

Name	Position	Present	Absent
Brad Martin, COP	President	x	
Tiffany Huitt, COM	President Elect	x	
Priya Mendiratta, COM	Past President	x	
Summer Khairi, CHP	Secretary	X	
Clare Brown, COPH	Parliamentarian	x	
Elizabeth Riley, CON	Member at Large		x
David Ussery, COM	Member at Large	x	
Nukhet Aykin-Burns, COP	Member at Large		x
Layla Simmons, CHP	Representative	x	
Christopher Walter, CHP	Representative	x	
Lin-Xi Li, GS	Representative	x	
Melanie MacNicol	Representative	x	
Corey Nagel, CON	Representative	x	
Pamela Degravelles, CON	Representative	x	
Darin Jones, COP	Representative	x	
Laura Gressler, COP	Representative	x	
Stefani Gafford, AA	Representative	x	
Kay Strahan, AA	Representative	x	
Steve Cherney, COM	Representative		Excused
Ronald Sanders, COM	Representative	x	
Ben Stronach, COM	Representative	x	
Anthony Goudie, COPH	Representative		x
Sean Young, COPH	Representative	x	
Hannah Hunt, ASG	Representative		x

Guests: Stephen Cochran, Solomon Horn, Abdallah Hayar, Amber Teigan, Cherika Robertson, Claire Tucker, Emily Sparkman, Grover Miller, Gunnar Boysen, Jen Gan, Sara Jones, Steve Post, Thomas Cunningham, Ty Stephens, Wendy Ward

Academic Senate Meeting Minutes
September 26, 2022
ZOOM

I. Welcome and Call to Order

The meeting was called to order by Dr. Martin at 2:00pm.

II. Approval of August Meeting Minutes

The minutes were approved.

III. Updates and New Business (Martin)

a. Provost Update

- i. Parental Leave
- ii. Presented Campus Committee Assignments
- iii. Arranged meetings for Chancellor to Attend Senate Leadership Meetings

b. Presentation on Indirect Cost Accounting by Tyrone Stephens, Director of OSPAN

- i. What are Research Facilities and Administrative Costs?
 1. Costs incurred in support of organized research activities that cannot be readily identifiable or directly assigned to a project or activity with a high degree of accuracy are F&A (indirect and overhead) costs.
 2. The federal government recognizes that universities spend significant amounts of money supporting research. The government is willing to reimburse the universities for a portion of this 'overhead' or indirect costs.
- ii. What kind of reimbursement?
 1. Universities have Indirect/F&A reimbursement rates that vary from 10% to over 60%.
 2. UAMS has a current Indirect/F&A rate for research of 53%.
 3. This means that for every dollar of direct research costs that we spend, the sponsor will pay us an additional \$0.53 to cover our overhead.
- iii. How do Universities establish their rate?
 1. The federal government has a very defined and regulated methodology for determining what kind of Indirect/F&A rate universities can calculate and request.
 2. There are defined allocation methodologies, allowable and unallowable costs, as well as limitations or 'caps' on totals.
 3. Universities follow this guidance, and then negotiate a rate with the government.
- iv. Treatment of Costs for an Indirect/F&A Proposal
 1. All costs of a university must be included in the Indirect/F&A proposal
 2. Costs fall into one of two categories:

- a. Direct Cost Bases
 - b. Indirect Cost Pools

- v. Direct Costs “Bases”
 - 1. Costs that can be specifically identified to a major function of the institution with a high degree of accuracy are direct charged to those functions
 - 2. Major function (bases) of an institution as defined by the federal government are: Instruction (includes departmental research), organized research (separately budgeted and accounted for), other sponsored activities (education or public service grants) and other Institutional activities (clinical care, bookstore, dining halls, etc.)
 - 3. Cost centers and Grant accounts are identified to these various functions in Workday.

