I. Call to Order

II. Approval of Minutes (Vote)
   • Minutes of the 2019-2020 Faculty Senate Meeting #22 (March 3, 2020) Attach. #1

III. Chair’s Report
   • Temporary Emergency Policy for Vandal Gateway Program Attach. #2

IV. Provost’s Report

V. Committee Reports

VI. Other Announcements and Communications
   • APM and FSH non-voting Items – Brandi Terwilliger
     o FSH 3090 Temp Hourly Employment Attach. #3
     o AMP 55.39 Retiree Benefits Approval Attach. #4
     o APM 50.55 Writing UIJD Attach. #5
     o APM 50.53 Temp Hourly Employment Attach. #6
     o AMP 50.04 Verifying Employment New Employees Attach. #7
   • Campus Labs course evaluation software update – Sara Mahuron Attach. #8
   • Facilities Outsourcing Committee Report – Russ Meeuf Attach. #9
   • University Level Budget update – Brian Foisy, Vice President of Finance Attach. #10

VII. Special Orders

VIII. New Business

IX. Adjournment

Attachments:

• Attach. #1 Minutes of the 2019-2020 Faculty Senate Meeting #22 (March 3, 2020)
• Attach. #2 Temporary Emergency Policy for Vandal Gateway Program
• Attach. #3 FSH 3090 Temp Hourly Employment
• Attach. #4 APM 55.39 Retiree Benefits Approval
• Attach. #5 APM 50.55 Writing UIJD
• Attach. #6 APM 50.53 Temp Hourly Employment
• Attach. #7 APM 50.04 Verifying Employment New Employees
• Attach. #8 Campus Labs course evaluation software update
• Attach. #9 Facilities Outsourcing Committee Report
• Attach. #10 University Level Budget Update
Call to Order: Chair Grieb called the meeting to order at 3:33 pm.

Approval of Minutes (vote):
There was a motion (Dezzani/Fairley) to approve the minutes of the 2019-2020 Faculty Senate Meeting #21 (February 25, 2020). The motion to approve the minutes carried unanimously.

Consent Agenda: None.

Chair’s Report:

- Chair Grieb welcomed Alex Vakanski, professor of Industrial Technology in Idaho Falls, proxy for Mike McKellar.
- Sabbatical applications for the 2021-2022 academic year are due March 31st. Completed applications must be submitted to provost@uidaho.edu.
- Windows 10 operating system upgrades are in process. See below:

Windows 10 Operating System Upgrade Process Begins March 2
A Windows 10 Operating System major upgrade will be pushed to all managed Windows 10 computers starting on Monday, March 2, and will spread throughout the week with the final push happening on Wednesday, March 11. Computer users with a recent version of Windows 10 will be presented a choice to “Upgrade Tonight,” “Upgrade Now” or “Upgrade Later.” It is recommended to choose “Upgrade Tonight” as this upgrade will require several reboots of the computer. Leave computers plugged in and powered on but logged out. The upgrade will begin at 10 p.m. and can take several hours to complete. If a computer has an older, non-supported version of Windows 10, the only options are “Upgrade Tonight” or “Upgrade Now.” Major updates include new features, options and compatibility with other Microsoft applications such as Office 365. Contact Local Support/TSP with any issues with the upgrade.

- An update on the Infectious Disease Response Team and the Classroom Response Subgroup was given by Vice Provost Torrey Lawrence.
  The team met a few times, including today. There is no emergency at this time. Dean of Students Blaine Eckles chairs the IDRT has put together six subgroups who are working on different topics. These include 1) Care for Others, 2) Cleaning, 3) Classroom Response, 4) Campus Outbreak Response, 5) Communications, and 6) Travel. No comprehensive emergency plan will be shared at
this time, because it could lead to anxiety and panic. But it is important to know there are dedicated and highly trained people preparing for a variety of scenarios. Send any questions or suggestions you have about Classroom Response to Vice Provost Lawrence.

Discussion followed:
In response to a question about coordination with the City of Moscow, Vice Provost Lawrence said there was indeed coordination with the Idaho Public Health Regional Director as well as representatives from the City and the County. We are also in contact with WSU.

A Senator asked whether students are being advised to do anything differently than usual, such as staying away from the classroom should they feel safer doing so. At this time, Vice Provost Lawrence replied, the best advice is to follow the sanitation guidelines that have been distributed such as wash one’s hands frequently, cover your cough, etc. Employees and students are asked to stay home if they are sick. Other than that, it is “business as usual” for now.

To the question whether test kits were available from CDC, it was replied that testing is taking place in Moscow, although the timeline to obtain a result is not instant and may take up to 48 hours.

Provost’s Report:
• Deans have submitted budget plans February 20. Since then, there have been some more dialogue and a few last-minute changes. The good news is that Academic Affairs has met the targeted budget cuts. The Provost thanked everyone for their help, input, and constructive suggestions. Senate, Deans, and several other people were involved and engaged. Some difficult conversations are still to come, but we are getting close to the final plan to be implemented. Naturally, people want to see some level of detail. Probably next week, the plan will be shared and people will be able to ask any questions. Plans are on a college-by-college basis, unit-by-unit basis. Some plans may still be subjected to change. For instance, it can happen that some programs may stay, even though the deans had recommended them for closure. One more meeting of the APPT will take place.

Discussion:
A few Senators wished to have confirmation of the following: If a dean recommended a program for closure but APPT does not agree with that assessment, will the recommendation of APPT overwrite the dean’s budgetary recommendation? The Provost replied that APPT is the primary path for closure decisions, and it is consistent with shared governance. Program Prioritization is a form of program review, and the programs being reviewed are part of budget resetting. But we also need to talk about what policy says in case of program closure and be sure to avoid conflicts with Board’s policy. APPT is a clear path to program closures.

A Senator asked whether Senate will have the opportunity to review the closure decisions. Provost Wiencek reiterated that policy needs to be checked carefully. For sure, closure of programs requires the standard process through the University Curriculum Committee.

There were no more questions for the Provost.

Committee Reports: Library Affairs Committee (vote), FSH 1565 D-5, Ling-Ling Tsao.
The current language in policy requiring “an advanced degree in library science from a library school accredited by the American Library Association” is too restrictive. The flexibility that this revision would allow is necessary for a modern academic library.

There were no questions or comments for Ling-Ling Tsao. The seconded motion from Library Affairs passed unanimously.

Other Announcements and Communications: Library budget and resources, Ben Hunter (Dean of University Libraries), and OER, Marco Seiferle-Valencia (Open Education Librarian).

Marco Seiferle-Valencia started his presentation by giving a brief background about himself and his upbringing, which in part shaped his interest in affordable education material. He opened his remarks with the contemporary goals of better understanding open education resources (OER) and where we are in the discussion with SBOE. Marco Seiferle-Valencia went over the planned SBOE OER policy changes and the enormous impact it would have on students in terms of savings on textbooks. He said he hopes that an on-campus OER working group can be assembled. He then proceeded to elaborate on the advantages of open textbooks and the Library’s role in the outreaching and promotion of Open Access. Hopefully, by the end of the year, we will have a Board policy that combines the best of OER with academic and intellectual freedom. His complete presentation can be found at https://tinyurl.com/UofIOER.

Discussion:
A Senator asked how the requirement to read a large number of copyrighted books (say, 10 or 20) as it is often the case in a major such as English, can be reconciled with cheaper textbooks alternatives. Marco Seiferle-Valencia suggested partnership with the Library to request that books be placed on reserve, or pursuing eLicences. He also said that books required for English courses can often be purchased at a quite modest price. This is usually the case for novels. The Senator noted that, although each required book may be relatively inexpensive, altogether they may add up to significant costs for the students. Marco Seiferle-Valencia recognized that this is an issue that must be addressed creatively. Other solutions may include packaging digital contents as a book replacement.

Following up on the previous comments, a Senator observed that, with the shift from books to articles, a dramatic change in education is unavoidable, and that such change may not necessarily be for the best. Marco Seiferle-Valencia acknowledged that this is indeed a challenge to keep in mind. He hopes for solutions that can achieve cheaper options without fundamentally changing the pedagogy.

