Present: Benedum, Brandt (w/o vote), Bridges, Caplan, Chopin, DeAngelis, Dezzani, Ellison, Grieb, Jeffrey, Johnson, Keim, Kern (Coeur d’Alene), Kirchmeier, Laggis, Lambeth, Luckhart, Lee, Lee-Painter, McKellar (Idaho Falls), Morgan, Raja, Schwarzlaender, Seamon, Tibbals, Vella, Wiencek, Wiest. Absent: Cannon (Boise). Guests: 9

Call to Order and Minutes. The chair called the meeting to order at 3:30 pm. A motion to approve the minutes (Lee-Painter/Dezzani) passed unanimously.

Chair’s Report.

• President’s search. The chair called senators’ attention to the recent email from Emma Atchley of the State Board of Education (SBOE) and Chair of the Presidential Search Committee. The committee will meet on February 12, 2019 to narrow down the pool to 10 candidates. They plan to proceed quickly to interviews with these candidates. The committee’s goal is to identify the top 5 candidates and schedule on campus interviews for late February or early March. In the meantime, nominations are still welcome.
• Chair Johnson and Vice Chair Grieb attended the SBOE meeting in Boise shortly before winter break. Johnson reported that they had a good experience and opportunity to visit with members of the Board and SBOE employees. They also were able to meet faculty leaders at the other colleges and universities in the state system.
• Faculty are encouraged to make nominations for service on the University Distinguished Professor Committee. The committee has one open faculty position and two open dean positions. Nominations should be submitted to provost@uidaho.edu.
• The chair welcomed new senator Michelle Wiest from the College of Science who is filling in for Senator James Foster.

Provost Report.

• Provost Wiencek announced several transitions in deanships across the campus. Prof. Dennis Becker will be the new Dean of the College of Natural Resources for a term of two years. This appointment was made with the support of many faculty in CNR as part of the college dean search process. In addition Prof. Shauna Corry will be the new Dean of the College of Art and Architecture for a term of two years and Prof. Sean Quinlan will be the new Dean of the College of Letters Arts and Social Sciences for a term of two years. Each will serve as deans until June 30, 2020. The provost is hopeful that these transitions will provide stability to the affected colleges and provide a strong foundation for the new president. He encouraged faculty to be respectful and view these “term” appointments as full decanal appointments. He also noted that Prof. Rula Awwad-Rafferty has agreed to serve as the Chair of Interior Design for a term of two years.
• The provost will be forming a study committee to continue the discussion of college mergers. He anticipates the committee will examine past mergers to identify the goals of those mergers and whether they were attained. He anticipates that the study committee will gather information and possibly propose scenarios for mergers in the future at UI. He hopes that the work of the committee will lay the foundation for the next president to make final decisions regarding mergers early in her or his administration. The provost will be working with senate leadership to identify faculty to serve on this committee. He solicited interest from faculty at the affected colleges. He also indicated that the committee would benefit from members who were impacted, and part of, past mergers.
• The provost stated that further communication would be forthcoming regarding the university’s efforts to match our budget to declining enrollment. As has been previously announced, this year, the UI will reduce its overall budget by $5 million. The area of Academic Affairs, which includes the colleges as well as units such as Strategic Enrollment Management and Student Affairs, will experience a $3.6 million reduction. Each area will be sharing in the reductions. Detailed information on reductions will be shared in the near future. Wiencek stressed that the apportionment of these reductions has been the result of an on-going series of communications with and among the college deans and vice provosts. The reduction will not be across the board. Rather while every college will share in the reduction, some colleges will bear more of the burden. The reductions will range from 2.5% to 5% of college budgets. He expects that faculty will bear more from deans about the impact of these reductions. The university is working on how to benchmark investments and expenditures in the various colleges using national data in the Delaware Cost Study. There is a big disparity in how our individual colleges compare to national averages. Sometimes the differences make sense. In other situations the comparison is more difficult to explain. UI has some colleges that have expenditures at 60% of national averages and will not be able to continue if financial support is not forthcoming. The deans are working together to address these issues. The provost is hoping to present information regarding this process at the January 29th senate meeting.