- vi. Indirect Cost Pools
 - 1. All costs of the institution that are not specifically identified to a cost base, must be included in one of two classes of indirect cost pools:
 - a. Facilities Cost Pool (no cap)
 - i. Facilities Cost Pools: depreciation, interest, operations and maintenance expenses, and library expenses.
 - b. Administrative Cost Pool (capped at 26%)
 - i. Administrative Cost Pools: general administration and general expenses, departmental administration expenses, sponsored projects administration, and student administration services.

- vii. Allocation of Cost Pool Expenses to the Various Bases
 - 1. Expenses in the Cost Pools are allocated to the direct cost bases that they support through distribution methods that include specific identification, salaries/wages, total costs, and square footage as outlined in 2 CFR 200, Sub Part E, Section 400 and the DCA Best Practices Manual.

- viii. Determination and Application
 - 1. Rate Calculation:
 - a. Total bases are determined
 - b. Total Cost Pool Amounts assigned to each major function are determined
 - c. Cost Pool Total is divided by Cost base for each function
 - d. The result is the Indirect/F&A rate for each function

- ix. FY 16 Indirect/F&A Costs & Recovery
 - 1. F&A reimbursement for UAMS
 - a. Based on FY16 proposal, UAMS incurred roughly \$24million per year in support costs for sponsored research, and another \$10million for sponsored non-research projects.

- b. FY16 F&A cost recovery was less than \$14million, meaning that we still were unreimbursed for nearly \$20 million in UAMS costs supporting sponsored projects.
 - x. What can be done to increase the F&A rate?
 - 1. As we know from the rate proposal submitted, UAMS significantly exceeds the administrative cap of 26%, so any increases in the rate will come from increases in the facility calculations.
 - 2. The real opportunity to increase the facilities calculation is to increase the square footage utilized for Organized Research, as well as housing research equipment within the square footage.
 - 3. The approach can increase building depreciation, equipment, interest, and O&M calculations.
 - xi. What can UAMS and the VCRI do to increase the F&A rate?
 - 1. Increased recognition of square footage supporting organized research will have the greatest impact on the Research F&A rate. This can be done:
 - a. Assigning research space based on funded research.
 - b. Identifying the most expensive labs, and only assigning those to full funded research.
 - c. Supporting research equipment/infrastructure
 - d. Identifying O&M expenses specifically to organized research thru utility metering, building componentization, or other unique identifiers; as well as improved equipment tracking.
 - e. Properly identify research space, both wet and dry labs.
 - xii. Summary
 - 1. It is critical to the research enterprise at UAMS that we recover as much F&A expense as possible, to continue reinvesting and growing research on this campus.
 - 2. The best way to increase the F&A rate is thru more efficient use of space committed to research.
 - 3. Improved identification of research space will result in higher facility calculations in the F&A proposal.
 - 4. UAMS investment in research equipment and research space will result in the greatest growth of the F&A rate.
- c. Presentation on Cybersecurity by Stephen Cochran (Director of IT Security) and Solomon Horn
 - i. 3 Cybersecurity Process Enhancements needed to improve UAMS compliance posture
 - 1. Data Sensitivity Classification Auto Labeling
 - a. Assign labels as sensitive or non-sensitive to all documents automatically as they are created or edited.
 - b. Utilized in audit logs to provide visibility to manage sensitive data

- c. End user will see a pop-up notification displaying the sensitivity level but does nothing to restrict their work.
 - 2. Data Loss Prevention Auto Email Encryption
 - a. Applies to all email containing HIPAA identifiers or credit card information.
 - b. Sender will receive a notification that their message has been encrypted.
 - c. The message will auto-decrypt when sent internally to a person logged into the UAMS domain.
 - d. If the recipient is not logged into the domain or is an external recipient (such as gmail), they must use their account credentials to open the email.
 - e. To open an attachment, the external recipient must logon with the credentials of the product they are utilizing if different from their email.
 - f. The IT security team has tested with few false positives.
 - g. The IT Department will serve as the next test group to show progression in this DLP security control.
 - 3. External Email Warning Header
 - a. This will add a header at the top of any received external email, warning it is from an external sender.
 - b. This must be applied to all users. However, some exclusions can be configured.
 - c. The message currently appears like the example above, but the color and content can be rotated to prevent blindness due to repetition.
- d. Academic Senate Campus Committee Assignments
 - i. Review UAMS Committee Spreadsheet
 - ii. Senate Leadership met and Had these suggestions:
 - 1. Request that the Senate be able to name persons to the following committees:
 - a. Academic Policy Committee
 - b. Intercollegiate Faculty Committee
 - c. OSPAN Advisory Board
 - d. Space Committee
 - 2. Get Reports form:
 - a. Deans Advisory Council
 - b. Institutional Assessment and Effectiveness
 - c. Academic Affairs Advisory Committee
- e. New Faculty Reception Sept 1
 - i. Thanks to Drs. Gressler, Gan, and Degravelles and Fatera Herd
- f. Welcome Melanie Macnicol – New Graduate School Senate Representative

