University of Idaho
2011-2012 FACULTY SENATE AGENDA

Meeting #16

3:30 p.m. - Tuesday, January 31, 2012
BRINK HALL FACULTY LOUNGE – Moscow
IWC Room 390 – Boise
128 - CDA
TAB 321 IF4 – Idaho Falls

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2011-12 Faculty Senate Meeting #15, January 24, 2012

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • FY 2013 Budget (Keith Ickes) 4:15 p.m.

VI. Committee Reports.

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.
   • FS-12-023: FSH 3780 Dependent Tuition and Fee Reduction

X. Adjournment.

Professor Paul Joyce, Chair 2011-2012, Faculty Senate

Attachments: Minutes of 2011-2012 FS Meeting #15
FS-12-023
University of Idaho  
Faculty Senate Meeting Minutes  
2011-2012 Meeting #15, Tuesday, January 24, 2012

Present: Baillargeon, Vice Provost Christiansen for Baker (w/o vote), Bathurst, Bird, Bowlick, Corry, Dakins (Idaho Falls), Eckwright (w/o vote), Garrison, Goddard, Hartzell, Hasko, Joyce (Chair), Marshall, Miller, Morra, Ostrom, Padgham-Albrecht, Pendegrift, Riesenberg, Safaii-Fabiano (Coeur d’Alene), Strawn  
Absent: Aiken, Baker, Barlow, Halloran, Hopper  
Guests: 2

A quorum being present, Senate Chair Paul Joyce called the meeting to order at 3:30PM.

Minutes: It was moved and seconded (Garrison, Corry) to approve the minutes of meeting #14. Approved.

Chair’s Report. The Chair reported on the following items:

• Vice Provost Christiansen is the Provost’s designee for today’s meeting. The chair commented favorably on her punctuality at Senate meetings.
• Chair Joyce welcomed to Moscow Senator Safaii-Fabiano, who represents University of Idaho-Coeur d’Alene.
• Senate guest speakers for future meetings include:
  o January 31: Keith Ickes, Executive Director for Planning and Budget
  o February 7: Ron Smith, Vice President for Finance and Administration
  o February 14: Carl Root, Director of Parking and Transportation Services
• The dependent tuition proposal will be discussed and voted on at the January 31 Senate meeting. This proposal will give a 50% reduction in tuition for dependents of UI employees.
• UI administration recently made a policy change to discontinue subsidies for non-UI employees taking classes at the university. The administration may implement a policy change on an emergency basis, but this policy change will come to Senate as all policy changes ultimately must be discussed and voted on by Senate.
• Chair Joyce has appointed:
  o a Senate subcommittee to investigate the approval process for college bylaws for Faculty Staff Handbook (FSH) clarification;
  o a committee to investigate increasing staff representation and adding Law student representation on Faculty Senate.
• The following items were discussed at last week’s President’s Cabinet:
  o Idaho Global Entrepreneurial Mission (IGEM): this is Governor Otter’s initiative to support public-private research projects. Money from this initiative will also provide stable funding for the Center for Advanced Energy Studies (CAES) at the UI Center in Idaho Falls.
  o President Nellis is pushing for CEC (change in employee compensation) in the form of raises for UI faculty.
  o The Idaho legislature is considering providing:
    ▪ funding enrollment adjustments this year, at the rate of $8,000 per student;
    ▪ “occupancy costs” to UI to cover some building maintenance costs.
• The Chair recognized Vice-Chair Kenton Bird who informed senators of a vacancy on the Committee on Committees and asked for nominations. Bird also asked faculty to complete their Committee Preference forms and to remind their colleagues to do so, as well.
Provost’s Report. Vice Provost Christiansen reported on the following items:

