stipulated ledger 3 and 5 in the division of academic affairs. Ledger 6 is a gift account. If someone gives you $10K for your research that goes into a ledger 6 account. Faculty has a lot of grantsmanship. When we had our compromise, this allowed faculty to spend their accounts without restrictions. Under the Franz administration, ledgers 3's were frozen and there was a threat again.
  - Carmen – All in favor. Ayes carry. 1 abstains. Passes unanimously.

- Meeting adjourned at 2:22 pm.

FACULTY SENATE EXECUTIVE MEETING
October 12, 2017
12:50 P.M. in CTC 104

Present: Carmen Scholz, Shannon Mathis, Monica Dillihunt, Anne Marie Choup, Tim Newman, Mike Banish, Kader Frendi

Absent: David Stewart, David Johnson, Laird Burns

Ex-Officio: Provost Christine Curtis

Guest: President Bob Altenkirch

Carmen Scholz called meeting to order at 12:50 pm.

- **Meeting Review:**
  - **Bill 415 passed first reading.**
- **Administrative Reports**
  - President Bob Altenkirch
    - You saw the announcement that we got the EPSCOR award, $20M for five years. The state of Alabama tried for that award and was turned down. The previous PI didn't do a good job. The EPSCOR committee shifted to UAH, and we received it. The funds will flow through us.
      - Kader – It is a huge team.
      - Bob – It's by state.
      - Mike – This is the group that will send other EPSCOR stuff forward?
      - Bob – Yes, that is my understanding. The state had one before just not successful in the last years.
      - Tim – Will the tracks be in the same general area?
      - Bob – Yes, I would think so. It looks like it has to do with manufacturing. That's good for the state. It was a lot of work. The document was 500 pages. We had a group in D.C. that helped with this.
      - Carmen - I had the EPSCOR coordinator from Rhode Island visiting last week. I had asked Gary Zank if he wanted to meet the URI Chair.
    - We are working on how we manage vacant positions. They are sitting out there somewhere. It is very difficult to manage the flow of them. We are talking about using the same approach as we did with the voluntary option plan. When the position comes vacant, we pull the money into a central pool. That will help us manage how they flow out and reallocation when needed. We looked at credit hour production when Christine made the final decision on how faculty

hiring would go for next fall. There are a lot of changes in the board. They are taking a deep dive into a lot of questions. I responded to several questions from the trustees. It took me nine pages to respond. It changes the way we put together a budget. In the past, we put together a budget and depreciation would not be there. Over the year, monies wouldn't be spent, and they would show up in a reserve account. That plus investment income would offset depreciation. They want it included now. That is another reason for pulling money and managing.

- Carmen – How do you deal with a person retiring and they hire an assistant professor for less? The money leftover is then used for GTA.
- Provost – Someone at a higher salary, the difference would remain in the salary pool.
- Carmen – So the GTA's hired from the leftover wouldn't be there?
- Bob – We will allocate better for GTA's.
- Provost – It isn't just for faculty/staff. It has to be justified.
- Kader – The way it came out in the college meeting, you are taking back all the open positions. That is a sign of budget problems. That is the flag I see.
- Bob – The way I described the reserve pools is they are built up on the back end. Units would come to central reserve for money. We have to be careful because you can't continue to do that forever. The board is pushing us to create reserves on the front end.
- Anne Marie – What is depreciating?
- Bob –Buildings.
- Anne Marie – So the colleges are tracking the buildings and infrastructures?
- Bob – No, there is a process of evaluating buildings. You are supposed to be budgeting money to fix roofs, new floors, etc. We aren't doing that. We hope to capture money on the back end. The board says no, on the front end.
- Kader – Depreciation doesn't affect the day to day working of the university. What is depreciation doing to us? I don't understand. It doesn't affect my pocket book.
- Mike – You are half right. Your mortgage company doesn't require you to plan for a new air conditioner. You don't have to put money in for that expense. There is a little bit of different metric that happens.
- Kader – You are putting money in a bank account for that.
- Bob – That is what has been happening. We have put that in on the back end with unspent funds. If you look at the budget statements depreciation has $0. The way the negative was sucked up in the audit was by unspent funds in various units. Those are small pieces.