A senator asked about a newspaper report that the UI’s budget shortfall was $21 million. She commented that the report seemed inconsistent with the $5 million shortfall just discussed by the provost. The provost explained that the accounting standards established by the Government Accounting Standards Board (GASB) recently changed. Under the new standards the UI must report its pension responsibilities as a liability, but is not permitted to report its investment in the Public Employee Retirement System of Idaho (PERSI) as an asset. Dean and Senator Mark Chopin speculated that this change in standards may be the result of the fact that many public pension obligations are not adequately funded. Others are invested at significant risk in the market. For these reasons, GASB is reluctant to permit governmental entities to report the pension investments as assets. This change in standards is responsible for the change in UI’s reported finances. Provost Wiencek stated that Vice President Foisy is looking into how the UI can respond to the standard in a way that complies, but more accurately reports, our financial situation. He also stressed that we all need to come together to address the UI’s enrollment shortfall. For now he confirmed that the budget shortfall this year is $5 million.

Fall 2018 Graduates. It was moved (Tibbals /De Angelis) that the list of fall 2018 graduates be approved. The motion passed unanimously.

Annual Report and Strategic Plan. Brian Keenan from University Communications and Marketing presented the Annual Report and Strategic Plan publication. Copies were distributed at the meeting and have been provided to colleges and units. Previously, progress on the strategic plan was published independently of the annual report. The new publication unifies these two publications. The hope is that the new publication will be used to showcase the university’s accomplishments, particularly with external constituencies. The report features a number of focus articles on accomplishments as well as data regarding the plan. Senators are encouraged to provide thoughts and feedback to Keenan at bkeenan@uidaho.edu.

Faculty Secretary/Policy Coordinator. The chair introduced discussion of the possible transition of the faculty secretary at the end of the academic year upon the retirement of the current faculty secretary. As currently configured, the position has been very difficult to fill. Liz Brandt explained that, in addition, the policy issues handled by the Faculty Secretary’s Office have increased in number. There is also a need for policy drafting expertise across the UI. The proposed change is to split the responsibilities of the faculty secretary and policy coordinator. The faculty secretary would continue as a 25% position with responsibility to assist and support the faculty governance process. The policy coordinator responsibilities would be combined together with a half time compliance officer position currently being created in the Office of General Counsel to form a full time position. The position would report to the provost on policy issues and to general counsel on compliance issues. A full time support position for the faculty secretary and policy coordinator will be created in the provost’s
A paralegal position will be created in the Office of General Counsel by moving the position currently filled by Ann Thompson to that office. With the exception of the new funding received by general counsel for the compliance officer, the re-configuration is possible through the use of existing resources.

Regarding the faculty secretary, Brandt stated that a number of issues must be resolved in order to make the position attractive and sustainable. These questions include whether the position should be a multi-year position, whether it should be term-limited, and whether the faculty secretary should be a voting member of senate. She invited comments from senators about the merits of the reorganization and the specific issues raised regarding the faculty secretary position.

A senator asked about the advantage of making the secretary a voting member of senate. Brandt stated that it may be difficult for a secretary to participate in senate debate depending on how the person handles the minutes. This would make it difficult for the secretary to be a voting member. She also indicated that if the secretary is in a multi-year position, the secretary can provide more support and context for the changing chair and vice chair of senate.

A senator asked whether the reduction in the faculty secretary position signals a diminishing role for faculty governance. Johnson responded that changes in culture and access to information in the academy, in his opinion, the demand and expectation of the faculty secretary has changed. It is not a reflection of a diminishing role for faculty governance, but an adaptation of practice. Brandt also responded that the relatively new vice provost for faculty provides substantial support for faculty governance. The faculty secretary and the vice provost collaborate on many issues. Vice Chair Grieb pointed out that the transition would raise challenges for faculty governance regarding revisions in the Administrative Procedures Manual (APM). Senate does not approve changes in the APM. However, such changes come to senate for information. Currently the faculty secretary reviews all APM changes. This has resulted in a high degree of transparency in the process of revising the APM. More attention will need to be given to such changes once the policy responsibilities are split from the faculty governance responsibilities. He pointed out also that all Faculty-Staff Handbook (FSH) changes must come to senate. Grieb agreed that the faculty secretary position needs to be sustainable.

UCC Report.

- **FS-19-026 (UCC-19-029a): New Sales Management Minor.** Professor Sanjay Sisodiya of the College of Business and Economics presented the Sales Management Minor. Sisodiya explained that the new minor is the result of collaboration with the Department of Agricultural Economics and Rural Sociology. By combining course offerings, the minor will give students the ability to complete a sales-focused minor. This should be attractive to marketing students who often take sales positions and to students in technology fields who are interested in going to technology sales. A senator pointed out a small typographical error – the very last sentence in the proposal under “Courses to total 18 or 19 credits for this minor” contains a note that inadvertently refers to the “B.S. in Business Administration.” This reference should be to the “B.S. in Business.” The faculty secretary indicated that this is an editorial change. The proposal passed unanimously.