- A number of events are taking place in Boise this week, including:
  - legislative presentations from the University of Idaho;
  - the annual life sciences presentation;
  - an enrollment program to encourage Boise-area students who have been admitted to UI to learn more about the university;
  - meetings with the College of Western Idaho (CWI) to investigate potential natural partnerships between UI and CWI;
  - a retirement reception for Marty Peterson, longtime UI legislative liaison;
- Faculty members are encouraged to nominate faculty, staff and students for awards currently available through a variety of UI offices and organizations.
- Vice-President of ASUI Juan Corona and faculty member Rula Awwad-Rafferty were recognized for their work with diversity at Moscow’s annual Martin Luther King breakfast.
- Fall semester enrollment figures were over 12,200; spring semester numbers were down by approximately 35 students, although the enrollment for spring is still fluctuating some due to the drop-and-add period. The expectation is that we will have 13,000 students enrolled in fall 2012. Faculty members are encouraged to continue to participate in recruitment and conversion activities to help UI meet its enrollment goals.
- UI continues to work on meeting Northwest Accreditation Commission (NWAC) standards:
  - Currently in a 4-year-transition into a 7-year-process; in the future it will be a 7-year-cycle.
  - First report (year 1, standard 1) was submitted to NWAC in September 2011 and covers admission, core themes and how we define the mission of the university.
  - Program assessment is an area where NWAC continues to give UI “recommendations” meaning we are challenged to meet the standards. UI soon will be at risk of receiving a “warning” relating to assessment activities. Contact Jane Baillargeon, Assistant Director for Institutional Research and Assessment, for help with program assessment.
  - Year 3 report (standard 2) is titled “Resources and Capacity” and includes governance, library, information technology, finances, and so on; it must be submitted to NWAC in September 2012.
  - Year 5 report (standards 3 and 4) is due in fall 2013.
  - Next year will be the “Discovery Report” in which we will describe how UI fulfills its mission based on information gathered for the previous reports.
- Discussions continue at Provost’s Council regarding two concerns stemming from the “Provost Memo” of a few years ago:
  - program and class size;
  - budgeting all accounts, including Y accounts.

Other Announcements and Communications: Chair Joyce directed Senators’ attention to the list of faculty recommended for sabbatical leave during 2012-2013. The list comes as a seconded motion from the Sabbatical Leave Evaluation Committee and requires only a vote by Senate. Motion carried.

Vice-Chair Bird presented a resolution honoring retired Special Assistant to the President Marty Peterson. It was moved and seconded (Bird, Garrison) to approve the resolution. Motion passed unanimously.
Experimental Program to Stimulate Competitive Research (EPSCoR). EPSCoR Program Director Peter Goodwin provided information on Idaho’s EPSCoR program. This program began as a way to build a national research enterprise. It has become a highly competitive program with more jurisdictions (states and Puerto Rico, Guam and Virgin Islands) vying for the federal funding. Idaho currently receives funding for Track 1 research (“Water Resources in a Changing Climate”); Track 2 research (Cyberinfrastructure: Western Consortium of Idaho, Nevada, and New Mexico); C2, research infrastructure improvement; and co-funding of research and education proposals. EPSCoR currently is conducting two national reviews of the program.

FS-12-022: FSH 1565 Academic Ranks and Responsibilities. Christiansen spoke about proposed changes to 1565 D-8 “University Distinguished Professor.” Changes to D-8 are largely editorial in nature. It was moved and seconded (Marshall, Goddard) to approve changes. Motion carried.

Faculty Secretary Eckwright introduced proposed changes to 1565 E “Emeriti” and distributed a handout to explain some of the history of this section. Proposed changes are substantive and include creating a “Rule of 65” for awarding Emeritus status. The “Rule of 65” for granting emeritus status will be grandfathered in to allow retirees to apply for emeritus status based upon the new rule. The proposed changes, if approved, would become effective immediately. Chair Joyce spoke to the creation of E-3 “Employment Opportunities” which addresses rules units must follow when securing search waivers for hiring emeritus faculty. It was observed that the new E-4 “Specific Provisions for Emeritus Participation” contains some dated information. This information will be reviewed and edits will be brought to Senate at a later date. FS-12-022 was approved unanimously as distributed.

Chair Joyce informed Senators that the proposed changes to the constitution that Senate approved last semester will be coming to the next University Faculty Meeting (UFM) scheduled for April 24. Those changes could not be approved at the December 2011 UFM because there was no quorum – and all changes to the constitution require a quorum.

Adjournment: It was moved and seconded (Pendegraft, Baillargeon) to adjourn at 4:42PM. Motion carried.

