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MEMORANDUM

To: Julio Frenk
University President

From: Tomás A. Salerno
Chair, Faculty Senate 

Date: April 21, 2017

Subject: Faculty Senate Legislation #2016-55(D) – Faculty Senate Administrative Services Committee Annual Report and Recommendations

The Faculty Senate, at its April 19, 2017 meeting, voted unanimously to accept the Administrative Services Committee Annual report and recommendations regarding access to computers by retiring and/or retired faculty, and consider offering an accommodative transportation program on campus for those faculty with long- or short-term disabilities.

The report and recommendations are now forwarded to you for your information.

TAS/rh

Enclosure

cc: Thomas LeBlanc, Executive Vice President and Provost
Larry Marbert, Vice President, Real Estate and Planning

Committee Guidelines

The ADMINISTRATIVE SERVICES COMMITTEE monitors and reviews, either on its own, upon request by the Chair of the Senate, or upon request of a faculty member, the administrative services of the University. One of the committee's goals shall be to improve the efficiency of administrative services. In order to avoid lengthy delays, the chair of the committee may deal directly with the Office of the Executive Vice President and Provost on procedural matters.

Committee Membership:

Anthony Roberson (Chair)	Mark Friedman	Marc Gellman
Deborah Mash	Nina Miville	Vanessa Rodriguez
Ji Shen	Alecia Stein	

Committee Activities:

During the 2016-2017 the Committee met in December 2016 on the Coral Gables campus to set the agenda for the academic year. An oral report to the Faculty Senate General Welfare Committee (GWC) was provided by Anthony Roberson, Chair, specifically related to the progress of one new issue and one old issue submitted to the Administrative Services Committee. After receiving feedback from the GWC, the Committee then met in February and March 2017, both times on the Coral Gables campus.

Two issues were addressed and researched by the Administrative Services Committee during the 2016-2017 academic year.

- I. **Issue Addressed:** Access to computers (software and hardware) by retiring and/or retired faculty at the University of Miami.

Research into the Issue: The committee investigated if any peer universities offer a program in which retiring faculty are either, provided the option of purchasing the computer used during their time on faculty, or continued access to software. We discovered that peer universities do provide access to computers for retiring and retired faculty on campus. This is particularly of interest to those who desire to continue their research and scholarly work into retirement. However, we could not find any university (among seven that were investigated) that allow faculty to actually purchase their office computer upon retirement from their university.

Proposed Recommendation from the Committee to the GWC: In terms of providing a retiring faculty member the option of purchasing the computer they used while a faculty member at the University of Miami, the committee wishes to defer this decision to the university administration and the individual schools/departments, as it becomes an issue of resources and should be determined on a case by case basis. However, the committee would like to suggest that retiring faculty be provided the option of purchasing new computers at a reduced price through the UM bookstore, similar to what is currently provided students and other faculty. In terms of the computer software, the committee have no reservations in recommending that retiring faculty have access to the software programs they

utilized while a full-time faculty member at the University, especially if this does not violate software licensing laws or creates potential agreement conflicts between the University and the software companies.

- II. Issue Addressed:** Difficulties encountered by faculty with disabilities in securing accommodative transportation when going to meetings or events that take place on campus.

Research in the Issue: The Committee received information from Chris Pitts (Workplace Equity & Performance Office) that there are currently no accommodative transportation services at UM for faculty. The Committee posed the question to Mr. Pitts if the use of golf carts was a viable solution, and the response was that the University currently does not have liability insurance to offer this service. However, a solution by Mr. Pitt's office was that if a faculty member needed accommodative services, a request form may be completed online, and if supportive documentation from a healthcare provider that confirms the accommodative need. Depending on the results of the review of the request, a temporary parking decal may be provided to the faculty member for another parking area on campus, thereby covering the ability of the faculty to park almost anywhere on campus.

On January 18, 2017 Dr. Roberson, Chair of the Administrative Services Committee, presented an oral update to the GWC. At that meeting, GWC members suggested that the Committee explore what other universities currently offer in terms of accommodative transportation programs. Per the GWC's request, the Committee researched six random universities to determine if they provide the stated accommodative services for their faculty. The six universities varied not only in terms of overall student enrollment but also in geographical layout. There were three quite similar in size (both in student population and geography) to the University of Miami. We found that all six of the randomly chosen universities in fact did provide accommodative services quite similar to that of the original request.

Proposed Recommendation from the Committee to the GWC: The members of the Administrative Services Committee are in agreement that the University should consider offering an accommodative transportation program for those faculty with either long-term or short-term disabilities that prohibit easy mobility on campus, especially when the need to travel from various sites on campus are necessary during this disability period.

Respectively submitted by:
Anthony James Roberson
Administrative Services Committee Chair
April 1, 2017