

**Faculty Senate Meeting**  
Minutes of  
**April 18, 2019**

William Self, chair, called the meeting to order at 4:02 p.m. The roll was circulated for signatures.

**MINUTES**

A motion to approve the minutes of March 21, 2019 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Allison Hurtado, Assistant Director of Marketing and Communications, Faculty Excellence  
Jana Jasinski, Vice Provost for Faculty Excellence

Christine Dellert, Deputy Chief of Staff for Communications and Operations, Office of the President

Amanda Major, Instructional Designer, Division of Digital Learning

Aimee Denoyelles, Instructional Designer, Division of Digital Learning

Chad Macuszonok, Assistant Director of IT Business Services, Office of Research

Chris Meholic, Projects and Planning Manager, Office of Research

Dorothy Yates, Associate Vice President, Office of Research

Liz Klonoff, Vice President of the Office of Research

**ANNOUNCEMENTS**

The senators introduced themselves to start getting familiar with everyone from different colleges.

Dr. Self congratulated senators Timothy Hawthorne, Murat Kizildag, and Daniel Topping for their recent promotion to Associate Professor. Dr. Self also congratulated Andre Gesquiere and Gergana Vitanova for promotion to Professor and Tina Buck for promotion to Associate University Librarian. Welcomed the faculty from the College of Graduate Studies are now serving as senators and congratulated and welcomed those faculty in the positions of Instructors and Lecturers newly elected to the Faculty Senate.

Dr. Self informed the senators of house bill 839 that calls for the Board of Governors to conduct annual surveys of faculty, students, and administrators to gauge intellectual freedom. This bill passed the Higher Education Appropriations Subcommittee and is now in the Education Committee before going to the floor. Dr. Self also indicated that the Board of Governors recently signed a statewide statement on [Freedom of Expression](#).

Dr. Self yielded the floor to interim President Thad Seymour for comments and an update.

**OLD BUSINESS**

None.

## **REPORT OF THE PRESIDENT**

President Seymour indicated that the role of the Faculty Senate is critical to the university and looks forward to the academic year. Suggested that the community strongly supports the university and its contributions to the community. The policy discussions continue in the State Legislature regarding funding. The President discussed four initial priorities in moving UCF forward. First, strengthening operations is imperative which includes hiring a long-term interim Chief Financial Officer (CFO). Misty Shepherd has agreed to serve as the interim CFO until a long-term interim is appointed. Secondly, is to rebuild trust. We have made progress in building external trust; now we must focus on building internal trust. The third is to expand resources to complete our mission including internal and philanthropy. The fourth priority is investing in excellence. Our impact is driven by scale in excellence in the classroom, laboratory, role in the community, and service mission. A key to excellence is making sure the university has the right long-term enrollment strategy. An enrollment task force is being launched this summer to ensure the right mix of students over the next five to ten years. The general opinion within the academic units is that the Compensation and Classification project did not go well. We will focus on hiring the best people, assessing performance, promotion and pay, training, and address non-performing staff.

The Board of Trustees will launch a presidential search in the Fall for with the expectation of a July 1 start date.

## **REPORT OF THE PROVOST**

Dr. Dooley welcomed the senators new to the Senate and thanked the senators for their leadership. Thanked the Senate chair for advocating on behalf of faculty, the Steering Committee members, and chairs of the Senate committees. The Provost inspires to have a dialog with the Senate by providing continuous opportunities for faculty engagement. Dr. Dooley is committed to the leadership of the Faculty Senate in how we meet the needs of faculty. The Provost indicated that a provost's office has assigned an employee with tracking the status of the implementation decisions and implementation to respond to the Senate.

### Dean Search

The College of Health Professions and Sciences dean search has concluded. The provost will meet with the college leadership tomorrow before making the announcement public.

Dean Saleh Bahaa from the College of Optics and Photonics has expressed a desire to return to faculty. Dean Georgiouplous will chair the search committee. More details will follow.

### Comments and Questions

Comment: Would like to see the Provost and President meet with departments for conversations.

Response: The President indicated that he has already started meetings with departments in small groups, more will follow.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### Faculty Senate Overview

Dr. Self provided a presentation with the basic understanding of the Faculty Senate and the governance role of faculty senators in perspective with the State governance system. Dr. Self encouraged the senators to review the Faculty Constitution which is the governance structure for faculty.