Engineering new roof, for example, they may not have enough money for that roof; central reserve has to pay for that.

- Anne Marie – So you are saying that you are giving units less money for this?
- Bob – Your reserve funds won't be as much to build the reserve account. It is happening now but central isn't being replenished. Frank Franz put 50% of the funds back to central. Under Williams, he didn't.
- Tim – The 50% versus 0%, is that a policy change?
- Bob – Policy change.
- Carmen – So when we build up the money pot for the roof, does the board allow us to create a bank account?
- Bob – Yes.
- Tim – You mentioned that all colleges would have a reserve, what is that per college?
- Bob – It varies, but engineering would have $1M. Even though Williams changed that 50/50 to 0/100, a lot happened. There was a big spike due to stimulating funds. There was huge tuition increases during this time. That replenished the central during those changes, but it isn't happening anymore. The board is saying up front, you won't have tuition increases, you have to compensate on the front.
- Tim – We would have a faculty member could have an IPA and the agency is paying it. Someone may receive a grant and they have limit teaching. Will those remain?
- Bob – Yes.
- Mike – As we start doing this, my prediction is, proration is coming year or next.
- Bob – As far as the state is concerned, you are looking at a flat rate or a very small increase.
- Provost – Why do you think that?
- Mike –The state is ill prepared for budget issues. Is the state going to look at the money set aside for depreciation and say you can take a decrease?
- Bob – I don't think so, the state doesn't look at how the money is split up. They add everything up.
- Mike – That has always been the excuse.
- Bob – If there is any issue with that, it would come from the board first. You have to keep in mind that the University of Alabama has a lot of money. They have a recruiting machine that no one else has. They are sitting on a pile of money. The board is asking some questions in regards to that.

- Mike brought up questions about scholarships. You are familiar with this from the web. It is based on Act and GPA. There is a percent of tuition you receive in scholarship. You also receive housing. This has been in place for the recruiting season. This is for full time freshman. We are the one at 24 that is blue and it's zero. At 25 it jumps to 40%. UA starts their scholarship discounting at 27. We start at 25. Auburn starts at 28. UAB and Miss State start at 20. Everybody gets to 100% around the same place. If you look at UA, UAH, and UAB we get to 100% at 30. Auburn is a little less lenient. Miss State is a 33. We are in the middle of the pack. Previously, there was a scholarship matrix that was presented in the form of dollars. The top panel is the current matrix. It's done by specific ACT because the previous ACT had different ranges. The one in the middle is from 2009-2010. We translated the dollars into a percent. The bottom panel is the top panel current divided by middle panel/. If the ratio is more than one, the scholarship today is better than yesterday. We stopped at 24. A lot around 25-26 are more than one. At the top level, what used to be 100% is reduced. This was done as a result of analysis. The statistics were analyzed to determine where to put funds to increase enrollment and ACT. One year, 12-13, where the matrix was changed so the out of state student who on all panels was cut back to in state tuition. That created major issues.
- I have Todd Barre coming back for another visit to the campus. He will be the one that we make an offer to for the VP for Finance and Administration.

- Provost Christine Curtis
  - In the last week, letters went out to Deans for faculty searches. This will move searches forward for fall '18. The board approved the NIST for PhD in nursing, a joint program with UA and UAH. The graduate council here has approved the proposal; UA is still reviewing the proposal. There are two proposals that will be put forward to the board in November, Bachelor in Science for Sports and Fitness and a MA in Applied Behavioral Analysis. That is a degree that is in a disciplinary. There is a fair amount of physiology. It is open to a wider group. It is designed for those with autism and other behavioral issues.
    - Kader – One thing that struck me is rankings, UA is ahead of us in engineering. We are an engineering school and we are below. This is US News and World Report.
    - Mike – We lost to UAB substantially over the whole university.
    - Bob – What are the parameters?
    - Kader – I would have to look at this deeper.
    - Mike – One of the parameters is alumni giving. We have asked you and you agreed to rework the website.
    - Provost- I asked Bob Lyon on this issue. The answer was it took a long time to get the contract. They have it now.

