

FACULTY SENATE MINUTES

May 3, 2018

Call to order: A special session meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the University Commons on May 3, 2018. The meeting convened at 3:30pm. with President Dan Hallock presiding.

Proxies: President Hallock recognized the following proxies: Jeffrey Bibbee for Sarah Franklin (Department of History), Amy Butler for Leigh Stanfield (Library Services), Lee Raney for Jessica Stovall (Mathematics), Sandra Loew for Karen Townsend (Department of Counselor Education), Brian Thompson for Richard Statom (Physics and Earth Science), Cheryl Price for Alaina Reid (English) and Jeremy Stafford for Tim Butler (Management and Marketing)

Members in attendance: David Brommer, Lisa Clayton, Amanda Coffman, John Hodges, Wes Davenport, Nikita Duke, Suzanne Duvall-Zurinsky, Leah Graham, Mark Greer, Felecia Harris, Scott Infanger, Corey Cagle, Ian Loeppky, Ansley Quiros, Glen Marvin, John McGee, Rachel McKelvey, Janet McMullen, Prema Monteiro, Laura Williams, Katie Owens-Murphy, Terry Richardson, Lee Renfro, Craig Robertson, Mark Terwilliger, Chandler Bridges, Thomas Lukowicz, Jessica Stovall, Alexander Takeuchi, Jason Watson, Pete Williams, Tammy Winner, Rachel Winston and Ryan Zayac.

Members not in attendance (without proxy): Rae Atencio (Military Science).

Approval of agenda: Faculty Senate President Hallock requested a motion to approve the agenda for the May 3, 2018 special session meeting. Senator Watson moved approval of the agenda. Senator Zayac seconded the motion.

The agenda was unanimously approved.

New Business:

The special session meeting was convened so the Faculty Senate could address a proposal from the Faculty/Staff Welfare Committee to change the current tuition remission policy for faculty and staff that, if approved, would go into effect Fall, 2019.

Related to the new proposal, Mr. Evan Thornton presented the following points:

1. 100% of tuition will be covered for dependents of UNA employees but students would not receive scholarships but could receive endowed scholarships if awarded by academic departments.
2. The proposed policy would exclude dependents of UNA employees from tuition remission (affecting 15-20 employees) that attended other institutions. Parents of these dependents could not take advantage of tuition if the dependents chose to enroll in summer courses.
3. The proposed policy would continue to provide tuition benefits for UNA employee's dependents where those UNA employees died during their service and where UNA employees might retire.

4. The proposed policy would provide this benefit for the dependents of UNA employees for nine non-consecutive semesters.
5. The proposed policy would not absolve the dependents of UNA employees from course fees.

A number of questions were raised related to departmental scholarships applied to dependents of UNA employees, the proposed policy's detrimental effect on UNA employees whose children attended other schools, and the impact of the proposed policy on the newly developed accelerated masters program (AMP) where students pay undergraduate tuition for graduate courses.

There was no motion from the floor to vote on this proposal but the proposal would be brought back to the Faculty Senate for discussion at its first meeting of the 2018-2019 academic year.

Adjourn: Senator Richardson made a motion to adjourn. Senator Infanger seconded the motion. The meeting adjourned at 4:15pm.

Appendix A

**Agenda of the Faculty Senate
Special Session
May 3, 2018
University Commons Room 330**

- I. Call to Order
- II. Proxies
- III. Approval of Agenda
- IV. New Business
 - A. Proposal from the Faculty/Staff Welfare Committee for Revisions to the Tuition Remission Policy.
- V. Adjourn

Old Version

TUITION REMISSION

As a part of its fringe benefit package, the University of North Alabama provides remission of tuition and fees to eligible employees and to their spouses and qualified dependent children.

Eligibility guidelines for this benefit include, but are not limited to, the following:

- Must be a full-time, regular employee in active status who has been in such status with the University for at least one full year; or
- Must be an adjunct, limited to employee-only remission (no spouse or dependent child benefit); or
- Must be a part-time, regular employee for which remission is proportional to his/her specific appointment with the University; and
- Must be employed at the University at the beginning of the semester in which the individual is enrolled; or
- Must be a retiree of the University; or
- Must be the eligible spouse or dependent of an employee who died while in eligibility status for this benefit.

