



## University Faculty Council

Meeting: Tuesday, June 4, 2024 - 4:00-5:30 PM

Location: G204 | <https://neomed.zoom.us/j/97362108510?pwd=VTVXUkFIY1J5RExKS3hqWUVpOTJXQT09>

### ZOOM Information: Connection time 3:55 PM

<https://neomed.zoom.us/j/97362108510?pwd=VTVXUkFIY1J5RExKS3hqWUVpOTJXQT09>;

Or Telephone: +1 312 626 6799 (US Toll); +1 646 876 9923 (US Toll)

Meeting ID: 973 6210 8510 | Password:609086

**Members (attendees in bold):** **Jeffrey Mellott (chair), Petrea Cober (vice-chair), Timothy Barreiro, Natalie Bonfine, Yeong-Renn Chen, Lukas Everly, Sheila Fleming, Alex Galazyuk,** Kristen Knepp, Yong Lu, **Vahagn Ohanyan,** Erica Stovsky, **Xinwen Wang, Taylor Watson,** Liya Yin

**Speakers:** Dr. George Litman, Charity Davis, Provost Forrest Faison

**Administrative Support:** Andrea Coard, Deborah Loyet

4:00 p.m.- 4:05 p.m.	1	<p><b>Welcome</b> <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	Dr. Mellott convened the meeting at 4 p.m. and thanked the members for attending. He confirmed that a quorum was present.
	2	<p>Approve previous UFC minutes <a href="#">05.07.2024</a> <i>(Approved minutes located on <a href="#">NEOMED website</a>)</i></p>	Dr. Galazyuk moved to approve the minutes; Dr. Cober seconded. The minutes were approved by the council members.
	3	<p><a href="#">Executive Management Team Notes</a> <a href="#">Executive Management Team Fall 2024 meeting sign ups</a></p>	Dr. Mellott reminded the council members to sign up to attend an EMT meeting and take the opportunity to meet with the administrative team. He said there are still some slots remaining for the Fall semester.
4:05 p.m.- 4:10 p.m.	4	<p><b>Ohio Faculty Council Update</b> <i>George Litman, MD., NEOMED University Faculty Council Representative</i></p>	<p>Dr. Litman provided the Ohio Faculty Council update. He said that most of the meeting involved university representatives sharing updates from their respective institutions. Many universities are currently facing budget challenges. Miami University stands out with a current budget deficit exceeding \$36 million. To address this issue, a special consultant has been hired. Some programs have been eliminated and integrated into other parts of the university, though they no longer exist as standalone programs. Additionally, several universities have cut programs, including Foreign Languages. OSU is doing good with 77,000 applications this year.</p>

			<p>President Miller, University of Akron resigned due to some issues with the Board of Trustees. Robert Nemer, Dean of College of Business has been appointed president by the Board of Trustees.</p> <p>Dr. Mellott inquired whether Miami University discussed the reasons behind such a significant deficit. Dr. Litman responded that this topic was not addressed. There are contract negotiations as the faculty have a union.</p>
4:10 p.m.- 4:20 p.m.	5	<p><b>Human Resources update regarding Federal Law change to Salary Threshold for Overtime Pay</b> <i>Charity Davis, Director, Human Resources</i></p>	<p>Ms. Davis, Director, Human Resources attended to provide information to the faculty regarding the cap for hourly vs salaried employees.</p> <p>Dr. Mellott shared questions he had received from the faculty:</p> <ul style="list-style-type: none"> <li>• How overtime is approved?</li> <li>• How does HR work with the grants accounting office for research based staff?</li> <li>• How does the future look for overtime approval</li> </ul> <p>In 2019, the Fair Labor Standards Act (FLSA) governed by the US Department of Labor Act increased the salary threshold. It was well known at the time that this threshold would be subject to further changes. The salary threshold is the minimum amount an employee must earn to be exempt from overtime pay and to be considered a salaried employee. Employees earning below this threshold are considered non-exempt, meaning they are entitled to overtime pay under the FLSA. These employees are typically paid hourly.</p> <p>NEOMED thought ahead and created job codes and e-classes in banner to be able to process any further changes.</p> <p>The first threshold change takes effect on July 1, impacting 33 employees. There are some options available. Besides the salary threshold, there are duties tests to review, which could lead to exemptions depending on the role. A meeting on Thursday will finalize these determinations. Not everyone will convert to salaried payment; some employees may remain salaried but not be eligible for overtime pay. Any hours worked over 40 in a week are considered overtime. A manager can adjust an employee's schedule on other days of the week to ensure they do not exceed 40 hours and avoid the need to pay overtime.</p> <p>Another concern is the accrual of vacation and sick time. Similar to the policy in 2019, a decision has been made to grandfather in employees currently accruing these benefits, allowing them to maintain their existing</p>