- Mike – If you go to the giving page, the first page asked first for credit card information.
- Bob – It is being worked, I saw the design.
- Provost – They are in process. The lag time was due to the contract.
- Anne Marie – Do we phone bank?
- Provost –Yes.
- Bob – Engineers are stingy, that is a general statement.
- Mike – You say that, we say that.

- Mike – The library bill. You were working with interfacing with the other two libraries.
  - Provost – Yes, I am working on finishing the memos. This will ask the library leaders to join in a council for University of Alabama libraries. There are a series of things we are asking them to do. One would be looking into the inventory. We are asking them to figure out if there are ways for us to get contracts for electronic material so there is less cost for the three. Each of us are buying the electronic databases and books, the IEEE is jointly done. We are asking them to explore how other systems are doing this.

- **Officer/Committee Reports**
  - Carmen Scholz, President
    - There was a request for handbook to be printed. I am almost done creating the file. I was quoted a cost of $23/book. If we have 50 senators, it will cost around $1,000.
      - Mike – All faculty should receive a copy.
      - Carmen – The faculty senate cannot support that. I would be willing to go forward and have more copies with a different funding source. This will be a current copy of how it stands.
      - Kader – The idea was to start with a smaller section. I know the budget can't support a larger group.
    - Books written/published by us. There are 70 books. I don't think liberal arts responded to this. I don't know if there are more suggestions coming back, but I gave the list to the bookstore. The bookstore was quite optimistic to get a section for us.
      - Tim – Tat is great news. Thank you for doing that. When I was President, there was a movement for that.
      - Kader – Mechanics sent me a list from software that was inoperable.
      - Carmen – Of 70 books, 32 are written by the same person.
      - Mike – Gary Zank.
      - Carmen – I asked the bookstore to do this discretionary basis.
    - I am working on other senate guests. We will have Chancellor Hayes for February. We are asking the Mayor here. We are working on the Trustees as well.

- Lastly, Tim worked through all the OIT issues along with Vladimir and Jacob. I appreciate all the work. I think we are at the point of handing it back and await their rewritten/improved policies. The ball is now in their court to give us policies that are more agreeable.
- Mike – The Provost wrote you a note asking if we rejected them.
- Carmen – I wrote back stating the discussion and we shouldn't vote on it. Her response back was thank you. We await the policies are written in a way we agree with.

- Mike Banish, Past President/President-Elect
  - We haven't heard back from the administration on several things. We had faculty senate bill 402, internal proposal selection procedures, we tabled this. Is there a reason we tabled this? I would like to pull this back up to vote on.
    - Shannon – We voted to put a lot in a packet and we ran out of time to vote on those.
- I think faculty advancement fell in to this and need to be pulled back in.
- I have bill 415. We have a budget and planning committee. It hasn't met in seven years. This says you have to go back and reinstate the committee.
  - Monica - In education, ours may have been listed as a technology fee.
  - Mike – That is not part of the technology fee.
  - Tim – She is saying her college may have listed it that way.
  - Mike – If you go and look under fees, your college just has a college fee. I doubt you generated $2M in technology fees. That is something different.
  - Monica – If there are building fees, why are they pulling this into a reserve account?
  - Mike – Exactly.
  - Tim – What is it called when students pay?
  - Monica – It just says "fees."
  - Mike – I know the BOT's is very hostile about adding fees. From 16-17, we erased all those and rolled them into tuition. That is why it says traditional in the bill.
  - Tim – I don't think that we erased those fees. I think it is just rolled into tuition on the budget book.
  - Mike – We need to pass first reading.
  - Kader – The second whereas, should "from" be "come"?
  - Mike - No.
  - Kader – The third whereas, faculty are part of shared governance of the university.
  - Tim – Is that the case the majority is from tuition and fees?
  - Mike – It is the majority.
  - Tim – Even including research scholars?
  - Carmen – The academic side brings in very little versus research. They say we don't do anything.