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Employees who wish to take advantage of this benefit must submit the designated electronic form by the appropriate deadline. The Office of Student Accounts establishes an application deadline each semester, and the Office of Human Resources notifies all employees of the same.

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Dependent Children

The University pays three quarters provides remission for 100% of the basic tuition or part-time regular course tuition and fees (excluding all fees and related charges, i.e., books, supplies, room, and board) for enrollment in the undergraduate program at the University of North Alabama for eligible children of eligible full-time regular employees, and retirees having had such employment status prior to retirement.

Commented [WCD1]: Retirees are address later in the policy.

Qualifying children are eligible for the remission of tuition remission benefit if a parent meets the eligibility guidelines above is employed on a continuous full-time, regular basis at the University at the beginning of the semester in which the dependent child will be enrolled.

In order for the remission of tuition benefit to continue, the employee must be employed on a continuous full-time, regular basis by the University at the beginning of each enrollment period. A leave of absence, other than that for illness, disability, or active military service is not counted as uninterrupted service. Failure to teach in any summer term does not break the continuity of employment.

Commented [WCD2]: Stated above

Commented [WCD3]: Stated below

Eligible children are those who meet all the following conditions:

Be the natural children, stepchildren, or legally adopted children of the eligible employee or retiree who:

- have not reached their 25th birthday prior to the term for which they will next enroll;
- are unmarried; and
- are dependents of the employee as determined by eligibility for federal income tax purposes, or by a qualified child support order, or by other appropriate definitions (birth certificate, certificate of adoption, marriage certificate (for stepchildren), etc.);
- have not received or completed requirements for a baccalaureate or equal degree from a four-year degree granting institution; and
- are eligible for admission and matriculation under existing university policies.

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Stepchildren and legally adopted children must have had this status for at least one full year at the time of enrollment to be eligible for this benefit;

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Not more than six calendar years may expire between the first and last enrollment under this program.

This benefit is limited to a maximum of nine semesters. Enrollment for any credit during a spring or fall term constitutes a full term of entitlement. Summer and interim terms are counted as one-half of a semester for this purpose.

Dependent children may take up to nine semester hours of credit during the summer sessions and be charged with half a semester of eligibility for the remission of tuition. Ten semester hours or more during the summer will be charged as one semester of eligibility.

Full-time, regular faculty, staff, and qualified retirees who wish to take advantage of this benefit must apply for each person/child to be enrolled each semester by submitting the designated electronic form prior to the appropriate deadline. The Office of Human Resources and Affirmative Action establishes an application deadline each semester and notifies all employees of the same.

Employees

There is a full remission of tuition and fees for both graduate and undergraduate level courses taken at the University of North Alabama by eligible employees of the University.

- Employees must be employed at the University at the beginning of the semester in which the individual is enrolled.
- A leave of absence, other than that for illness, disability, faculty development leave, or active military service, is not counted as uninterrupted service classifies an employee inactive status.
- Failure to teach in any summer term does not affect this benefit provided that the employee has a contract for employment for the subsequent fall term.
- Individuals wishing to apply for remission of tuition and fees must be admitted to the University prior to the initial registration and must be eligible to register for each term in which a course is to be taken.
- Courses for employees under this benefit are available only on a space available basis. Courses must be registered for during late registration. The late registration fee is waived. If employees

register prior to late registration, their registration will be voided, and they will have an opportunity to re-enroll during late registration on a space-available basis.