In response to a concern about the use of OERs perhaps narrowing the canon available for literature classes, a Senator responded that most assigned reading for literature classes (with the exception of translated works) are acceptable in any edition and that it is thus pretty easy for students to find very affordable copies.

The focus moved onto the author’s point of view. A Senator noted that he writes his own textbooks and makes them freely available to the students. However, in order to receive proper professional credit, one must eventually go through a publisher. Indeed, Marco Seiferle-Valencia noted, faculty do a significant amount of digital work for which they do not receive credit towards professional evaluation or Promotion and Tenure. Clearly, faculty need formal recognition for their digital work. Chair Grieb noted that the consistent and uniform evaluation of this type of academic accomplishments is an important college-level issue. Furthermore, proper recognition of these scholarly achievements
(authorship of books, chapters, etc...) is in line with the recent changes in the Promotion and Tenure policies.

A Senator asked how the distribution of revenues on a $25 OpenStax book compared with the one showed during the presentation for a traditional $100 textbook. Marco thought this was a very interesting question and will follow up with more information.

Dean of University Libraries Ben Hunter started his presentation, available as attachment #3. Dean Hunter gave a library budget overview broken down by salaries, resources, and other items. Dean Ben Hunter addressed structural issues with the budget model and the challenges of budget reductions (17.5%). A detailed presentation of FY18-FY21 expenditures can be found in the attachment, along with a peer comparison. Dean Hunter noted that one of the Library’s goals is to take U of I closer to our peers.

Moving forward, Dean Hunter emphasized the importance of continuous communication with campus about subscription cancellations. Unfortunately, successful negotiations with Elsevier could not be achieved. The Library will try to provide people with as much support as they can. But they will have to move forward with a very different approach than in the past. Scholarly communication is changing. They plan to enhance library loan services, join the on-going transformations with open access, open-source software, digital collections, and OER. They are trying to be part of the solution rather than adding to the current problems.

Discussion:
The Senator representing graduate students was interested in how campus input is going to be collected. Dean Hunter noted that there will be opportunities to submit formal requests, in addition to normal library communication.

In response to a question from another Senator, Dean Hunter confirmed that Elsevier will no longer be available as a full package. They “unbundled the package” and will buy individual titles.

The focus moved to the possibility of regional library sharing. In fact, Dean Hunter confirmed, the Library provides these services for physical materials though their membership in the Orbis Cascade Alliance, a network of academic libraries in the northwest, as well as through traditional interlibrary loan services. Electronic sharing is much more complicated due to copyright and licensing issues, though there are potential interlibrary loan service upgrades that the library is investigating that could decrease delivery time. One of these services utilizes “regional nodes” to enhance interlibrary loan services.

The questions moved on to whether there are records of patrons’ library searches, particularly if they don’t find what they are looking for. Dean Hunter emphasized that privacy has a long tradition with libraries, thus no such information is collected. There are vendor-provided statistics, although it is not clear how reliable they are. When something is not found, it is best to communicate directly with the Library. The Library’s stand on privacy was viewed positively.

The question was raised whether, because of lesser spending in journals, more will be spent in books. On the contrary, Dean Hunter replied, much less is being spent on books, though there are some specific Library endowments that have allowed for book purchasing to continue.
A Senator noted that, as a humanities librarian, she tends to have the largest chunk of the monograph budget assigned to her (since she covers English, history, and other very book-focused areas) and that the books in those subject areas tend to be generally more affordable than in the sciences and social sciences. Thus she has still been able to do some purchasing even in the current budget situation, in order to avoid too many holes in the collection.

In reply to an inquiry from a Senator, Dean Hunter noted that libraries are potentially interested in acquiring private libraries. However, often times there is overlap among private collections.

An off-campus Senator inquired about possible impact on the interlibrary loan system, especially for those who are off-campus and cannot go to the library. Actually, Dean Hunter observed, they are investing more rather than less in interlibrary loan systems. There should be no adverse impact on the functionality of interlibrary loans.

**New Business:** None

Dean Blaine Eckles joined the meeting, having been unable to be present earlier. Chair Grieb asked whether Senators had additional questions for Dean Eckles about the Coronavirus situation. There were none.

**Adjournment:** A motion to adjourn (DeAngelis/Fairley) passed unanimously. The meeting was adjourned at 4:43 pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
MEMORANDUM

TO: Francesca Sammarruca, Faculty Secretary
    Terrance Grieb, Faculty Senate Chair
    John Wieneck, Provost
    Diane Whitney, Policy Coordinator

FROM: C. Scott Green, President

DATE: March 4, 2020

SUBJECT: Temporary Emergency Policy FSH 4345 Vandal Gateway Program

I have considered the resolution of the Faculty Senate (see Attachment 1 hereto) supporting the enactment of a temporary emergency policy establishing the Vandal Gateway Program (VGP). I find that the enactment of a temporary policy establishing the VGP is necessary to protect the interests of the university and of the students who have already been offered admission to the VGP for Fall 2020.

Pursuant to FSH 1460 C-3, I hereby adopt FSH 4345 Vandal Gateway Program as set forth in Attachment 2 hereto. It is effective as of the date of my signature and will continue for 180 days or until revised admissions standards continuing the VGP are adopted, whichever occurs first.

Responsibility for communications regarding the VGP (including status reports outlined in the policy) shall lie within the Office of the Provost through the Office of Admissions and the College of Letters, Arts and Social Sciences. It is my expectation that the Provost’s Office work with the faculty to define the areas of accountability, the tools to assess the VGP, and the reporting mechanism for the assessments.

It is my expectation that the Provost’s Office and Faculty Senate Leadership will work with the Policy Coordinator to prepare and pass the appropriate adjustments to the admission standards of the University so as to continue the VGP into the future. In order to continue the VGP without interruption, and to assure the program continues for the students in the pilot cohort, the revised admission standards must be adopted before the end of the spring semester 2020.

Attached:
1: Faculty Senate Resolution of February 18, 2020.
2: FSH 4345 Vandal Gateway Program
Vandal Gateway Program

A. General. In furtherance of the University of Idaho’s commitment to educational access, the pilot Vandal Gateway Program (VGP) is established. The pilot program shall begin Fall semester of 2020 with a VGP pilot cohort as described below.

B. Admission.
   1. The Office of Admissions is authorized to admit into the VGP pilot cohort, without additional review, students who meet the following admissions criteria:

      | GPA   | ACT Composite | SAT EBRW + Math |
      |-------|---------------|-----------------|
      | 2.60-2.99 | 11-14        | 650-820         |
      | 2.50-2.59 | 14-16        | 780-910         |
      | 2.40-2.49 | 15-17        | 830-950         |
      | 2.30-2.39 | 17-20        | 920-1050        |
      | 2.20-2.29 | 19-22        | 990-1120        |
      | 2.00-2.19 | 20-36        | 1030-1600       |

   2. The Office of Admissions shall manage acceptance notifications. The VGP pilot cohort will close when 100 VGP students have matriculated or on June 30, 2020, whichever comes first. For purposes of this policy matriculation will be deemed to have occurred upon completion of registration by a VGP-eligible student.

   3. All VGP students shall be enrolled in the Bachelor of General Studies program for their first two semesters.

C. Administration.
   1. The College of Letters, Arts, and Social Sciences (CLASS) will administer the pilot program.
   2. CLASS shall work with the College of Science to establish academic course offerings for VGP students.
   3. CLASS shall arrange for the provision of support programming for VGP students. Support programming may include extended classroom time, tutoring, social support programming, study hours, and similar services.
   4. CLASS may establish program requirements such as residence in UI on-campus housing, class attendance, and participation in support programming.

D. Assessment. CLASS shall update the provost and faculty senate on the pilot program in the spring semester 2020 and at least once per year in subsequent calendar years for the duration of the pilot cohort regarding matriculation rates, program budgets, curriculum, and other performance metrics.