        - Tim-Should “the whereas” say the majority of academic funding?
        - Mike – Sure.
        - Carmen – Do we have a motion to consider for first reading? Mike moves. Tim seconds. All in favor. Ayes carry.
    - As I look at the changes in faculty. There has been no increase in money applied to faculty over the years. Everything is being cannibalized to start new programs. We spend $40M a year more than we did five years ago on non-faculty support from the academic budget. We spend $107M a year on non-departmental stuff. That is 77% non-departmental salary.
        - Tim – That is non-faculty?
        - Mike –Yes.
        - Monica – In that non-faculty, it may not be that much, because RISE school is in that.
        - Mike – You guys are sucking up $300K. Where is this money going?
        - Shannon – Buildings?
        - Anne Marie – Depreciation?
        - Monica - I know the renovation was a huge undertaking. I know it didn’t touch $107M.
        - Shannon – We have adjuncts teach HPE. We don’t need a PhD teaching aerobics.
        - Carmen -VP of Finance is on the way. I would like to have that discussion again when he comes in.
    - Tim Newman, Parliamentarian
        - No report.
    - Kader Frendi, Ombudsperson
        - No report.
    - Shannon Mathis Proxy for Christina Carmen, Governance and Operations Chair
        - Joy McClung is tallying the membership votes for remaining committee votes.
    - Anne Marie Choup, Undergraduate Curriculum Committee Chair
        - We have so much stuff to look at. Christine Sears promised we could do this by email. I am not getting responses. I am trying to go back to meeting monthly.
            - Carmen – Do you want me to remind the committees they have a commitment?
            - Anne Marie – I was trying to limit the emails, but I am getting a lot.
    - Monica Dillihunt, Undergraduate Scholastic Affairs Committee Chair
        - I met with Christine a week ago. She gave us directives on what to do with retention. I sent an email out to the committee, but can’t get responses.
    - Kader Frendi motions to extend meeting by ten minutes. Mike seconds.
    - Carmen – We will put 415 on the agenda and hopefully nepotism.
    - Carmen – Registration and Scheduling, any memory?
        - Mike – We directed it to bill 414.
        - Carmen – Could we take this policy and put it into committee?

        - Kader – We could have it to the handbook committee.
        - Tim – We can look at it.
        - Mike – There is stuff that we definitely want to keep in the handbook.
        - Kader – I agree. There are some procedures that aren't policies.
        - Tim – I think that if you send it to committee, you need to tell administration we need more time. My committee meets in two weeks. It will be over 30 days.
    - Carmen – Online Privacy Statement Policy
        - Mike – They thought it was part of OIT. We didn't' get to it.
        - Carmen – Are we putting it up for first reading next FSEC meeting?
        - Tim – Let's just put it on agenda for Thursday.
    - Carmen – Bicycle Policy
        - Tim – I would like to move that is on the agenda as well. Bill 402 and 408 were tabled. Are we bringing those back? They should be included in the senate packet. I think Nepotism and Bicycle needs to go to top of agenda.
    - Kader Frendi moves to adjourn meeting. Tim seconds. Meeting adjourned at 2:29 p.m.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

NEPOTISM POLICY

Number 02.01.55

Division Academic Affairs and Human Resources

Date January 2016

Purpose To define clearly The University of Alabama in Huntsville policy regarding the employment, evaluation, and educational experiences of family members of employees.

Policy The Board of Trustees of The University of Alabama, Rule 106 states that, "No appointing authority shall employ or appoint a person related to him or her within the fourth degree of affinity or consanguinity to any job or position within the University" without identifying the potential conflict of interest to appropriate officials. The University of Alabama in Huntsville permits the employment and education of family members of employees as long as such activities do not, in the judgement of the University, create actual or perceived conflicts of interest. For purposes of this policy, "family member" is defined as one's spouse or domestic partner, parents, grandparents, children, grandchildren, brothers, sisters, or corresponding in-law or "step" relationships, as well as any other members of one's household. Whenever a potential real or perceived conflict of interest exists or arises, the employee must notify her or his supervisor so that appropriate actions can be taken to mitigate the conflict.