IV. Committee Reports

- a. Research Committee (Gan)
 - i. Student Research Day
- b. Faculty Affairs Committee (Aykin-Burns)
 - i. Focused on parental leave.
- c. Communications Committee (Hayar)
 - i. No Update
 - ii. Administrative Council Update:
 - 1. Discussed Exit survey
 - 2. About 2000 employee left UAMS last year.
 - 3. Discussed Manager engagement

V. College Officer Reports

- a. Graduate School (Macnicol, Li)
 - i. Student Research Day
 - ii. Bobby McGee discussed the new Dean of Graduate School position.
 - iii. Build a data base on alumni
- b. College of Health Professions (Walter, Simmons)
 - i. Full Faculty Fall meeting is on October 7th.
- c. College of Medicine (Cherney, Sanders, Stronach)
 - i. Established a regular meeting with Dr. Susan Smith
- d. College of Nursing (Degravelles, Nagle)
 - i. Promotion Guidelines
 - ii. Established a regular meeting with senate.
- e. College of Pharmacy (D Jones, Gressler)
 - i. Monthly meeting with Dean has been pushed. No updates.
- f. College of Public Health (Goudie, Young)
 - i. Dean has agreed to put the Academic Senate on agenda for the all college meeting.
- g. Academic Affairs (Gafford, Strahan)
 - i. Discussed compensation
 - ii. Discussed student success
- h. Associated Student Government (Hunt)
 - i. No update

VI. Announcements

The Council of Deans have approved the attached policies that were submitted for review.

1. **1.5.3 Student Arrest policy (New Policy)**-This is a new policy that was created by a subcommittee that included Kristen Sterba, Greg Downs (UAMS general counsel), Tina Maddox, James Graham, and Kat Neill. We used other institutions' policies for ideas.

2. **1.4.1 Needle Stick Policy (Biennial Review)**- The policy is up for review, and Melissa Vandiver (Director of Student and Employee Health Services) had indicated no changes were needed from SEHS at this time.
3. **1.1.1 Approval of New Educational Programs (Biennial Review)**- Kristen reviewed and only suggest deleting one of the forms.
4. **2.2.6 Non-discrimination in Admission and Retention of Students Known to be Infected with a Blood Borne Pathogen and Appendix (Biennial Review)** –No changes were suggested.
5. **Admin Guide 12.2.02 Instructional Equipment Repair (Biennial Review)**-This Admin guide policy is owned by our committee. Steve Boone, Assistant Provost for Teaching and Learning Support, reviewed it with his team (Office of Academic Services). This has gone to Admin Council for final approval. I will send once it's approved.
6. **2.1.2 FERPA policy and forms (Biennial Review)**-Clinton Everhart, Director of the Office of the University Registrar, made minor changes to the policy. These include adding that the policy is in the catalog and updates to the 3 forms.

Faculty Mentorship Program

- Mentors Wanted
- Watch for call this week

Speaker Bank

- Center for Faculty Excellence are developing a list of speakers and topics
- Consider submitting suggestions

Campus Day Care Update

- Broke ground in September and target to be completed Spring '24
- No Pre-Registration available until perhaps July 2023.

VII. Adjourn at 3:22pm