- Regular-Eligible employees may take no more than six credit hours during the fall and spring terms any school term under this benefit, and six credit hours may be taken during the summer sessions.
- The maximum amount the University will pay on behalf of a qualifying employee for remission of tuition and fees per semester shall not exceed the cost for six credit hours of undergraduate or graduate classes. The employee will be responsible for all costs incurred in excess of this allocation.
- Remission of tuition and fees for special programs of study scheduled outside the regular fall semester and spring terms semester and summer sessions will be limited to: (1) 1.5 course hours per four weeks; or, (2) six graduate course hours per each four months (16 weeks); or, (3) two graduate or two undergraduate courses (three hours each) during each of the fall and spring and summer terms. No more than two courses (regardless of the number of hours) can be claimed for remission of tuition benefits during any four month period. Course hours taken shall not exceed 18 hours per calendar year. The maximum amount paid for a course hour for special programs or study (undergraduate or graduate) will be the standard amount for a regular graduate course hour.
- A class may be audited if approved by the supervisor and department head.
- Upon the recommendation of the supervisor and department head, an employee may be given special permission to take two continuing education courses each semester in lieu of two regular graduate or undergraduate courses, if the course is compatible with the employee's duties. The total number of courses cannot exceed two per term.
- With the approval of his or her supervisor, a staff employee may be permitted to take a course under this benefit during the normal workday or during the one-hour lunch break. When a course is taken during the normal workday, the time spent for class, laboratory, or other required attendance is charged against the employee's accrued absence leave and/or annual leave as directed by the employee. Employees in this classification may not take a course that requires them to be away from their regular work station during the normal workday for more than one hour and thirty minutes on any day (other than for a final examination) or when it is the judgment of their immediate supervisor that their work cannot be left unattended.
- Faculty may not take a course that conflicts with their teaching schedule.
- Employees who wish to take advantage of this benefit must submit the designated electronic form by the appropriate deadline. The Office of Student Accounts establishes an application deadline each semester, and the Office of Human Resources and Affirmative Action notifies all employees of the same.
- The approval authority for employee remission of tuition and fees is the employee's immediate supervisor.
- When the employee's Remission of Tuition Application is approved, the employee receives an email notifying him/her of the approval.
- Part-Time or temporary employees are not eligible for this benefit.

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Spouses

The spouse of an eligible employee or qualifying retiree is eligible for remission of tuition and fees for one course per fall and spring semester and summer sessions under the same provisions as stipulated for employees above, except for continuing education courses.

Remission of tuition for special programs of study for a qualifying spouse will be one half that of an employee.

Retirees

Retirees of the University are eligible for remission of tuition under the same provisions as those stipulated for employees above, except for continuing education courses.

Adjunct Faculty

An adjunct faculty member teaching one or more three-hour courses during a semester is eligible for remission of tuition during the employment period under the same provisions as stipulated for full-time, regular employees above.

Part-Time or Temporary Employees

A part-time or temporary employee is eligible for employee-only remission of tuition under the same provisions as stipulated for employees above.

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General Remission of Fees Information

- The employee's failure to submit an electronic form for remission of tuition for dependent children, spouse, or self, prior to the deadline, may result in the employee's forfeiting his or her eligibility to receive the remission of tuition benefit for the covered academic semester.
- The remission of tuition benefit is in the form of a remission and is not paid in cash and is also not refunded in the event of withdrawal.
- Employees, spouses, or eligible dependents who are eligible for a university-related scholarship must waive the remission benefit if the scholarship is accepted.
- If an employee's employment is terminated, remission of tuition for the individual, his/her dependent children, and spouse will be discontinued as of the date of termination. If a child, spouse, or employee is enrolled in a course at the time of termination, the University must be reimbursed for a prorated share of the fees covered by the remission of tuition benefit in order to continue in the course.
- An employee's benefits under this policy cannot be combined with the Early Scholars College Program.
- An employee or retiree cannot combine his or her benefit under this policy with that of a spouse as listed above.
- A retiree employed by the University in an adjunct or temporary capacity cannot combine his/her benefits as an employee and a retiree.
- Remission of tuition and fees is not provided for courses taken during the summer terms for employees, spouses, dependent children, or retirees.

Proposed Version

TUITION REMISSION

As a part of its fringe benefit package, the University of North Alabama provides remission of tuition and fees to eligible employees and to their spouses and qualified dependent children.

Eligibility guidelines for this benefit include, but are not limited to, the following:

- Must be a full-time, regular employee in active status who has been in such status with the University for at least one full year; or
- Must be an adjunct; limited to employee-only remission (no spouse or dependent child benefit); or
- Must be a part-time, regular employee for which remission is proportional to his/her specific appointment with the University; and
- Must be employed at the University at the beginning of the semester in which the individual is enrolled; or
- Must be a retiree of the University; or
- Must be the eligible spouse or dependent of an employee who died while in eligibility status for this benefit.

Employees who wish to take advantage of this benefit must submit the designated electronic form by the appropriate deadline. The Office of Student Accounts establishes an application deadline each semester, and the Office of Human Resources notifies all employees of the same.