Procedure **Regarding Employment and/or Supervision of Family Members**

The University permits the employment of qualified family members of existing employees in accordance with the following guidelines:

- Family members are permitted to work in the same University department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee can report in " the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment could be influenced by the other relative.
- Family members may have no influence over the wages, hours, benefits, career progress, or other terms and conditions of the other related staff members.

- Employees who marry while employed or who become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the University, a real or perceived conflict arises as a result of the relationship, the supervisor will work with the employees to develop appropriate safeguards to eliminate the conflict of interest.

Regarding Evaluation and Educational Experiences of Family Members

To avoid the appearance of favoritism that may result when students engage in formal educational experiences with family members and to ensure that students are treated fairly, certain procedures must be followed. Faculty members are required to report potential real or perceived conflicts of interest to their supervisor.

Credit-bearing classes: Faculty may not teach family members in their classes.

Teaching assistants: Students are not permitted to serve as a teaching assistant (TA) for a faculty family member's course. Students may not serve as a TA for classes in which a family member is a student.

Research: Faculty and research staff are not permitted to supervise directly or indirectly research conducted by a student family member. This restriction includes serving on the student's thesis or dissertation committee.

Formal evaluations: Faculty or staff may not be involved in any formal evaluation of a family member. This includes but is not limited to: admissions; progress evaluations; honors or thesis committees; selection of the student for any departmental, college or university awards.
A faculty member or other institutional official must recuse himself/herself from any discussion or vote relating to a matter where there is a potential for or the existence or appearance of a conflict of interest and will state publicly that there is a personal conflict.

Any exceptions to this policy must be approved by the cognizant vice president and the president of the University.

Review The Office of the Provost is responsible for the review of this policy every five years (or whenever circumstances require).

Approval

_____

Chief University Counsel

_____

Senior Vice President for Business and Finance

_____

Provost and Executive Vice President for Academic Affairs

APPROVED:

_____

President

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

CAMPUS BICYCLE USE POLICY

—DRAFT—

Number 06.07.XX

Division Police Department

Date

Purpose To regulate the use of bicycles, which, as defined here, includes all pedal driven, human powered vehicles, on the UAH campus in order to:

- enhance pedestrian and rider safety on campus, with heightened emphasis during peak motor vehicle and pedestrian traffic periods;
- provide for the safe and free ingress/egress to and from University buildings and facilities;
- provide for accountability of bicycles located on campus
- reduce the number of bicycle theft reports and vandalism losses;
- eliminate the number of unserviceable bicycles abandoned on campus;
- establish and publish written guidelines and regulations to facilitate the safe movement of bicycle traffic on campus.

Policy This policy applies to all University employees, students, and visitors who ride, park or store any bicycle or other pedal driven, human powered vehicles on the campus of The University of Alabama in Huntsville.

Registration of Bicycles Required

Persons having a bicycle on campus must register it and affix to it a permit issued by the UAH Parking Management Office. There is no fee associated with registration of a bicycle. Through registration, UAH will have an efficient process to establish the ownership of a bicycle that is improperly parked or abandoned. In the event a bicycle is stolen and later recovered by law enforcement, registration makes it easier for the Police to prosecute the thief and return the bike it to its rightful owner.

By registering a bicycle, the owner also acknowledges that he/she has read and understands the University's Campus Bicycle Use Policy and agrees to abide by the rules and regulations set forth herein, including

applicable Alabama laws addressing Bicycle Safety: Alabama Code 32-5A-260 through Section 32-5A-266, and 32-5A-280 through 286. (http://law.justia.com/codes/alabama/2009/Title32/Chapter5A/Chapter5A.html).