E. Effectiveness. This temporary emergency policy is adopted pursuant to FSH 1460 C-3. It shall be effective for 180 days after the date adopted by the President, or until a permanent policy is adopted, whichever comes first.
Title: Resolution on Temporary Emergency Policy for Admission to the Vandal Gateway Program

Author: University of Idaho Faculty Senate

WHEREAS The University of Idaho intends to enroll a pilot cohort for the Vandal Gateway Program (VGP) beginning in the Fall 2020 semester;

WHEREAS Students being accepted to the VGP do not meet the current standards for acceptance to the University of Idaho;

WHEREAS The University of Idaho wishes to admit students to this pilot VGP cohort without requiring a petition to the Admissions Committee as stated in the Faculty Staff Handbook and the Catalog;

WHEREAS It is deemed that the VGP has potential to improve access to higher education and to increase diversity in the student body.

BE IT RESOLVED THAT THE UNIVERSITY OF IDAHO FACULTY SENATE SUPPORTS the implementation of a Temporary Emergency Policy by President Scott Green as allowed by FSH 1460 C-3 to allow qualifying students to be directly admitted to the Vandal Gateway Program until 100 students matriculate or June 30th, 2020, whichever comes first.

BE IT FURTHER RESOLVED THAT THE FACULTY SENATE RECOMMENDS that, in conjunction with the implementation of the pilot cohort of the VGP, the administration work with the faculty to define the areas of accountability, the tools to assess the program, and the reporting mechanism for the assessments.

BE IT FURTHER RESOLVED THAT THE FACULTY SENATE RECOMMENDS that SEM work in conjunction with faculty and administrators from the College of Letters, Arts, and Social Science and the College of Science to develop an academic curriculum and a program of support for students admitted to the pilot cohort of the VGP.

BE IT FURTHER RESOLVED THAT THE FACULTY SENATE SUPPORTS efforts to provide VGP qualified students with a program that provides reasonable support to help them succeed at the University of Idaho in a way that also recognizes the serious budget challenges facing the university.

BE IT FURTHER RESOLVED THAT THE FACULTY SENATE REQUESTS a report later in the Spring 2020 semester, and in each subsequent semester thereafter for this cohort, regarding matriculation rates, program budgets, curriculum, and other performance metrics for the VGP.¹

¹ Final paragraph added by vote at Faculty Meeting 20 prior to full resolution passing
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] □ Addition XX Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: FSH3090 Temporary Hourly Employment

Minor Amendment □
Chapter & Title: 

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):
(Please see FSH 1460 C)

Name
Phone & Email:

Policy Sponsor: (If different than originator.)

Name
Phone & Email:

Reviewed by General Counsel

Yes No Name & Date: Kim Rytter, July 10, 2018

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.

Updating policy to reflect changes based on streamlined recruitment process that was finalized two years ago, current hiring practices and reflect current processes and procedures. Updates to ensure compliance with state policies.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

None

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

No other policies or APM need updated due to changes.

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:

FSH
Appr. __________
FC __________
GFM __________
Pres./Prov. __________

Track #
Date Rec.: __________
Posted: t-sheet __________
h/c __________
web __________

Register:
(Office Use Only)
TEMPORARY HOURLY EMPLOYMENT

PREAMBLE: This section defines "temporary hourly employment" (until the July 1997 update to the Handbook known as "temporary irregular help") and outlines the procedures for establishing such positions and securing temporary hourly employees. This section appeared in the 1979 Handbook and has been revised frequently for greater clarity and better to conform it to state and federal law. the text following is July 1, 2002. For further information, contact Human Resources (208-885-4640). [ed 7-97, 7-02, 7-06]

CONTENTS:
A. Definition and Establishment of Positions
B. Appointments
C. Benefits
D. Restrictions on Use of Grievance Procedures
E. Employment of Relatives
F. Supervision
G. STAR & COHORT Program

A. Definition and Establishment of Positions. Temporary Hourly (TH) positions are positions in which the employee is compensated on an hourly basis as the services are needed. Employment can be terminated at will, and the employee has no expectation of continuing employment. This employment category does not include temporary board-appointed positions that are temporary due to contingency upon work and/or funding or other contingency as noted in employment letter. [see 3080]

A-1. A TH position is established when there is a temporary or intermittent need for services not expected to exceed 1385 hours per calendar year. [ed 7-97]

a. If the temporary services are expected to exceed 1385 hours in any one year or a one year period, the department administrator will need to establish a temporary or continuing board-appointed position and advertise the position through the University's recruitment system. [see 3080 for establishing a board-appointed position]. [rev. 7-02]

A-2. Department administrators are authorized to engage TH employees to be paid from the Department's TH budgets on an hourly basis. [ed. 7-97, 7-02]

A-3. Deans and directors are responsible to ensure—and are expected to be able to document—that recruitment, employment, personnel actions and personnel policies for TH employees comply with legal requirements and are conducted in a manner which is consistent with the principles of affirmative action and equal opportunity. Human Resources provides assistance in classifying positions, determining compensation ranges, writing job descriptions, recruiting, and hiring of temporary positions upon request. Required new hire paperwork is processed and verified by Human Resources such as payroll and verification of I-9 status. If a background check is required, it must be requested through Human Resources and the results obtained before any work is started and other paperwork is completed or before an EPAF is initiated. [ed. 7-97, 7-06]

A-4. Persons employed as TH employees may be terminated without prior notice without cause assigned. The supervisor may give advanced notice of termination when appropriate. [ed 7-97, rev. 7-02]
B. Appointments. TH appointments must be entered and approved on the Electronic Personnel Action Form (EPAF) for each TH employee before employment begins. All data requested must be entered on the EPAF screen. [Fed. 7-97, rev. 7-02]

B-1. Each new TH employee must visit Human Resources to present information required to document I-9 status including and complete payroll, Social Security, tax withholding, and other related required documents before beginning employment. Appropriate alternate arrangements are made for persons employed at locations away from Moscow. [Fed. 7-97, 7-00, 9-06]

B-2. Contact Human Resources or a current HR Banner manual for instructions regarding reporting of hours worked. [Rev. 7-02, ed. 9-06]

C. Benefits.

C-1. TH employees are eligible only for annual leave, sick leave and pay for holidays on which they do not work [see C-2 below and 3460 D-1-a] and said eligibility is contingent on participation in the Public Employees Retirement System (PERS! see J370 for PERS! eligibility). [Fed. 7-97]

a. Exemption from Social Security taxes for international students enrolled less than full-time or working more than 20 hours per week will be determined based on the visa type and length of stay in the United States. Contact HR for more information. [Rev. 7-02, ed. 9-06]

b. TH employees normally working at least 20 hours a week for a period of 5 months are required to participate in PERS! Department administrators are expected to record PERS! eligibility upon submission of employee's EPAF. Those not normally working at least 20 hours a week are ineligible to participate in PERS! (See policy J370 for a discussion of PERS! eligibility.) PERS! eligibility is governed by PERS! rules in place at the time of hire. [Fed. 7-97, ed. 7-02]

c. Department administrators are responsible for notifying Human Resources when a TH employee who is expected to qualify for participation in PERS! is hired. This is generally conducted through the selection of a PERS! eligible EPAF category. Human Resources/Payroll Services will inform department administrators and TH employees when the TH employee has worked 20 or more hours a week for 4 consecutive months. The notice will explain that the employee is approaching the threshold for PERS! enrollment. The UI may choose from among the following options when this threshold is about to be met: (1) terminate employment, (2) reduce hours to less than 20 hours per week, or (3) enroll the employee in PERS!. [Fed. 7-97, 9-06, rev. 7-02]

d. If the employee continues to work 20 or more hours a week (option 3 above) enrollment in PERS! is mandatory, and the enrollment will be retroactive to the original hiring date. When the employee is enrolled, the employing department and the employee are responsible for the appropriate contributions to PERS! from the date of hire. (See J370 for a complete discussion of contributions.) Employees may be allowed to spread these contributions over a period not to exceed six months.

e. TH employees working at least 30 hours per week for a period of 5 months or longer are eligible to enroll in the University's medical and prescription healthcare plan (Affordable Care Act (ACA)). Benefits, including contribution amounts, may differ from other employee groups and will be governed by the plan documents in effect at the time of eligibility.