Question: Early in the academic year you indicated you were going to attend the Collective Bargaining meetings, did that occur?

Answer: Yes, I attended several sessions as an observer and encourage all faculty to attend the meetings.

### Election of Officers

Dr. Koons, chair of the nominating committee presented the slate of officers for the 2019-2020 Senate confirmed by the Steering Committee. The Nominating Committee recommended a new slate of nominees; William Self for chair, Bari Hoffman Ruddy for vice chair, and Linda Walters for secretary. All candidates agreed to the nominations. Dr. Koons called for additional nominations from the floor. There were no nominations from the floor.

Motion and second made close the nominations and vote on the slate of officers by acclamation. All in favor; motion carried.

The officers elected for the 2019-2020 Senate are:

Chair: William Self, College of Medicine

Vice Chair: Bari Hoffman Ruddy, College of Health Professions and Sciences

Secretary: Linda Walters, College of Sciences

Dr. Self thanked Bari Hoffman Ruddy and Linda Walters for their service and indicated that he is humbled by the support of the faculty.

### Advance Notification of Resolutions brought forward by Steering for the September 5 Faculty Senate Meeting.

Dr. Self noted that the following resolutions result in changes to the Faculty Senate Bylaws. The resolutions are presented today to allow 30 days to review the resolutions prior to discussion at the September 5 meeting followed by possible amendment and vote at the October 3 Senate meeting.

### *Resolution 2019-2020-1 Faculty Senate Bylaw Change – Promotion Procedures for Non-Tenure Earning Faculty*

This resolution is brought forward by the Personnel Committee regarding the promotion of non-tenure earning clinical, research, and medical librarian faculty. Right now some non-tenure earning positions go to the University Promotion & Tenure Committee for

review while others don't. The resolution has all non-tenure earning promotion candidates bypass the University Promotion & Tenure Committee and deletes the membership for the committee regarding non-tenure earning faculty.

*Resolution 2019-2020-2 Faculty Senate Bylaw Change – Nomination and Election*

This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions and clarifies that an open call for nominations is expected and communicates alternates to an election.

*Resolution 2019-2020-3 Faculty Senate Bylaw Change – Committee Membership*

This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions. The resolution removes old language referring to multi-year appointments and the requirement of tenured or tenure-earning faculty membership to specific committees.

*Resolution 2019-2020-4 Faculty Senate Bylaw Change – Standard Agenda*

This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions to modify the standard Senate Agenda to include a report of the Senate chair, report of the President, and Campus Climate report. The Campus Climate report is an opportunity for other UCF divisions and the union to provide an update scheduled by the Steering Committee.

Resolution 2019-2020-5 Travel Policy Guidelines for Faculty

This resolution is brought forward by the Personnel Committee and asks the Finance and Accounting Department to develop a clear set of guidelines in consultation with faculty for faculty traveling on UCF business. The current Guidelines have a section for faculty, approvers, and processors that are intermingled and unclear.

Motion and second to approve Resolution 2019-2020-5 Travel Policy Guidelines for Faculty. Open for discussion.

Comment: Need clarity on the intent of lines 21 and 22.

Comment: A senator suggested the Be it resolved be re-written and clarified.

Dr. Self laid the motion on the table temporarily to allow time to formulate new language. The floor was yielded to the UCF Rising Presentation.

Motion to take the motion from the table. Motion and second to strike and replace the Be it resolved clause:

~~Be it resolved that the Finance and Accounting Department will develop a clear set of Guidelines in consultation with faculty for faculty traveling on UCF business, that will clearly explain to the faculty what procedures, information and documentation they must supply while requesting approval of their travel and what reimbursements and under what conditions faculty are entitled to them when submitting a report after travel completion.~~

“Be it resolved that the Finance and Accounting Department, in consultation with faculty, will develop a clear set of guidelines for faculty traveling on UCF business. The guidelines will clearly explain to the faculty the procedures and policies for travel, including information or documentation required for travel approval or reimbursement, policies to be followed while traveling, what reimbursements may be claimed and any conditions thereon, and how to be reimbursed.”

Question: Are we listing examples or an inclusive list of what needs to be included?

Answer: Trying to mimic what was in the original motion.

Vote: All in favor; motion passed.

Motion and second to approve Resolution 2019-2020-5 Travel Policy Guidelines for Faculty as amended. A member asked for another reading of the Be it resolved clause.