Such laws generally entitle cyclists to the rights of vehicle drivers, but also require cyclists to comply with the duties of vehicle drivers. Cyclists are also acknowledging that they must use bicycle paths, when available. State law also requires riders under sixteen to use helmets and the use of restraints for children under 40 pounds. Violations may be enforced by law enforcement officers, according to the code.

Bicycle Registration

- Students and employees should log in to their myUAH account and select the link Parking Management under Campus Services.

- Permits are not transferable. In the event of the sale of a bicycle, or transfer of ownership, the new owner must register it in his/her name and a new permit will be issued. The permit period is identical with that of the university motor vehicle registration period--expiring on August 31 of each year--and the bicycle must be re-registered by that time.

Safe Operation of Bicycles

As a cyclist on campus, all provisions of the State of Alabama Motor Vehicle Code and the rules and regulations of UAH apply. Bicycle riders must obey the rules of the road as would the operator of a motor vehicle, i.e., cyclists must stop at stop signs, travel in the correct lane, and yield to pedestrians who have entered a cross-walk. Failure to do so may result in issuance of a citation.

Cyclists must remain on marked bicycle paths or on the streets operating on the far right side or the right lane. Cyclists who find themselves sharing a sidewalk with pedestrians should dismount and walk their bicycles until clear of congested areas.

Operation of a bicycle in an unreasonable manner as to be considered reckless conduct or that may cause injury to another person or damage to property could be cause for the offending cyclist to be subjected to criminal penalty as well as civilly liable for damages as a result of any negligence.

Parking and Securing of Bicycles

In order to decrease the opportunity for theft and reduce the hazards caused by bicycles that are improperly affixed to stair rails, light poles, street signs, trees, etc., the University has strategically placed structurally sound bicycle parking racks at convenient locations around the campus.

Bicycles must be secured to a bicycle rack each time they are left unattended on campus for any period of time. Bicycles left unattended that block a stairway, sidewalk, pedestrian pathway, door entrance/exit or inside a building hallway or common area are in violation of this policy and the owner is subject to a citation as well as removal and impoundment at the owner's expense. (see Impoundment Procedures)

To protect a bicycle against theft, it should be locked to a bicycle rack. Locking devices and methods may vary, but a steel core, U-shaped type of bicycle lock is the recommended type of locking device. A bicycle should not be secured in a manner that can allow it to be disassembled and removed. For example, lock the bicycle to a bicycle rack using the frame of the bike and not a wheel or handlebar.

Enforcement

The Parking Management Enforcement Staff are charged with enforcement of University parking regulations only. These individuals are also authorized to remove bicycles that are parked and/or secured in an inappropriate manner and/or at a location that creates a safety hazard. They may also remove any bicycle that appears to be unserviceable or abandoned after proper notice is given (see Damaged and Abandoned Bicycles). Violations of state law regulating motor vehicles will be addressed by law enforcement officers. Moving violations such as running a "red" light or failing to yield to a pedestrian in a crosswalk may subject the cyclist to a moving citation, which is normally adjudicated in the municipal or state court. In some circumstances where a student habitual violator is identified, a referral to the Dean of Students may subject the accused person to disciplinary action through the Student Code of Conduct.

Damaged and Abandoned Bicycles

Any bicycle observed with significant damage, whether locked or not locked to a secure bicycle rack that would reasonably be considered unsafe to operate or abandoned due to the length of time it has remained in its same condition and location may be removed and placed in the Impoundment Area. There is no fine, penalty or charge resulting from this action, and it should be understood that the action may be taken to protect

the registered owner's property from theft or vandalism. It will also clear space in the affected bicycle racks for registered, serviceable bicycles to be parked.

Typically, an unserviceable bicycle that remains in the same location for at least thirty days will be tagged by Parking Enforcement. Attempts will be made to contact the registered owner. The tag will serve as notice to the owner that the University intends to remove the bicycle after thirty additional days have expired. A removed bicycle will be placed into the Impoundment Area and maintained there for six months. After the six month period of time has expired, the bicycle may be sold or used for official University business, i.e., parks, recreation, etc.