C-2. TH employees who are paid for 40 or more hours in a biweekly pay period of 80 hours and who work for five consecutive months or longer are required to participate in PERS! and accrue annual leave during the first 10,400 hours of service (five years of full-time work) and sick leave on a pro-rata basis at the rate per hour worked which is represented by the proportion 96/2080. For example, an eligible TH employee who is paid for 62 hours in a two-
week pay period accrues 2.9 hours of annual leave and 2.9 hours of sick leave (62 hours times 96/2080, rounded to the nearest tenth of an hour). Sick leave accrual is unlimited; annual leave accrual is limited to 192 hours maximum. [ed. 7-97, 7-00, rev. 7-02]

a. Department administrators—TH employees are responsible for entering into the UI Human Resources Information System (HRIS), the leave taken and hours worked into an electronic timesheet in Vandalweb. Annual leave must be unapproved by the employee’s supervisor by TH employees in their respective units. Leave for each biweekly pay period must be entered/submitted between the second Friday of the pay period for which leave is being reported, and the following Tuesday before 5 p.m. The reporting day may be altered if affected by closure of UI for a designated holiday or other time constraints affecting reporting requirements. [See 710 B-4 for applicable leave policies reporting for board-appointed employees; questions regarding leave should be directed to Human Resources.] The constant leave procedure for human resources or designee is responsible for monitoring paid leave taken by all UI employees. The provisions of this paragraph apply also to paid sick leave. [ed. 7-97, 9-06, rev. 7-02]

b. If a TH employee obtains a board-appointed position, his or her accrued annual and sick leave may be paid out at the time of the new appointment, or transferred. Employees may be asked to reduce or eliminate annual leave prior to transferring to the hiring department at the new hiring department's discretion. Sick leave is transferred. There is no annual leave pay out when transferring when positions without a required break in service. [ed. 7-97, rev. 7-02]

c. Upon termination or resignation, a TH employee is paid for unused accrued annual leave. All unused sick leave is forfeited when a TH employee is separated from service and no compensation is paid for unused sick leave. If an employee returns to eligible service within three years after separation, any sick leave that was forfeited at the time of separation will be reinstated. [ed. 7-97, ed. 7-02]

d. Departments are responsible for maintaining accurate annual and sick-leave records for their TH employees and ensuring proper web timesheets are submitted and approved in Vandalweb, entering the records into the Banner system each pay period. [ed. 7-97, ed. 7-02]

D. Restrictions of Use of Grievance Procedures. TH employees do not have access to the grievance procedures outlined in 860, for matters pertaining to prohibited harassment or discrimination. TH employees should contact the Director of Human Rights, Access and Inclusion/Office of Civil Rights and Investigations. [ed. 7-97, 7-98, 7-96, 7-02, 9-06, 6-09]

E. Employment of Relatives. The policies relating to the employment of relatives [see 6240 B and 6241 B] apply to TH employees. [ed. 7-97, 7-98, 7-00]

F. Supervision. The departmental administrator is responsible, subject to any provisions set by the appropriate dean or administrative officer, for the supervision of the employee's work. [ed. 7-98, 7-00]

G. STAR- AND COMETFAST Roster Program. Departmental administrators seeking part-time, short-term, intermittent or replacement TH clerical or laborer employees are encouraged to contact Human Resources regarding the Secretarial-Tech Support and Combination of Maintenance Employment Tasks (COMET) programs. Individuals in the FAST Roster, STAR, and COMET programs seek temporary or part-time employment. Completed applications are available for departmental administrators to review. [ed. 7-97, 7-00, 9-06, rev. 7-98, 7-02]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: ________________________________

Minor Amendment □
Chapter & Title: APM55.39 Retiree Benefits

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): Brandi Terwilliger
(Please see FSH 1460 C)
Name: Brandi Terwilliger
Date: January 8, 2020
Telephone & Email: 885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.)
Name: Brian Foisy
Date: 885-7590 brianfoisy@uidaho.edu
Telephone & Email: brianfoisy@uidaho.edu

Reviewed by General Counsel □ Yes □ No
Name & Date: KRytter – Reviewed & Approved 1-8-2020

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.
Updated APM to reflect correct benefit offerings. Retiree Dental is no longer an option for retirees as of 1/1/2020

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

This was done as a cost saving measure recommended by Retiree Benefit Advisory Group and Approved by UI Leadership.

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

None

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.

January 1, 2020

If not a minor amendment forward to: ________________________________

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

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Appr. ________________________________
FC ________________________________
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Pres./Prov. ________________________________
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Track # ________________________________
Date Rec.: ________________________________
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h/c ________________________________
web ________________________________
Register: ________________________________
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POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy [3/09])

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: ____________________________________________

Minor Amendment □

Chapter & Title: APM50.55 Writing University of Idaho Job Descriptions (Title Change)

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): Brandi Terwilliger, July 10, 2018

Policy Sponsor: (If different than originator.) Brian Foisy, July 10, 2018-Reviewed and Approved

Reviewed by General Counsel X_ Yes ___No Name & Date: Kim Rytter, July 10, 2018

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.

Updating to current process and language

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

None

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

None

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.

ASAP

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FSH

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web ___________________

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APM

F&A Appr.: ___________________

[Office Use Only]
A. General. Results-oriented University of Idaho job descriptions (UIID) are written statements defining a specific job based on the findings of a job analysis. The job description includes duties and responsibilities, minimum and preferred qualifications needed to perform the job, and working conditions. The job description is the foundation for performance expectations, classification, and compensation. The results that must be accomplished, the duties that must be performed in order to accomplish the results, and the minimum qualifications needed to perform those duties. Job descriptions provide a base to which management and employees can refer when questions arise. They provide the employee with a clear definition of the skills needed, the duties expected to be performed, the relative importance of priority of duties and responsibilities, the results that are expected, and the criteria to be considered in evaluation of performance.

B. Process. Job descriptions for new positions are prepared prior to recruitment by the administrator responsible for hiring, with assistance from Employment Services in Human Resources. Job descriptions are the "measurement stick" standard by which employee performance is evaluated. Therefore, job descriptions for continuing employees are reviewed annually by the supervisor, with the employee, and revised if necessary.

C. Procedures. To prepare a results-oriented job description (or to convert an existing job description to the results-oriented format), the administrator determines the desired results and identifies representative duties which will accomplish each result. Included are examples of specific tasks, types of equipment that must be operated and the frequency of operation; potential exposure to chemicals, human or animal fluids or secretions, vapors, dust or hazardous materials; educational requirements; certificates or licenses; work schedules; skill requirements, and necessary physical abilities. Essential and marginal functions, and the approximate percent of time allocated to each process, are identified. All job descriptions should contain the following specific elements of information:

C-1. Job Title. Use the official title of the position. Each title has a title number. Employment Services maintains the university's title table and this information is available by contacting Employment Services at (208) 885-3611.

C-2. Job Summary. A statement that highlights the major purpose and functions of the position. The purpose of the job summary is to give the employee an overall impression of the scope of work.

C-3. Reporting Relationship. Include an organization chart which shows where the position fits into the department or unit. The chart should show the title to which the position reports and the titles of employees supervised, if any.

C-4. Responsibilities. Identify the results to be accomplished and provide examples of major duties and responsibilities which will accomplish those results, listing them in order of importance. Also include the percentage of time to accomplish each result. The sum of the percentages must equal 100%. Identify each duty or result as essential or marginal. Essential elements of a position identify the need for the position; i.e., the reason the position exists. Marginal elements are required to be performed, but are not the reason for which this particular position exists and usually require a small percentage of time.

C-5. Minimum Qualifications. Summarize the knowledge required, the experience and education, the physical demands, any licenses or certificates required, and the equipment to be used on the job. Minimum qualifications must be tied to the essential duties and responsibilities. Applicants who do not meet minimum qualifications cannot be forwarded to the search committee.

C-6. Additional Desirable Qualifications. Education or experience that is desired but not required. Examples might include specific scores on clerical exams; typing speed; knowledge of a particular software product.

D. Information:

D-1. Equal Opportunity Employer. The University of Idaho follows federal and state regulations in the employment process. These include but are not limited to the Fair Labor Standards Act, Affirmative Action, Equal Employment Opportunity, Americans With Disabilities Act, Age Discrimination in
Employment Act; Vietnam Era Veterans Readjustment Assistance Act; State of Idaho Codes affecting employment and other applicable regulations. Employment Services, the Affirmative Action Office, and Auditing Services assure that the University of Idaho is in compliance with these regulations. Questions about any of these codes, regulations or procedures may be addressed to the compensation and classification analyst in Employment Services.