Comment: We are faculty focused, but these guidelines apply to everyone at UCF.

Response: Dr. Self noted during the Steering Committee meeting that we were asking for clarity on faculty travel.

Comment: UCF already has a 20-page Travel Guidelines manual. Asked any Personnel Committee members present for clarity on why this resolution is needed.

Response: Units handle and interpret the guidelines differently. The guidelines are also for administrators that administer travel which presents issues for faculty looking for information. There are separate guidelines for Research Initiative Awards resulting in two separate guidelines.

Response: The Personnel Committee completed a straw poll that resulted in varied results. The guidelines are being interpreted and applied differently across the university.

Comment: Concerned about having separate guidelines manuals due to update issues. Might be relevant to ask for Finance and Accounting to provide consistent training to ensure uniformity.

Response: We are looking for better ways to administer travel and to clarify policies.

Question: Will new guidelines and policies supersede the current Travel Guidelines Manual or attached to the existing manual?

Answer: That would be up to administration.

Motion and second to add a Be it further resolved.

“Be it further resolved that the Finance and Accounting Department assess the implementation of travel procedures across the university and take appropriate action to ensure uniformity.”

Comment: There may be a consensus that there already is uniformity across the campus, although there is no uniformity.

Comment: The Be it resolved further is probably the only Be it resolved needed.

Vote: All in favor; motion passes.

Motion and second to amend the Be it resolved with:

“Be it resolved that the Finance and Accounting Department, in consultation with faculty stakeholders, will develop a clear set of guidelines for faculty traveling on UCF business. The guidelines will clearly explain to the faculty traveler the ~~procedures and~~ policies and procedures for travel, including without restriction information or documentation required for travel approval or reimbursement, policies to be followed while traveling, what reimbursements may be claimed and any conditions thereon, and how to be reimbursed.”

Vote: All in favor; motion passes.

Comment: Senator is confused about the resolution wording without seeing the changes.

Motion and second to table the resolution until the senators can see the revisions in writing. Comment made that a senator opposes tabling the resolution.

Motion and second to lay the motion on the table and reconvene after the Senate caucus for Steering and Committee on Committees membership.

Vote: All in favor; motion passes. The Senate caucused for the election of Steering and Committee on committee membership.

The motion was taken from the table. The final proposed resolution amendment to the Be it resolved was displayed on the screen for senators to review. Revised Resolution 2019-2020-5 on the table.

Address existing motion and second to table the resolution.

Vote: All opposed; motion fails.

Question: Existing policy is not working. Are we striking the existing guidelines and formulating new guidelines or amending the existing guidelines?

Response: There is no existing policy; it is a guidelines document.

Comment: I have seen that we are no longer to stay at Air BnB locations, but not in the guidelines, but we need to follow the mandate.

Response: The Air BNB statement was State mandated.

Comment: Finance and Accounting is trying to provide guidelines devised from a State mandated 5,000 pages of rules. All the resolution is asking for is a guideline and the whereas clauses communicate the issues with the current guidelines. All we are asking for is that the guidelines be precise.

Motion and second to remove the first Be it resolved and maybe provide a checklist and consistency.

Vote: Too close to call. Vote by hands called.

Vote by hands: 17 in favor; 20 opposed; motion fails.

Vote for revised Resolution 2019-2020-5: All in favor; motion passes.

#### Establishment of Steering and Committee on Committees

Dr. Self explained the caucus process by which colleges elect members to serve on the Steering Committee and the Committee on Committees in addition to the role of each committee which was emailed with the agenda.

Each college met to caucus and elect members to the Steering Committee. The following senators in addition to the Senate leaders were elected by their colleges to serve on the Steering Committee:

College of Arts and Humanities: Gergana Vitanova and Margaret Ann Zaho

College of Business Administration: Axel Stock

College of Community Innovation and Education: David Mitchell

College of Engineering and Computer Science: Nina Orlovskaya and Yongho Sohn

College of Graduate Studies: Shawn Burke

College of Health Professions and Sciences: Nicole Dawson

College of Medicine: Nyla Dil

College of Nursing: Victoria Loerzel

College of Optics and Photonics: Jim Moharam

College of Sciences: Joseph Harrington and Alfons Schulte

Rosen College of Hospitality Management: Kelly Semrad

University Libraries: Kristine Shrauger

The following Steering Committee members were elected by the senators from their colleges to serve on the Committee on Committees:

College of Arts and Humanities: Gergana Vitanova

College of Business Administration: Axel Stock

College of Community Innovation and Education: David Mitchell

College of Engineering and Computer Science: Nina Orlovskaya

College of Graduate Studies: Shawn Burke

College of Health Professions and Sciences: Nicole Dawson

College of Medicine: Nyla Dil

College of Nursing: Victoria Loerzel

College of Optics and Photonics: Jim Moharam

College of Sciences: Joseph Harrington

Rosen College of Hospitality Management: Kelly Semrad

University Libraries: Kristine Shrauger

#### Call for Topics 2019-2020

The current list of topics identified was distributed with the agenda. Due to time constraints, the solicitation of additional topics was not addressed. The following message was distributed to all senators Friday, April 19 with the Senate attendance.

“The Topics for the 2019-2020 Faculty Senate was distributed with the agenda, but not discussed at the meeting due to time constraints. Issues or problems are gathered from

Steering members, senators, deans, and your colleagues. If you have an issue that likely impacts multiple colleges, please email [fsenate@ucf.edu](mailto:fsenate@ucf.edu). The Steering Committee gathers issues throughout the summer then assigns the issues to the appropriate committees at the August 22 Steering Committee meeting.”

#### UCF Rising Presentation

Dr. Self introduced Elizabeth Klonoff, Dorothy Yates, and Chad Macuszonok from the Office of Research for a presentation on UCF Rising.

Elizabeth Klonoff started the presentation by discussing the faculty involvement in selecting a new system and indicated that UCF is now implementing the new research and administration system. Dorothy Yates provided the background, the governance structure, timeline, and next steps.

Comment: The governance structure includes administrators that approve grants, but no faculty that write the grants.

Response: Dr. Klonoff noted the concern and will address faculty involvement.

Question: Will this replace the ARGIS® research management system software?

Answer: Yes, ARGIS will be replaced for proposal and award submission, but not eCRT. eCRT will be updated for effort reporting.

Question: Is the new limited submission portal part of the Huron research suite?

Answer: The limited submission portal is a separate software package.

Question: Will the grants currently in ARGIS transfer over?

Answer: Active grants and contracts will be transferred to Huron. ARGIS will be available for previous data.

#### **OTHER BUSINESS**

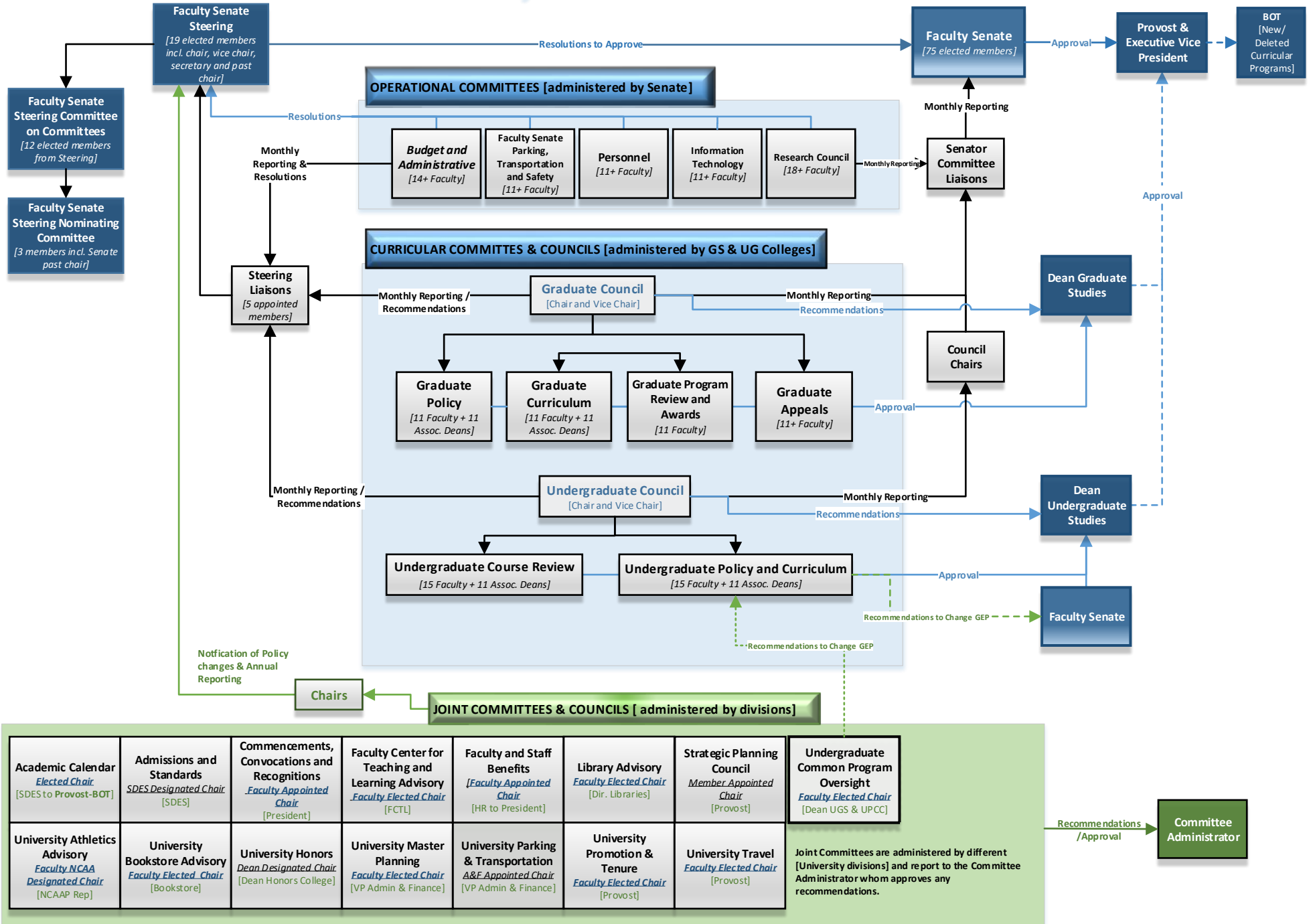
None.