			<p>accrual levels. Anyone employed after July 1, will be placed under the unclassified accrual rate.</p> <p>In January it will change again and over 100 employees will be impacted. There will be more conversations once the first group has been addressed.</p> <p>Human Resources are working closely with grants accounting to ensure the grant dollars are accounted for or any approval or changes are vetted throughout the process.</p> <p>A faculty member asked if an employee worked 50 hours in one week could they work less at a later time to avoid having to pay overtime. Ms. Davis advised the overtime is applicable to the week it is worked and would need to be vetted and approved through the process. She reminded the faculty that overtime is paid time and a half.</p> <p>Dr. Mellott asked how the information will be disseminated to the employees that are impacted. Managers and employees will be notified at the same time. Ms. Davis will be sending emails directly to the employees who can reach out to her with any questions.</p> <p>Dr. Mellott asked the council members to share the messages with colleagues at department meetings to ensure faculty are aware that this change is happening.</p> <p>Dr. Mellott thanked Ms. Davis for attending. She said faculty can reach out to her with questions.</p>
4:20 p.m.– 4:25 p.m.	6	<p><b>UFC Chair and Vice Chair Election Process</b>  Chair Nomination – <a href="#">Jeff Mellott, Ph.D.</a>  Vice Chair Nomination – <a href="#">Petrea Cober, Pharm.D.</a>  <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	<p>The council members conducted an election for the UFC Chair and Vice Chair positions:</p> <p><u>Chair – Dr. Mellott (2 year term)</u>  The council members voted unanimously to approve the appointment.</p> <p><u>Vice-Chair – Dr. Cober (2 year term)</u>  The council members voted to unanimously approve the appointment.</p>
4:25 p.m.- 4:30 p.m.	7	<p><b>Changes to University Faculty Bylaws – Appendix B: Appointment, Promotion and Tenure</b>  <a href="#">GC 3349-03-105 University Appendix B-2</a>  <a href="#">University Appendix B Recommendations from Provost Faison</a>  <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	<p>The council members were asked to endorse revisions to the University Faculty Bylaws – Appendix B at the May 7, 2024 meeting. The council members had two questions and asked for additional time.</p> <p>Dr. Schofield, UTPC chair provided a response to these questions.</p>

			<p>He said he shared the two questions with the committee and there was a broad agreement to keep the wording as proposed. The rationale was:</p> <p>In terms of identifying a conflict of interest from the external evaluator they did not want to get too specific. Ultimately, identification of a conflict of interest is in the hands of the letter writer to decide they do not have a conflict of interest and no aspect of their relationships interferes with the ability to provide a fair assessment</p> <p>Regarding an external evaluator having tenure; there may be occasions particularly in some fields where experts do not have tenure, they may be at an institution that does not have tenure. Maybe in a field that is not common and the candidate's research/scholarship area is more limited and difficult to find the experts in that field. The committee did not want to exclude an expert based on not having tenure.</p> <p>Dr. Cober asked if the chair talks to the candidate regarding the process and that tenure is preferred but not mandated. Dr. Schofield advised the candidate is asked to provide a recommended list for the chair to review.</p> <p>Dr. Barreiro asked if there are differences between the colleges. Dr. Schofield advised the standards are the same across the colleges but there is a lot of diversity among the candidates. The committee try to compare the candidates to those within the same field and that is where the external candidates' opinions are very important and they often have a perspective that those on the committee do not have.</p> <p>The council members voted unanimously to approve the revisions to Appendix B.</p>
<p>4:30 p.m.- 4:50 p.m.</p>	<p>8</p>	<p><b>Leadership Report</b> <i>Provost C. Forrest Faison III, M.D., Sc.D.(hon), FAAP</i></p>	<p>Provost Faison shared a slide with topics he would discuss during the meeting:</p> <p><b><u>Faculty Workload Policy</u></b></p> <p>Dr. Faison said he appreciated everyone's input and suggestions.</p> <ul style="list-style-type: none"> <li>• He is having a dedicated meeting with the deans in two weeks to look at all the changes and update the policy. It will be sent to the President to review and then sent out to the faculty</li> <li>• The next fiscal year is to “test drive” the policy and to continue to refine it and add activities that faculty are engaged in</li> <li>• We will start to look at credit hours in 2026</li> <li>• There are two things people are worrying about: <ol style="list-style-type: none"> <li>1. Total number of credit hours per year which is 30</li> <li>2. Distribution between teaching, service and research.</li> </ol> </li> </ul>