D-2. Preparation of University of Idaho Results-Oriented Job Descriptions. The Employment Services analyst Human Resources is available to offer assistance in the development or revision of the results-oriented job descriptions. Training materials for writing UID can be found on the HR webpage. Forms are available at www.hr.uidaho.edu/downloads to help organize the material in the standard UID format. Contact Human Resources at (208) 885-3638 or Employment Services at (208) 885-3611 or hremployment@uidaho.edu for additional assistance.
Policy Cover Sheet

(Faculty/Staff Handbook [FSH])

Chapter & Title: Administrative Procedures Manual [APM]

Chapter & Title: APM50.53 Temporary Hourly Employment

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."

Origination(s):
(Please see FSH 1460 C)

Originator(s):
Brandi Terwilliger

Date: July 10, 2018

Name: 885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.)

Policy Sponsor:
Brian Foisy

Date: July 17, 2018-Reviewed and Approved

Name: 885-7590 brianfoisy@uidaho.edu

Reviewed by General Counsel __ Yes ___ No

Name & Date: Kim Rytter, July 17, 2018

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

Updating to reflect current process, procedures and approved streamlined process.

Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

None

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

None

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.

ASAP

IF not a minor amendment forward to:

Policy Coordinator

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Aprr. __________

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50.53 -- Temporary Hourly Employment
Last updates November 7, 2006 & July 10, 2018

A. General. Temporary employment (Temporary Hourly or TH) positions are paid on an hourly basis as the services are needed. TH positions are not board-appointed positions. Employment can be terminated at will with twenty-four (24) hours notice and the employee has no expectation of continuing employment. Temporary hourly employees have no expectation of continuing employment and can be terminated at-will. See FSH3090 for additional information.

A-1. Establishment of Temporary Hourly (TH) Positions. A Temporary Hourly (TH) position is established when there is a temporary or intermittent need for services not to exceed 1385 hours or one (1) year whichever is less per year. If the temporary services are expected to exceed 1385 hours per year, the departmental administrator should consider establishing a temporary (contingent) board-appointed position that would be eligible for full subsidized benefits. Departmental administrators are authorized to engage temporary help to be paid from the department's budgets on an hourly basis. All TH positions are covered by FLSA so hours worked over 40 per week are paid at 1.5 times the hourly rate. TH employees do not accrue compensatory time.

i) Short-term Clerical Positions. Departmental administrators seeking part-time, short-term intermittent or replacement TH clerical employees are encouraged to contact Employment Services in Human Resources regarding the Flexible Administrative Support Temps (FAST) Secretarial Technical Assistance Resource (STAR) Roster program. Application materials completed by individuals on the FASTSTAR roster seeking temporary or part-time employment are available for departmental administrators to review.

ii) Exception. Teaching Assistants (TAs) and Research Assistants (RAs) serve pursuant to wage agreements which specify the hourly wage to be paid over the period of an academic or fiscal year. In all other respects, these employees are student TH employees whose terms and conditions of employment are described below.

A-2. Fringe Benefits. TH employees are not eligible for the same health benefits as appointed employees. Benefits are determined by the benefit plan documents: health, life, dependent life, accidental death and dismemberment insurance, or short or long-term disability insurance. Eligibility for a Vandal Card, annual leave, sick leave and pay for holidays on which they do not work is contingent on participation in the Public Employees Retirement System of Idaho (PERSI).

i) Social Security. TH employees who are students enrolled half-time or greater do not participate in Social Security.

ii) Retirement. TH employees not working at least 20 hours a week are not eligible to participate in PERSI. Those working more than 20 hours a week are eligible if they work at least five consecutive months and are not full-time students. Those who are eligible are required to participate in PERSI.

a) If, at the time of initial employment, the employer anticipates that the employee will qualify for participation in PERSI (because the employee is not a student employee and employment is anticipated to average 20 hours or more a week for five months or longer), the administrator should authorize PERSI enrollment for the employee to avoid retroactive enrollment requirements.

b) If the duration or amount of employment is not projected to exceed an average of 20 hours a week for five months, or if the amount or duration of employment are not known, the employee may defer participation until five months have elapsed.

c) In the event the employee actually works an average of 20 hours a week or more for five months or longer, he or she is required to enroll in PERSI. Retroactive contributions to PERSI for the 5 month period are required by state law. Retroactive contributions for annual and sick leave accruals are credited to the employee's leave banks, but retroactive holiday pay is not.

d) If the employee elects to participate and then does not in fact work more than 20 hours a week for at least five months, he or she is entitled to a refund of the PERSI contributions.
e) Departmental administrators are responsible for notifying Benefit Services, in writing, when an TH employee who is expected to qualify for participation in PERSI is hired and which of the options above the employee has chosen.

f) Human Resources/Payroll/Benefit Services will inform all employers/departments and TH employees not already participating in PERSI that the TH employee is required to enroll in PERSI because he or she has worked 20 hours or more per week for 5 consecutive months. The employers/departments and employees must then agree on one of the following options: (1) termination of employment, (2) a reduction of hours to less than 20 hours per week, or (3) enrollment of the employee in PERSI.

iii) Sick and Annual Leave.

a) TH employees who are paid for 40 or more hours in a biweekly pay period of 80 hours and who participate in PERSI accrue vacation and sick leave on a pro-rata basis at the rate of .0462 hours of vacation leave and .0462 hours of sick leave for each hour they are paid. TH employees who do not participate in PERSI do not accrue sick or annual leave.

b) If an employee is transferred from TH status to regular Board appointed position, he or she accrues vacation leave and sick leave, on the basis described above, from the date of his or her initial employment or July 1, 1979, whichever is the latter.

iv) In compliance with the Family Medical Leave Act of 1993, the-UI will provide up to 12 weeks of unpaid leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the UI at least one year and for 1250 hours over the 12-month period before leave begins.

B. Hiring Temporary Employees. The term "Temporary" includes student hourly positions.

B-1. Responsibilities.

Departmental administrators must be able to document that TH recruitment, employment and other personnel actions for TH employees are conducted in a manner consistent with the principles of affirmative action and equal opportunity. Human Resources provides assistance in classifying positions, determining compensation ranges, writing job descriptions, recruiting and hiring of positions if requested, Human Resources, and verification verifies of I-9 Formsstatus. To provide guidance with compliance of UI policies and legal requirements, and to assist with recruiting qualified candidates, Employment ServicesHuman Resources offers an the-online electronic Applicantrecruitment Tracking System (ATS). For more information on how to post a temporary position, contact Employment ServicesHuman Resources at (208) 885-3737.


i) Hiring managers, supervisors and departments may elect not to use the electronic applicant recruitment system and are responsible for following proper hiring policies and procedures, outlined in the Faculty Staff Handbook and Administrative Procedural Manual, as well as adhering to state and federal employment laws. Deans and directors are responsible to ensure, and be able to document that recruitment, employment, personnel actions and personnel policies for TH employees comply with legal requirements and are conducted in a manner which is consistent with the principles of affirmative action and equal opportunity.

a) If desired, Human Resources can provide assistance in the development of the Job Description, or contact Human Resources for assistance. Contact your Affirmative Action Coordinator for assistance on to gain access to posting your job and reviewing applications using the electronic applicant recruitment online Applicant Tracking System. Review applications, interview applicants, and select the best qualified candidate. Employment Services may have a roster of applications for some positions available for departmental administrators to review within 24 hours' notice to reduce recruitment time. For more information contact Employment ServicesHuman Resources at (208) 885-3638737.

a) A list of exceptions to conducting a temporary search, approved by the Human Rights Compliance Officer, is available on the Human Resources website at www.hr.uidaho.edu or contacting (208) 885-3737.
ii) Persons needing to hire employees for out-of-state positions through the University must contact the Risk Management Officer at (208) 885-7177 BEFORE hiring to ensure worker's compensation coverage. Penalties can be assessed for failing to maintain worker's compensation coverage.

iii) Advise the selected applicant to visit Human Resources to present verification of eligibility to work and other required complete payroll, Social Security, tax withholding, and related documents, and receive information about UI employment, before beginning employment.

a) Exception. Appropriate alternate arrangements are made for persons employed at locations away from Moscow.

iv) Appoint the employee by entering on an on-line Electronic Personnel Action (EPAF) form [See 50.03], before employment begins and after a satisfactory criminal background check has been received from Human Resources if applicable. I-9 Form processed, and other required new hire paperwork, appropriate benefit and tax forms are completed.