- **FS-19-027 (UCC-19-029b): New Marketing Option.** Sisodiya also presented the new marketing Option. The option expands upon the minor and offers a more complete course of study in marking with a sales focus. The proposal passed unanimously.

- **FS-19-028 (UCC-19-037): New Philosophy, Politics and Economics Minor.** Professor Graham Hubbs of the Department of Politics and Philosophy presented the proposal. He explained the proposed interdisciplinary minor is becoming very common in the three fields. Students who complete this course of study are able to be competitive in the employment market. The “gateway course” has already been created and was filled with a waiting list this spring so the indication is that the major will be popular. The proposal passed unanimously.
Research Provisions in the Administrative Procedures Manual (APM). Deb Shaver the Director of the Office of Sponsored Programs (OSP) and Casey Inge of the Office of General Counsel presented a number of changes to the research provisions of the APM:

- FS-19-029: APM 45.05 – Early Setup and Advance Funding of Sponsored Project Budgets
- FS-19-030: APM 45.06 – Allowable and Unallowable Sponsored Project Expenditures
- FS-19-031: APM 45.08 – Cost Sharing (Match) on Sponsored Projects
- FS-19-032: APM 45.09 – Effort Reporting and Personnel Activity Reports (PARs)
- FS-19-033: APM 45.10 – Facilities and Administrative (Indirect) Rate
- FS-19-034: APM 45.11 – Notice of Grant Awards Ending
- FS-19-035: APM 45.12 – Sponsored Project Closeout and Recordkeeping Responsibilities
- FS-19-036: APM 45.13 – Program Income on Sponsored Projects
- FS-19-037: APM 45.14 – Sponsored Projects Closeout Requirements Prior Approval from Sponsor
- FS-19-038: APM 45.22 – Eligibility, Competency and Administrative Effort Requirements for Principal Investigators, Co-Principal Investigators, and/or Project Directors

Shaver stated that most changes are the result of changed regulatory guidance from the federal Office of Management and Budget (OMB). OMB combined and retired three guidance circulars. In their place, the OMB issued one new document referred to as “The Uniform Guidance.” In addition, the National Science Foundation (NSF) reviewed UI’s research program and made recommendations on our policies aimed at strengthening our ability to comply with NSF expectations and to steward NSF funds. In addition to the suggestions from NSF, we also implemented two practice improvements. The first pertains to early setup and advance funding of project expenditures (APM 45.05). The improvements change the early set up amount to 25%. This loosely matches a quarter of a calendar year, which also ties into the 90-day pre-award expense authorizations for most awards. The revisions also add the Vice Provost for Research and Economic Development as a guarantor on direct federal grant funding. This change has reduced department paperwork. The second improvement (APM 45.09) reduces the requirement of reporting effort through Personnel Activity Reports (PARs) from three times per year to two times per year. These reports are aggravating for faculty. However, they are crucial for OSP because personnel costs are the largest expenditure on sponsored projects. Shaver added that OSP is looking for innovative methods of capturing effort for the future.

A senator thanked OSP for reducing the PAR effort reporting requirement. Shaver commented that part of The Uniform Guidance allows some flexibility in effort reporting so OSP took advantage of this change. The senator also asked if Shaver could clarify the 2%. Shaver responded that there has long been an implied expectation that the faculty sponsoring a research project would spend at least some time working on the project. Most audits expect a de minimus amount of time in the range of 1% to 5% at the discretion of the university. The UI has required faculty to spend 2% on sponsored programs but we have had no reasonable way to track whether the effort was actually expended. OSP removed the 2% requirement from the policy as there is another, simpler method for complying with the de minimus requirement.

A senator commented that the distribution of Finance and Administration (F&A) amounts is not always clear to off campus faculty. Shaver offered that she has a presentation she can do to explain UI’s policies regarding F&A. She is available to give the presentation on request.

The agenda having been completed, a motion (Morgan/Dezani) to adjourn passed unanimously. The meeting was adjourned at 4:42 p.m.

Respectfully Submitted,

Liz Brandt, Faculty Secretary &
Secretary to the Faculty Senate