Do not worry about the distribution for now. What is important for now is the total number of credit hours. The distribution is a guide at this time and will be corrected.

**Faculty Incentive Plan (FIP)**

- This was sent to the deans and the UFC leadership this week.
- To participate in the FIP, faculty must participate in the Faculty Empowerment Plan (FEP)
- The FIP activities will change from year to year depending on the focus areas:
- The four focus areas for AY 2024-2025 are:
  - Increased participation in university and college ceremonies and events
  - Increased participation in student activities and events
  - Increased attendance and participation in faculty development activities
  - Continued training and use of Lean/Six Sigma principles
- No plan is perfect – will continue to refine and standardize how to collect points under the Faculty Incentive Plan
- Is an attempt to give faculty credit for all the great work the faculty are doing

**Research Roles, responsibilities meeting outcomes**

- This year's budget process revealed an overlap between the VP of Research's responsibilities and those of the deans, resulting in both groups budgeting for the same items
- The provost held a meeting with the deans and the VP of Research to clarify each group's responsibilities eg. research days, start up costs for new faculty
- Will do some budget realigning.

**Institute for Teaching Excellence (ITE)**

- Moving along – led by Dr. Jennifer Hillyer
- A service to be led by faculty
- Service led and overseen by faculty
- Board of Advisors
- Space has been identified in the quiet study space in the library
- Get credit for participating in activities of ITE
- The goal is to orient new faculty to rotate through the institute for consultation as they set up their courses. This will include all the new faculty for the COD
- Dr. Hillyer visited a number of centers of excellence to gather best practices
- Some outreach efforts

**Bitonte College of Dentistry**

- Great need in Northeast Ohio
- 50% of all emergency room visits are for oral health
- 49% of Ohio residents do not have a dentist
- Awaiting initial accreditation following CODA accreditation site visit that occurred in April 2024
- Offered position to first Department Chair
- Preparing to hire a Project Manager
- Goal is to start college in Fall 2025
- Position to first dept chair
- Over 50 community partners volunteered to take students
- People volunteering to join faculty
- Received great support from the state (\$4 million)

**Wasson Center Deep Dive**

- Great service to the University; all colleges use Wasson
- Paying rent as located in the NEW center
- Trying to reduce the rent while making them as efficient as possible and minimizing fees
- Wasson is doing some things that the colleges may be able to do more efficiently such as case development, mentoring
- Trying to define what Wasson does and determine if doing it as efficiently as possible
- Shifting the funding from student fees
- Across the university, everybody is doing simulation services – COM, Anesthesia and COD
- Looking at making simulation services a shared service that will be funded, supervised and overseen by the Office of the Provost and provided to the colleges as a service
- Will be able to realize efficiencies for equipment and purchasing