B-2. Payroll Processing. The employing department enters hours worked on the on-line Banner PHAHOUR screens. The hours worked and any annual or sick leave used are entered on the on-line systems by 5:00 p.m. on the Tuesday after the end of the pay period. See FSH3090 for entering hours worked and APM 55.05 for information on Employee Pay Check Distribution.[See 55.05].

B-3. Sick and Annual Leave Reporting. Employing departments are responsible for maintaining vacation and sick leave records for their TH employees and entering leave used into the on-line systems each pay period. See FSH3090 for information on sick and annual leave reporting. For step-by-step instructions on entering leave taken and time worked, see HRIS Banner instructions distributed during HRIS module training.

B-4. Information. Additional information regarding job descriptions, hourly rates, hiring, payroll processing, benefits and other conditions of employment for student and temporary hourly employees may be obtained from Employment Services at (208) 885-3638 or employment@uidaho.edu.

B-5. Establishing Rate of Pay. The rate of pay for all TH should be based on a defined job description. Employees must be paid at or above the current minimum wage and at a rate consistent with the job responsibilities. Departmental administrators must be able to document that TH recruitment, employment and other personnel actions for TH employees are conducted in a manner consistent with the principles of affirmative action and equal opportunity and compliance with University policies and procedures.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: __________________________

Minor Amendment □
Chapter & Title: APM50.04 Verifying Employment Eligibility for New Employees

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):
(Please see FSH 1460 C)
Name: Brandi Terwilliger
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Policy Sponsor: (If different than originator.)
Name: Brian Foisy
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Reviewed by General Counsel  __ Yes ___ No Name & Date: Kim Rytter, July 10, 2018

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.

Updating to comply with federal law and current process

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

None

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

None

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.

ASAP

If not a minor amendment forward to: __________________________

Policy Coordinator
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University of Idaho

Attach. #7
50.04 — Verifying Employment Eligibility for New Employees

Last updated February 18, 2008
July 15, 2018

A. General. The Immigration Reform and Control Act of 1986 requires the University to certify employment eligibility for new employees within 3 days of hire date. Because the certification process is combined with other new employee orientation procedures, including benefits enrollment, it is important that new employees are required to attend orientation or visit Human Resources as soon as possible after acceptance of an official job offer, but no later than the first day of employment. Alternative arrangements for off-site locations will be provided, preferably on the first day of work. Additionally, by executive order Governor Otter requires Idaho educational institutions to use the Employment Eligibility Verification Pilot Program, E-Verify, to verify employment eligibility of new employees. [rev. 2-08]

A-1. Legal Requirements.

i) Form I-9 Actions Required and Effective Date. The University of Idaho must verify identity and confirm eligibility to work in the United States for all employees hired after November 6, 1986, using the United States Citizenship and Immigration Services (USCIS) formerly INS) Form I-9. [ed. 2-08]

ii) Form I-9 must be completed by the employee on or before the first day of employment, otherwise the UI could be liable for fines of $1000 or more per employee. The employee must report to HR on the first day of employment, or to an HR approved representative to complete I-9. The University of Idaho uses E-Verify to verify employment eligibility to work in the United States and follows the rules and regulations as outlined. The University will follow Federal requirements and processes to verify eligibility with the use of M-274 Handbook for Employers: Guidance for Completing Form I-9.

iii) E-Verify Actions Required and Effective Date. The University of Idaho must verify identity and confirm eligibility to work in the United States for all new employees hired after January 28, 2008, using the E-Verify program provided by United States Citizenship and Immigration Services in partnership with the Social Security Administration.

Employees are required to provide original documents described by Form I-9 for the purpose of establishing identity and employment authorization.

b) [add: 2-08]

iii) Form I-9 Required. The UI is required to maintain a valid Form I-9 on file for every employee currently on the payroll who was hired after November 6, 1986, and for a minimum of three years after such employees are hired or one year after the employee terminates employment, whichever is greater. [ed. 2-08]

iv) Proof of Verification Required. For every employee currently on the payroll whose identity and work eligibility was verified after January 27, 2008, the University of Idaho is required to keep with the completed Form I-9 the verification number provided by E-Verify. [add: 2-08]

v) Form I-9 Timing. Section 1 of the Form I-9 must be completed by the employee on or by the first day of work. Section 3 of the Form I-9 is required to be correctly completed within three days of the first day of work. BOTH Sections 1 and 2 of the Form I-9 must be completed on the first day of work if the employee is expected to work less than three days. [ed. 2-08]

vi) E-Verify Timing. The E-Verify process must be initiated within three business days of the first day of work. The University must contact the employee as soon as possible to provide the employee an opportunity to contest a Tentative Non-confirmation. In the case of a Tentative Non-confirmation, the employee has eight Federal Government workdays from the date of referral to resolve the issue. The employee will not suffer any negative consequences during this process. [add: 2-08]

vii) Re-verification. The Form I-9 is required to be re-verified under three conditions. Specifically, (1) an employee changes his or her name; or (2) the employee's work authorization is about to expire (usually occurs when renewed documents or status changes are issued by the USCIS); or (3) the employee has
had a break in service, and the Form I-9 is three years old or older. The E-Verify process cannot be used to re-verify the Form I-9. [rev. 2-08]

vi) Audit and Sanctions for Non-Compliance. The UI is subject to USCIS audit for compliance with this act, and the following sanctions for non-compliance:

a) Penalties for non-compliance range from $100 per incorrectly completed form, for technical violations, up to $2,000 per unauthorized worker (for the first violation).

b) An employer who fails to complete a valid Form I-9 within three days from the time a new employee begins work, and continues to employ that employee, is subject to fines up to $5,000 for the second violation, and up to $10,000 per violation for subsequent violations. [ed. 2-08]

B. Process.

B-1. Verifying identity and eligibility to work, and completing tax and benefit forms is necessary to process payroll payments for all university employees.

B-2. Sign-up for all board-appointed employees (faculty and staff) is done through New Employee Registration Benefit Orientation (NERBO), presented by Benefits Services in Human Resources (HR). Sign-up for all other employees can be done during regular University business hours at HR. (See 50-31).

i) For new employees, such as new faculty, who are appointed several weeks or months in advance of the date they are expected to report for work, processing can be accomplished by mail.

C. Procedures.

C-1. All Employees:

i) Prior to a new board-appointed employee’s first day at work, the administrator extending an offer of employment (or designee):

a) Includes the following language in every letter of offer to a prospective employee: “This appointment is conditional upon satisfactory verification of eligibility to work in the United States through correct completion and submittal of United States Citizenship and Immigration Service I-9 Form to the University of Idaho by the end of the third day on which you perform services for the University.”

b) Arranges for the new employee to begin work on Monday (unless the appointment coincides with the beginning of the fiscal year or a different day is required pursuant to the terms and conditions of a grant or contract, or Monday is a holiday).

c) Schedules new board-appointed employees to attend New Employee Registration and Benefit Orientation (NERBO) within three days of beginning work. Orientations are held every Monday beginning at 8:30 a.m. at Human Resources.

ii) On the new employee’s first day at work, the department, the supervisor:

a) Must ensure that a new board-appointed employee goes to HR, attends the New Employee Registration and Benefits Orientation (NERBO) on the first Monday at work, so that the employee has the opportunity to become informed about applicable fringe benefits, complete benefit registration forms, and complete Form I-9 verification. [ed. 2-08]