Respectfully submitted,

Gail Z. Eckwright
Faculty Secretary
Faculty/Staff Handbook [FSH]  ☒ Addition  ☐ Revision*  ☐ Deletion*  ☐ Emergency

Chapter & Title: FSH 3780 – Dependent Educational Tuition and Fee Reduction

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): Senate Leadership, Paul Joyce Chair
(please see FSH 1460 C)

Telephone & Email: joyce@uidaho.edu

Policy Sponsor: (If different than originator.) Faculty Affairs, Ed Bechinski Chair
Policy Sponsor: (If different than originator.)

Telephone & Email: edb@uidaho.edu

Reviewed by General Counsel _ X ___ Name & Date: _ Hoey Graham 1/27/12 __________
Suzette Yachaenko, 1/26/12; Staff Affairs – Ana Burton, 1/25/12

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

To promote employee recruitment and retention, and improve culture and climate at the university, by means of expanding employee benefits. Senate Chair reviewed with Keith Ickes, Budget & Finance Office.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
The fiscal impact is difficult to predict so two scenarios are considered. In one scenario, that assumes full state support for Idaho residents, suggests that the extra income from a modest increase in enrollment could offset the cost of the program. In another scenario, which assumes less state support, suggests that the program would costs the university a modest amount. However, this cost is minimal compared to the benefits that include enhanced recruitment, retention and morale. See attached cost analysis and spreadsheet.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: __________________________

Policy Coordinator Appr. & Date: __________________________
[Office Use Only]

FSH
Appr. ______________
FC ______________
GFM ______________
Pres./Prov. __________
[Office Use Only]

APM
F&A Appr.: __________
[Office Use Only]

Track # ______________
Date Rec.: __________
Posted: t-sheet __________
h/e __________
web __________
Register: __________
(Office Use Only)
Background: In 2010 the Faculty Affairs Committee presented a Dependent Fee Reduction proposal to the Faculty Senate. Questions concerning the cost of the program led to a spirited debate. A majority of senators at that time felt they could not support a dependent fee proposal without further information about the cost of the program. The motion failed.

However, Boise State University passed a similar proposal and the State Board of Education approved BSU’s proposal on a provisional basis.

In the fall of 2011, Senate Chair Paul Joyce asked that Faculty Affairs work with Staff Affairs to revive the fee reduction proposal. The Faculty Affairs Committee felt they did not have the data or resources to do a valid cost assessment of the program, but were willing to revive the proposal and send it forth to Senate.

The chair of Senate took it upon himself to develop a cost assessment of the program and to present his assessment to the Executive Director of Planning and Budget. Together they formulated a balanced analysis and cost projection. That projection is summarized below with details in the attached excel spreadsheet.

Summary of Cost Analysis: The attached spreadsheet represents a cost estimate for the dependent tuition benefit. It is based on two simple premises.

1. A very small increase in enrollment (between 20 and 40 students) results in a modest increase in instructional costs. The Office of Planning and Budget estimates this cost to be around 50 thousand dollars. (Note that this is far less than the amount of tuition generated by these students.)
2. The state of Idaho pays $8064 dollars per resident student.

Based on these two premises, we conclude the following: if the dependent tuition benefit results in an increase in enrollment among University of Idaho dependents of (approximately) 35 student then the added tuition revenue from this increase in enrollment will more than make up for the loss of tuition revenue from the tuition reduction.

Thus if we can absorb a few extra students with minimal increase in instructional costs, those added students will more than pay for the benefit.

However, the state of Idaho does not always pay for increased enrollment based on the enrollment adjustment formula. (However, there is some indication that they will pay this year.) In the years when the State does not pay for increased enrollment, an increase in students due to this program will result in a net loss for the University. An alternative projection, based on this assumption, suggests that the dependent tuition program will cost upwards of around 200 thousand dollars.

Summary: In the best case scenario the program pays for itself through increased enrollment which results in increased state funding. In the worst case scenario, employees would see a modest increase in their benefit costs.
3780 - DEPENDENT EDUCATIONAL TUITION AND FEE REDUCTION

Preamble: This policy was created in 2012 with employee recruitment and retention purposes in mind as well as improving the culture and climate at the University.