**Questions.**

Dr. Everly – what is the rationale for the FIP being restricted to the FEP?  
Dr. Faison – will need to revisit as most COP faculty cannot participate  
Dr Cober – How will you triage the requests for priority? What is the plan?  
Dr. Faison – Losing one of the employees who manage Canvas and are down to one person (Sharon Combs). COM needs services to support the Step1 review course and the M2 curriculum revisions. Executive Education with University Hospitals need help, Psychiatry needs help and Faculty Development. Dr. Faison has asked the deans to identify what has priority with the following:

		<ul style="list-style-type: none"> <li>- Student progression or student curricular development</li> <li>- Faculty development or Executive Education</li> </ul> <p>He also asked for their needs for Canvas and Instructional Design currently and projections for the next 18 months. Moving forward we will likely do some short term contracting while in parallel hire people.</p> <p>Drs. Faison and Hillyer meet monthly and discuss the need for services and the wait time.</p> <p>Dr. Mellott – Relaxed approach to the 40/40/20 workload percentages. Will this be short or long term approach?</p> <p>Dr. Faison – will probably be a longer term approach because the faculty are doing what the university needs them to do. It will take time to transition. For new faculty, over time we will want to look at how to spread the workload. This will happen gradually over a couple of years. It is important that everyone is getting their 30 credit hours. ,</p> <p>Dr. Mellott – is overage part of the conversation with the deans and chairs with regards to compensation?</p> <p>Dr. Faison - this will be discussed at the upcoming EMT Retreat.</p> <p>Dr. Mellott – where is the percentage of service that faculty contribute stopping – at the dean or department chair? There are questions about overages and percentages and how to negotiate these.</p> <p>Dr. Faison – there are some advantages and some disadvantages. We can quantify how much faculty are working but the percentages need to be revisited. It is helpful that faculty are motivated and willing to help as we try and sort it out.</p> <p>Dr. Galazyuk – the policies are moving away from the chairs. There does not seem to be any room for the chairs to manage workload. What is their role in the future?</p> <p>Dr. Faison – the role of the chairs is more data informed now but has not changed. Dr. Faison will not be auditing faculty workloads. The chairs will validate the activities. The policies are not intended to replace the chairs but to provide data to assist with decision-making on how best to manage workload.</p> <p>Dr. Lukas – voice of customer analysis needs to be conducted on a consistent basis to provide feedback from the colleges to the Provost office regarding quality/reliability of centralized services. Since the Voluntary Separation Program (VSP) era, we have experienced a significant amount of turnover, and this trend appears to be ongoing</p> <p>Dr. Faison – yes, we will be implementing this.</p>
--	--	---

			<p>Dr. Cober – question regarding space and scheduling</p> <p>Dr. Faison – will be meeting with the deans and the registrar to review space and scheduling as we are not doing scheduling well. This is particularly the case for the Wasson Center. Wasson pays rent 100% of the time but if not being utilized 100%. There should not be competition for Olson.</p> <p>Dr. Cober – have we ever considered a central calendar? It is hard to understand if we are double-booking events, etc.</p> <p>Dr. Faison – we are looking at room scheduling software We are looking at a central scheduling system.</p> <p>Dr. Faison finished by saying he is here to support faculty and invited faculty to come to see him with any questions. We are moving to become more of a university. He stressed the important of faculty members coming to him with questions than risk being misinformed.</p>
4:50 p.m.- 5:30 p.m.	9	<b>Open Forum and Department updates from Council members</b> <i>Group Discussion</i>	<p>Dr. Mellott advised the council members there would not be a UFC meeting in July.</p> <p>There will be two leadership reports during the August meeting from COM and COD.</p> <p>Dr. Mellott shared that in a departmental meeting yesterday the opportunity for grants to reduce effort in the 4th year may be eliminated. . With the implementation of ZBB, this option may be discontinued. The initiative to reduce costs to zero could be removed, impacting many faculty members.</p> <p>Upcoming agenda items: FIS System Update – Ms. Deborah Loyet University new approach to diversity – Ms. Maria Schimer</p> <p>The meeting was adjourned at 5:25 p.m.</p>

**Upcoming Agenda Items**

July 2024 – No meeting

August 2024 – COM and COD Leadership Reports

**Upcoming Faculty/Professional Development Opportunities**

Celebration of Health Professions Education – Monday, October 21 – more information to follow