(i) Exception. Off-campus Employees. Because it is not practical for employees working in locations other than Moscow to travel to Moscow on their first day at work, administrators HR designated authorized I-9 representatives at those locations are required responsible to complete the following employment Form I-9 verification processing procedures for new employees.
(a) Provide new employee orientation, if applicable. The HR designated authorized I-9 representative must obtain and immediately fax Form I-9 along with any required documentation, Form W-4, Social Security card, Visa, passport and other new employee benefits documents to HR (208) 885-3602. [rev. 2-08]

(b) Once confirmation is received from HR, the HR designated authorized I-9 representative must mail the original Form I-9 along with any required documentation and other original new employee documents to verification number, and Form W-4 to HR the same day. Retain a copy of Form I-9 only until receiving confirmation that the original was received by HR. Destroy all copies using proper procedure to protect confidential employee information. [rev. 2-08]

(c) The HR designated authorized I-9 representative may contact HR for assistance in establishing consistent procedures for processing new employees.

iii) Within three days of a new employee's first day at work, the required timeframe:

a) HR will verify that identification and employment eligibility have been appropriately documented and a valid Form I-9 is on file. [ed. 2-08]

b) If a valid Form I-9 is not on file at HR by the close of the third business day after the employee begins work, the hiring administrator must inform the employee that employment must be terminated and handled as per federal law. [ed. 2-08]

c) If after following all E-Verify procedures, identity and work eligibility has not been confirmed, the hiring administrator must inform the employee that employment will be immediately terminated and handled as per federal law. [add. 2-08]

d) It is the responsibility of the hiring administrator to ensure an E-Verify is entered to effect the appointment and termination, if necessary, in the event of termination, the hiring administrator must immediately inform the employee that employment is being terminated as per federal law due to failure to present verification of eligibility to work in the United States.

iv) Ongoing monitoring.

a) Employees whose initial Form I-9 documentation was valid for a specified period of time are responsible for re-verifying their employment eligibility. HR will monitor continued employment eligibility status for such employees. [ed. 2-08]

b) If employees with temporary employment eligibility do not re-verify eligibility, HR will immediately notify the departmental administrator.

c) Once notified, it is the departmental administrator's responsibility to terminate employment of employees whose status changes from "eligible to work" in the United States to "ineligible to work" and immediately inform the employee of that action.

D. Information. Call Employment Services at (208) 885-3880 for additional information regarding employment verification requirements for new employees.

D-1. Penalties for Non-compliance. Human Resources reviews all I-9 documentation for compliance with federal guidelines. Notification to the supervisor and other appropriate administrators will occur when necessary and non-compliance may result in disciplinary action. Pursuant to the principle that accountability follows responsibility, financial responsibility for any penalties assessed against the University for non-compliance with the Immigration Reform and Control Act of 1986, which result from failure to adhere to these procedures, lies with the management unit responsible for the action which led to the violation.

D-2. Procedures May Change. These procedures may change to stay in compliance with federal law. Our policy will always remain consistent with the M-274 Handbook for Employers: Guidance for Completing Form I-9. Changes are announced by HR as necessary.
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Pull vital and actionable information from our Feedback tool to conduct formative assessments, allowing faculty to map their teaching in real-time throughout the academic term.

A better standard, a better IDEA
Our partnership with IDEA benefits you with a new standard for course evaluations: the Student Ratings of Instruction (SRI). IDEA is a nonprofit organization dedicated to improving student learning in higher education through analytics and resources for professional development. Together we will help you translate valuable student feedback into actionable steps for better learning.
Visualize Impact. Empower Change.

An integrated platform to experience your data and reveal actionable insights

The Campus Labs® platform provides a centralized hub for a holistic view of your campus, so you can collect and connect your data and then explore the right questions. Whether your goal is data-informed strategic planning, better outcomes assessment, or innovative tools for student engagement, our platform gives you the power to extract valuable insights about your institution’s effectiveness.
STUDENT EVALUATION OF TEACHING
Overview

Current system is supported by framework that is being phased out in the Banner 9 upgrade. We have known for almost 2 years that we need to move to a new system. CampusLabs’ Course Evaluation module was purchased as the solution.

We were informed in recent weeks that the new CampusLabs system will be ready to do course evaluations for this semester. Our CampusLabs consultant has recommended we use it for this semester so that faculty have data in the system when we do more formal training in Fall.

We are here today to make a decision on whether or not to move it this semester, or wait until Fall 2020.
## Comparison of Old and New

<table>
<thead>
<tr>
<th>Current System</th>
<th>CampusLabs System</th>
</tr>
</thead>
<tbody>
<tr>
<td>◦ Maintained by ITS on an ad-hoc basis;</td>
<td>◦ Ready for roll-out</td>
</tr>
<tr>
<td>◦ System limitations;</td>
<td>◦ Actively maintained and supported</td>
</tr>
<tr>
<td>◦ Not sustainable – will be going away;</td>
<td>◦ Allows for greater flexibility in some areas such as user permissions and removing instructors who shouldn’t be listed</td>
</tr>
<tr>
<td>◦ Can still limp along another semester, if needed</td>
<td>◦ Maintains current questionnaire</td>
</tr>
<tr>
<td>◦ Reports generated by IR for faculty/unit-leaders</td>
<td>◦ Faculty and unit-leaders have direct access to results</td>
</tr>
<tr>
<td>◦ Familiar and requires no change this semester</td>
<td>◦ Dashboard views, and customizable reports</td>
</tr>
<tr>
<td></td>
<td>◦ Real-time response rates you can see</td>
</tr>
</tbody>
</table>
Considerations

◦ This is a change to process only – we are not talking about changes to the course evaluation questionnaire. Just where the data is collected and made available.

◦ We have already opened up course evaluations for the first 8 week, Spring 1 term. So we would have Spring 1 in the old system, and Spring 2 (second 8 weeks) and full Spring semester in the new system.

◦ Students will not experience much difference. They will simply click on a link as usual, and be taken to the questionnaire.

◦ Faculty who have selected custom questions in the old system for this semester, would need to set these up in the new system.
Support Available

- A “CHEAT SHEET” that faculty can use to walk them through selecting questions in the new system.
- Screencast demonstrating how to complete basic tasks in the new system, to be posted on Assessment Website.
- Scheduled drop-in sessions to come set it up with the support of an Assessment Staff Member.
- One-on-one appointments where an Assessment Staff Member can come to your office, to help you set this up.
QUESTIONS?

sara@uidaho.edu
We received five submissions from a variety of companies that specialize in facilities management with the goal of addressing the $1.8M cut in the facilities budget for the next fiscal year (from $9.8M to $8M).

None of the proposals met this initial goal of immediate budget reduction, with all proposals adding costs to the budget in the first year.

The proposals ranged from $11.8M to $17M for a full outsourcing of our facilities operations.
Advanced Facilities Services (AFS) submitted a management only proposal with a hybrid option to slowly transition into a full outsourcing.

Savings over time could be generated several ways:

• Possible savings through innovation and efficiencies brought by outside expertise.

• Possible savings through re-negotiations of vendor contracts with a larger, national entity.

• Possible savings by slowly shifting facilities staff into AFS. As existing UI employees leave of their own accord, their replacements would be hired by AFS, whose benefits costs are lower than ours.
1. OUTSOURCING AS A STRATEGY

PROS

- Benefit of outside perspective and expertise on our operations.
- Possibility for vendor contract savings. Can use their size to negotiate better deals.
- Savings through the reduction in benefits offered to facilities employees. Idaho state benefits packages are expensive compared to those offered in the private sector.

CONS

- Steep learning curve for outsiders who don’t have existing knowledge of our buildings, grounds, equipment and operations.
- Limited scope for new efficiencies. Our facilities operations have already been underfunded for years, so finding even more efficiencies becomes difficult.
- Loss of institutional knowledge and expertise. Reductions in benefits packages could result in higher staff turnover, difficulty hiring skilled tradespeople, and an inability to retain qualified staff.

Committee Recommendation: 4-2 in favor of outsourcing as a strategy
1. AFS AS A PARTNER

PROS

1. AFS personnel have extensive experience in facilities management at various institutions around the country.

2. Thiers is the only plan that offers the possibility of long-term cost savings.

CONS

1. While AFS personnel have years of experience, that experience often came while they were working at other, larger companies. Idaho would be their largest and most ambitious undertaking to date as a company.