General Remission of Fees Information

- The employee's failure to submit an electronic form for remission of tuition for dependent children, spouse, or self, prior to the deadline, may result in the employee's forfeiting his or her eligibility to receive the remission of tuition benefit for the covered academic semester.
- The remission of tuition benefit is in the form of a remission and is not paid in cash and is also not refunded in the event of withdrawal.
- Employees, spouses, or eligible dependents who are eligible for a university-related scholarship must waive the remission benefit if the scholarship is accepted.
- If an employee's employment is terminated, remission of tuition for the individual, his/her dependent children, and spouse will be discontinued at the end of the term.
- An employee's benefits under this policy cannot be combined with the Early College Program.
- An employee or retiree cannot combine his or her benefit under this policy with that of a spouse as listed above.
- A retiree employed by the University in an adjunct or temporary capacity cannot combine his/her benefits as an employee and a retiree.
- Remission of tuition and fees is not provided for courses taken during the summer terms for spouses, dependent children, or retirees.

Employees

There is a full remission of tuition and fees (up to the current IRS limit) for both graduate and undergraduate level courses taken at the University of North Alabama by eligible employees of the University.

- A leave of absence, other than that for illness, disability, faculty development leave, or active military service classifies an employee inactive status.
- Failure to teach in any summer term does not affect this benefit provided that the employee has a contract for employment for the subsequent fall term.
- Individuals wishing to apply for remission of tuition and fees must be admitted to the University prior to the initial registration and must be eligible to register for each term in which a course is to be taken.
- Courses for employees under this benefit are available only on a space available basis. Courses must be registered for during late registration. The late registration fee is waived. If employees register prior to late registration, their registration will be voided, and they will have an opportunity to re-enroll during late registration on a space-available basis.
- Eligible employees may take no more than six credit hours per semester under this benefit.
- The maximum amount the University will pay on behalf of a qualifying employee for remission of tuition and fees per semester shall not exceed the cost for six credit hours of undergraduate or graduate classes. The employee will be responsible for all costs incurred in excess of this allocation.
- Course hours taken shall not exceed 18 hours per calendar year. The maximum amount paid for a course hour for special programs or study (undergraduate or graduate) will be the standard amount for a regular graduate course hour.
- A class may be audited if approved by the supervisor and department head.
- Upon the recommendation of the supervisor and department head, an employee may be given special permission to take two continuing education courses each semester in lieu of two regular graduate or undergraduate courses, if the course is compatible with the employee's duties. The total number of courses cannot exceed two per term.
- With the approval of his or her supervisor, a staff employee may be permitted to take a course under this benefit during the normal workday or during the one-hour lunch break. When a course is taken during the normal workday, the time spent for class, laboratory, or other required attendance is charged against the employee's accrued absence leave and/or annual leave as directed by the employee. Employees in this classification may not take a course that requires them to be away from their regular work station during the normal workday for more than one hour and thirty minutes on any day (other than for a final examination) or when it is the judgment of their immediate supervisor that their work cannot be left unattended.
- Faculty may not take a course that conflicts with their teaching schedule.
- The approval authority for employee remission of tuition and fees is the employee's immediate supervisor.
- When the employee's tuition remission application is approved, the employee receives an email notifying him/her of the approval.
- Temporary employees are not eligible for this benefit.

Dependent Children

The University provides remission for 100% of the basic tuition and fees (excluding related charges, i.e., books, supplies, room, and board) for enrollment in undergraduate courses at the University of North Alabama for eligible children of eligible full-time regular employees. Qualifying children are eligible for the tuition remission benefit if a parent meets the eligibility guidelines above.

Eligible children are those who meet all the following conditions:

Be the biological children, stepchildren, or legally adopted children of the eligible employee who:

- are dependents of the employee as determined by eligibility for federal income tax purposes, by a qualified child support order, or by other appropriate definitions (birth certificate, certificate of adoption, marriage certificate (for stepchildren), etc.) ;
- have not received or completed requirements for a baccalaureate or equal degree from a four-year degree granting institution; and
- are eligible for admission and matriculation under existing university policies.

This benefit is limited to a maximum of nine semesters. Enrollment for any credit during a spring or fall term constitutes a full semester of entitlement.

Spouses

The spouse of an eligible employee is eligible for remission of tuition and fees for one course per fall and spring semester under the same provisions as stipulated for employees above, except for continuing education courses.

Approved by the Board of Trustees, May 11, 1979

Last Revision, March 16, 2007

Proposed Changes, As Proposed by the Faculty/Staff Welfare Committee March 8, 2018