Impoundment Procedures

Once the decision is made to impound a bicycle, a lock, chains or other devices used to secure the bicycle will be forcibly removed. Any resulting damage to the bicycle or locking mechanisms is not the responsibility of UAH or the UAH Police Department. The bicycle will be transported and placed in the Impoundment Area.

An unregistered impounded bicycle will be released upon proof of ownership and payment of a $5.00 impoundment fee.

Waiver of Liability

UAH assumes no responsibility for the loss, damage, theft, care or protection of any bicycle or attached accessory, including locking devices or contents, at any time. Individuals who bring a bicycle onto the campus assume all risks of loss of or damage to the bicycle. All persons on campus should be reasonably aware of his/her own safety, whether as a pedestrian, cyclist, or vehicle operator.

Review

The Office of the President is responsible for the review of this policy every five years, or whenever circumstances require.

Approval

_____ _____
Chief University Counsel Date

_____ _____
Senior Vice President for Administration and Finance Date

_____ _____
Vice President for Student Affairs Date

APPROVED:

_____ _____
President Date

Senate Bill 415

Reestablishment of Budget and Planning Committee and Establishment of University and College Fee Committees

WHEREAS fiscal transparency is critical for a public higher-education institution,

WHEREAS the majority of funding at the University of Alabama in Huntsville is from tuition and fees charged to students,

WHEREAS faculty are a primary interface between the University and the students,

BE IT THEREFORE RESOLVED, that the President of the University reestablish the Budget and Planning Committee,

BE IT FURTHER RESOLVED, that the Budget and Planning Committee be a committee, via the definition of a committee in the Faculty Handbook, and that the Chair of the Faculty Senate Finance Committee and either the President-Elect or the President of the Faculty Senate be members of the Budget and Planning Committee,

BE IT FURTHER RESOLVED, that the Budget and Planning Committee meet at least twice during each Academic Year Semester, and at least once during the Summer Term,

BE IT FURTHER RESOLVED, that the President of the University establish a separate University Fee Committee. This committee will be charged with developing plans and implementations for the use of the Building Fees, Safety and Security Fee, Technology Fee, Instructional Facilities, and other fees the committee considers appropriate. The fees for consideration of this committee include those currently or traditionally charged as a part of Tuition and Fees, whether they are currently named or not. Membership on this committee will include a member of the Faculty Senate Finance Committee, and other University-wide faculty necessary to establish a committee,

BE IT FURTHER RESOLVED, that the President of the University establish separate College Fee Committees. These committees will be charged with developing plans and implementations for the use of College Specific Fees. Membership on this committee will include a member of the Faculty Senate Finance Committee, and other College-wide faculty necessary to establish a committee.

Faculty Senate Bill No. 402

Open Announcement and Review of Internal Selection for Limited Submission Proposals and Internal UAH Proposals

Whereas open discussion and evaluation of ideas, concepts and procedures are a hallmark of a Research Intensive Institution, and

Whereas faculty member's careers and reputations depend on continuous improvement including proposal reviews, and

Whereas Limited Selection proposals should align with priorities of the University within with the funding Agencies requirements, **Therefore**,

Be it resolved all Limited Submission Proposal internal selections will be conducted by a review committee after a University-wide announcement, and

Be it further resolved that Internal UAH Proposal selection will be conducted by a review committee after a University-wide announcement, and

Be it further resolved that UAH faculty may include Limited Submission and Internal Proposal submission reviews as a part of their Annual or Tenure review files, and

Be it further resolved that Proposals that do not follow the listed procedures are considered invalid.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

FACULTY SENATE

Senate Bill #408: UAH Faculty Career Advancement

WHEREAS, the University of Alabama in Huntsville ("University") expects participation in academic and scholarly endeavors by its faculty; and

WHEREAS, the University encourages leadership in academic and scholarly pursuits by its faculty; and

WHEREAS, the University desires achievements in academic and scholarly efforts by its faculty; and