2. Their public presentation was vague and underwhelming, lacking important details.

3. The comments from facilities employees who attended the public session were overwhelmingly against AFS.

4. They didn’t provide the committee with specific information about how their management costs scale as they take on more employees here. Impossible to know at this stage if the savings will be significant or negligible.

Committee Recommendation: 4-2 expressing significant concerns about AFS as a possible partner.
FY 2021 BUDGET REDUCTION PROCESS UPDATE

FACULTY SENATE

MARCH 10, 2020

BUDGET REDUCTION TARGETS BY EXECUTIVE LEVEL:

<table>
<thead>
<tr>
<th>Year</th>
<th>Area</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>President’s Areas</td>
<td>$838,000</td>
</tr>
<tr>
<td>2020</td>
<td>Provost / Academic Affairs</td>
<td>15,740,000</td>
</tr>
<tr>
<td>2030</td>
<td>Division of Finance &amp; Administration</td>
<td>3,191,000</td>
</tr>
<tr>
<td>2040</td>
<td>Information Technology Services</td>
<td>1,246,000</td>
</tr>
<tr>
<td>2060</td>
<td>University Research</td>
<td>985,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$22,000,000</strong></td>
</tr>
</tbody>
</table>

BUDGET REDUCTION PLANS – SUMMARY BY CATEGORY AS OF 03/06/20:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Benefits (includes Temp Help) *</td>
<td>$17,787,812</td>
</tr>
<tr>
<td>Non-Personnel</td>
<td>4,212,188</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$22,000,000</strong></td>
</tr>
</tbody>
</table>

*Net of $304,228 being held within Academic Affairs for ORIP/VSIP incentive payments
STATUS UPDATES AND SUMMARIES BY EXECUTIVE LEVEL:

2010 – PRESIDENT’S AREAS: In process

The plans for units reporting directly to the President have been approved by President Green and tentative detailed reduction templates have been submitted to University Budget and Planning for review and processing.

<table>
<thead>
<tr>
<th>Summary of Reductions by Category:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Benefits</td>
<td>$ 729,322</td>
</tr>
<tr>
<td>Non-Personnel *</td>
<td>108,678</td>
</tr>
<tr>
<td>Total</td>
<td>$ 838,000</td>
</tr>
</tbody>
</table>

Summary of Reductions by Unit:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intercollegiate Athletics</td>
<td>$ 510,000</td>
</tr>
<tr>
<td>McClure Center</td>
<td>32,000</td>
</tr>
<tr>
<td>Civil Rights &amp; Investigations</td>
<td>49,000</td>
</tr>
<tr>
<td>General Counsel *</td>
<td>110,000</td>
</tr>
<tr>
<td>Equity &amp; Diversity *</td>
<td>137,000</td>
</tr>
<tr>
<td>Total</td>
<td>$ 838,000</td>
</tr>
</tbody>
</table>

* Negative base reserve budgets will be entered into the system for portions of permanent holdback targets not specifically identified for FY 20201 – total of $72,567. These amounts have been included in “Non-Personnel” for the purpose of this update.
The plan for Provost/Academic Affairs has been approved by President Green and Academic Budget and Planning is in the process of reviewing detailed reduction templates prior to submittal to University Budget and Planning for processing.

Summary of Reductions by Category – Subject to change upon final review:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Benefits</td>
<td>$12,604,340</td>
</tr>
<tr>
<td>Non-Personnel</td>
<td>$3,439,888</td>
</tr>
<tr>
<td>Total *</td>
<td>$16,044,228</td>
</tr>
</tbody>
</table>

* Note: Additional reductions above the $15.74M target will be held within Academic Affairs to be used toward ORIP and VSIP incentive payments and then returned to units after the three-year payout.

Summary of Reductions by Unit:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs</td>
<td>370,868</td>
</tr>
<tr>
<td>Strategic Enrollment Management</td>
<td>58,183</td>
</tr>
<tr>
<td>Vice Provost for Faculty</td>
<td>43,509</td>
</tr>
<tr>
<td>Vice Provost for Academic Initiatives</td>
<td>247,539</td>
</tr>
<tr>
<td>University Outreach – Boise</td>
<td>0</td>
</tr>
<tr>
<td>University Outreach – Idaho Falls</td>
<td>344,845</td>
</tr>
<tr>
<td>University Outreach – Northern Idaho</td>
<td>221,428</td>
</tr>
<tr>
<td>Provost/Executive Vice President</td>
<td>362,542</td>
</tr>
<tr>
<td>General Library</td>
<td>1,208,955</td>
</tr>
<tr>
<td>College of Graduate Studies</td>
<td>1,230,776</td>
</tr>
<tr>
<td>College of Art &amp; Architecture</td>
<td>708,330</td>
</tr>
<tr>
<td>College of Science</td>
<td>2,239,870</td>
</tr>
<tr>
<td>College of Law</td>
<td>438,019</td>
</tr>
<tr>
<td>College of Natural Resources</td>
<td>1,141,600</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>2,687,279</td>
</tr>
<tr>
<td>College of Education, Health &amp; Human Sciences</td>
<td>860,565</td>
</tr>
<tr>
<td>College of Business &amp; Economics</td>
<td>919,152</td>
</tr>
<tr>
<td>College of Agricultural &amp; Life Sciences</td>
<td>676,199</td>
</tr>
<tr>
<td>College of Letters, Arts &amp; Social Sciences</td>
<td>2,284,570</td>
</tr>
<tr>
<td>Retained for ORIP / VSIP</td>
<td>(304,228)</td>
</tr>
<tr>
<td>Total</td>
<td>$15,740,000</td>
</tr>
</tbody>
</table>
2030 – DIVISION OF FINANCE & ADMINISTRATION: In process

The plan for DFA has been approved by President Green. A portion of the detailed reduction templates have been submitted to University Budget and Planning with the remainder due by March 15.

Summary of Reductions by Category:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Benefits</td>
<td>$2,681,268</td>
</tr>
<tr>
<td>Non-Personnel</td>
<td>$509,732</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,191,000</strong></td>
</tr>
</tbody>
</table>

Summary of Reductions by Unit:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Budget &amp; Planning</td>
<td>$154,000</td>
</tr>
<tr>
<td>Security</td>
<td>44,000</td>
</tr>
<tr>
<td>Administrative Operations</td>
<td>379,000</td>
</tr>
<tr>
<td>Controller</td>
<td>470,000</td>
</tr>
<tr>
<td>Human Resources</td>
<td>273,000</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>1,770,000</td>
</tr>
<tr>
<td>Finance</td>
<td>101,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,191,000</strong></td>
</tr>
</tbody>
</table>

2040 – INFORMATION TECHNOLOGY SERVICES: Complete

The plan for ITS has been approved by President Green. The detailed reduction template has been submitted to University Budget and Planning and has been entered into the system.

Summary of Reductions by Category:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Benefits (includes Temp Help)</td>
<td>$1,246,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,246,000</strong></td>
</tr>
</tbody>
</table>

Summary of Reductions by Unit:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Innovation</td>
<td>$434,295</td>
</tr>
<tr>
<td>Customer Engagement</td>
<td>372,971</td>
</tr>
<tr>
<td>Project &amp; Portfolio Management</td>
<td>202,230</td>
</tr>
<tr>
<td>Enterprise Applications</td>
<td>196,385</td>
</tr>
<tr>
<td>ITS Administration</td>
<td>40,119</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,246,000</strong></td>
</tr>
</tbody>
</table>
The plan for University Research has been approved by President Green. The detailed reduction template has been submitted to University Budget and Planning for review and processing.

Summary of Reductions by Category:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Benefits</td>
<td>$ 831,110</td>
</tr>
<tr>
<td>Non-Personnel</td>
<td>153,890</td>
</tr>
<tr>
<td>Total</td>
<td>$ 985,000</td>
</tr>
</tbody>
</table>

Summary of Reductions by Unit:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Centers &amp; Institutes</td>
<td>$ 241,410</td>
</tr>
<tr>
<td>University Research</td>
<td>743,590</td>
</tr>
<tr>
<td>Total</td>
<td>$ 985,000</td>
</tr>
</tbody>
</table>