A. General: The dependent educational tuition and fee reduction benefit (benefit) is a 50% reduction in residential (in-state) student tuition and fees for dependents of eligible employees enrolled in University of Idaho undergraduate or graduate academic credit courses. No other fees are waived by this benefit; for example, the benefit does not include additional fees associated with specific courses (e.g., web-based courses), specific academic programs (e.g., professional fees), or specific services (e.g., insurance or student activities). The benefit does not apply to noncredit courses, intersession or summer session courses, continuing education courses, or courses offered through, but not limited to, Independent Study in Idaho, the College of Law, the Executive MBA Program, the Doctorate of Athletic Training, Professional Practices Doctorate, the McCall Outdoor Science School, or the WWAMI Medical Program. There is no limitation on the number of credits that may be taken per semester.

B. Employee: A board-appointed University employee on regular appointment who works at least half-time (including those on official leave) is eligible for the dependent educational tuition reduction benefit. A dependent may receive the benefit if the employee is eligible on the first day of the academic term. Only a single dependent per household at a time is eligible for this benefit.

C. Dependent: A dependent of a University employee is eligible as defined by the Federal income tax code, Section 152. The University reserves the right to request copies of tax returns or other supporting documentation.

C-1. An eligible dependent:

(a) must be an admitted student who has met all normal academic requirements for the course(s) taken;
(b) may receive only one 50% dependent educational tuition and fee reduction per semester, and may use the tuition and fee reduction benefit for a maximum of eight semesters (applies to both full and part time students);
(c) of an employee whose employment terminates due to death or permanent disability shall continue to be eligible for this program until the dependent meets one of the below, whichever comes first:
   - completes a degree
   - reaches the maximum number of eight semesters

D. Application: Applications require approvals/signatures of the employee, the dependent, and Human Resources. Applications must be filed before tuition is paid for the semester in which the benefit will be applied. The benefit is not automatically renewed; it must be applied for each semester. Fraudulent certification of dependent eligibility by an employee is grounds for discharge and the employee shall be required to repay all costs associated with the benefit.

E. Termination: If an employee's appointment is terminated during a semester for which the employee's dependent is registered for academic work under this policy, the academic work must be terminated unless the applicable tuition is paid, except in the case where employment is terminated due to death or permanent disability.
<table>
<thead>
<tr>
<th>Local area highschool graduates</th>
<th>Estimated fraction UI dependents from a graduating class</th>
<th>Estimated number UI dependents from a graduating class</th>
<th>Estimated fraction UI dependents that enroll at UI as freshmen</th>
<th>Estimated number UI dependents that enroll as freshmen</th>
<th>Estimated number total UI dependents enroll at UI*</th>
<th>Revenue generated by UI dependents from fees per student</th>
<th>State appropriation per student</th>
<th>Revenue generated by UI dependents from state funds</th>
<th>FS-12-023- Estimated cost-dependent-tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>without dependent benefit</td>
<td>185</td>
<td>0.6</td>
<td>111</td>
<td>0.3</td>
<td>33</td>
<td>113 $5,856</td>
<td>$661,728</td>
<td>$8,064</td>
<td>$911,232</td>
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<tr>
<td>with dependent benefit</td>
<td>185</td>
<td>0.6</td>
<td>111</td>
<td>0.3873874</td>
<td>43</td>
<td>148 $2,928</td>
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<tr>
<td>difference between without and with benefit</td>
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<td>($228,384)</td>
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<td>$282,240</td>
<td>$53,856</td>
</tr>
</tbody>
</table>

### Instructional Costs

- net profit from increased enrollment paying for benefit: $3,456

- total number additional employee dependent students needed to pay for program: 35

- Percent increase needed to pay for the program: 0.3097345

*The estimated number of UI dependents attending UI is based on a 90 percent retention rate for UI dependents over a four year period. Of course a lower retention rate will result in fewer UI dependents participating in the fee reduction program.

The SBOE does not always pay for increased enrollment. Below is an alternative cost analysis based on this assumption.