WHEREAS, the participation, leadership, and achievements of faculty in academic and scholarly activities are well-established components of the tenure and promotion process; and

WHEREAS, the University reaps intellectual and financial benefits from the participation, leadership, and achievements of its faculty in academic and scholarly undertakings; and

WHEREAS, a system supporting career advancement within the University is a valuable faculty recruitment tool; and

WHEREAS, career advancement within the University is an important mechanism for retaining existing faculty; and

WHEREAS, existing faculty have institutional memory and valuable operational experience within the University,

NOW THEREFORE BE IT RESOLVED:

That any open positions above and including the level of "Department Chair" (as defined in the Faculty Handbook) within the Office of the Provost and Vice President for Academic Affairs, seek and consider internal faculty applicants before commencing an external search; this includes, but is not limited to, "Assistant/Associate Department Chair", "Program Director", "Dean", and "Assistant/Associate Dean".

AND BE IT FURTHER RESOLVED:

That any open positions above and including the level of "Director of Research Unit" (as defined in the Faculty Handbook) within the Office of the Vice President for Research and Economic Development, seek and consider internal faculty applicants before commencing an external search; this includes, but is not limited to, "Assistant/Associate Research Center Director".

AND BE IT FURTHER RESOLVED:

That if, upon review of internal candidate application(s) and interview(s), faculty candidates are deemed either unqualified or unacceptable, a written explanation detailing the reasons for this determination will be produced by the Search Committee or its Chair, and delivered to the candidate within 30 days of the application's submittal.

AND BE IT FURTHER RESOLVED:

That, prior to external searches for open positions as defined above, estimated costs associated with recruitment (including non-university professional services), position salary, associated secondary hires, and any associated startup funds be drafted by the responsible university office, and this estimate be provided to the Faculty Senate President for inclusion in the minutes of the Faculty Senate.

AND BE IT FURTHER RESOLVED:

That, if there are no internal faculty candidates for open positions as defined above, an external search should proceed post haste.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ONLINE PRIVACY STATEMENT

-INTERIM-

Number 04.02.05

Division University Advancement - Marketing and Communications

Date June, 2015

Purpose The University of Alabama in Huntsville respects your privacy and collects no personally identifiable information about you unless you affirmatively choose to make such information available to us. The University does not actively share personal information about Web site visitors. Personal information provided by visitors, such as e-mail addresses or information submitted via online forms, is used by the University to assist individual visitors as necessary. This assistance may involve redirecting an inquiry or comment to another University individual or unit better suited to provide resolution.

Policy The University analyzes Web server log files to collect summary information about visitors to its Web sites. The University also subscribes to Google Analytics, which uses cookies to collect anonymous traffic data. This information is analyzed by the University and by Google Analytics to generate summary statistics for purposes such as guiding design considerations, determining successful site segments, and determining problem areas. Because the University is a public institution, some information collected on the University's Web sites may be subject to the Alabama Open Records Act, and in some instances the University may be compelled by law to release information gathered on the University's Web servers. Some Web servers at the University may adopt different privacy statements as their specific needs require that they differ from this statement.

The University is a research institution. At any time, online surveys may be conducted on the University's Web sites. Confidential information gathered in these online surveys is used only for the research purpose indicated in the survey. Unless otherwise noted on the specified survey, your answers are confidential and individual responses will not be shared with other parties unless required by law. Aggregate data from surveys may be shared with external third parties.

The University complies with the Family Educational Rights and Privacy Act ("FERPA"), which generally prohibits the release of educational

records without student permission. For more details on FERPA, students should consult the Student Records Policy (Policy 03.01.01).

Procedures Please direct any questions about this privacy statement, the practices of any University of Alabama in Huntsville Web site, or your use of this Web site to webmaster@uah.edu.

Review Reviewed by Advancement Marketing and Communications every 5 years or as needed.

Approval

Chief University Counsel

Vice President for Advancement

Provost and Executive Vice President for Academic Affairs

APPROVED:

President