#### **ADJOURNMENT**

The meeting adjourned at 5:15 p.m.



# 2019-2020 Faculty Senate Committees and Councils



<b>Academic Calendar</b> <i>Elected Chair</i> [SDS to Provost-BOT]	<b>Admissions and Standards</b> <i>SDES Designated Chair</i> [SDES]	<b>Commencements, Convocations and Recognitions</b> <i>Faculty Appointed Chair</i> [President]	<b>Faculty Center for Teaching and Learning Advisory</b> <i>Faculty Elected Chair</i> [FCTL]	<b>Faculty and Staff Benefits</b> <i>Faculty Appointed Chair</i> [HR to President]	<b>Library Advisory</b> <i>Faculty Elected Chair</i> [Dir. Libraries]	<b>Strategic Planning Council</b> <i>Member Appointed Chair</i> [Provost]	<b>Undergraduate Common Program Oversight</b> <i>Faculty Elected Chair</i> [Dean UGS & UPCC]
<b>University Athletics Advisory</b> <i>Faculty NCAA Designated Chair</i> [NCAAP Rep]	<b>University Bookstore Advisory</b> <i>Faculty Elected Chair</i> [Bookstore]	<b>University Honors</b> <i>Dean Designated Chair</i> [Dean Honors College]	<b>University Master Planning</b> <i>Faculty Elected Chair</i> [VP Admin & Finance]	<b>University Parking and Transportation</b> <i>A&amp;F Appointed Chair</i> [VP Admin & Finance]	<b>University Promotion &amp; Tenure</b> <i>Faculty Elected Chair</i> [Provost]	<b>University Travel</b> <i>Faculty Elected Chair</i> [Provost]	Joint Committees are administered by different [University divisions] and report to the Committee Administrator whom approves any recommendations.

Committee Administrator

# UCF Faculty Senate



UCF

# The Faculty Senate

- First Faculty Constitution 1971
  - Preamble: “...The University can only function properly when goodwill is nurtured and maintained by the President, the administrators, and the faculty...”
- The Faculty Constitution provides a structure for faculty governance.

# The Role of the Senate

- The Senate serves as a forum for the mutual exchange of ideas between faculty and administration.
- Advisory body to the president and provost.
- Collaborates and make recommendations to administration on matters which concern colleges, schools or other major academic units, or which are otherwise of general university interest.

# The Role of the Senate

- Operates according to the principles of shared governance.
- The Senate consists of 75 elected faculty equitably apportioned among and representing academic units.



# The Role of the Senate

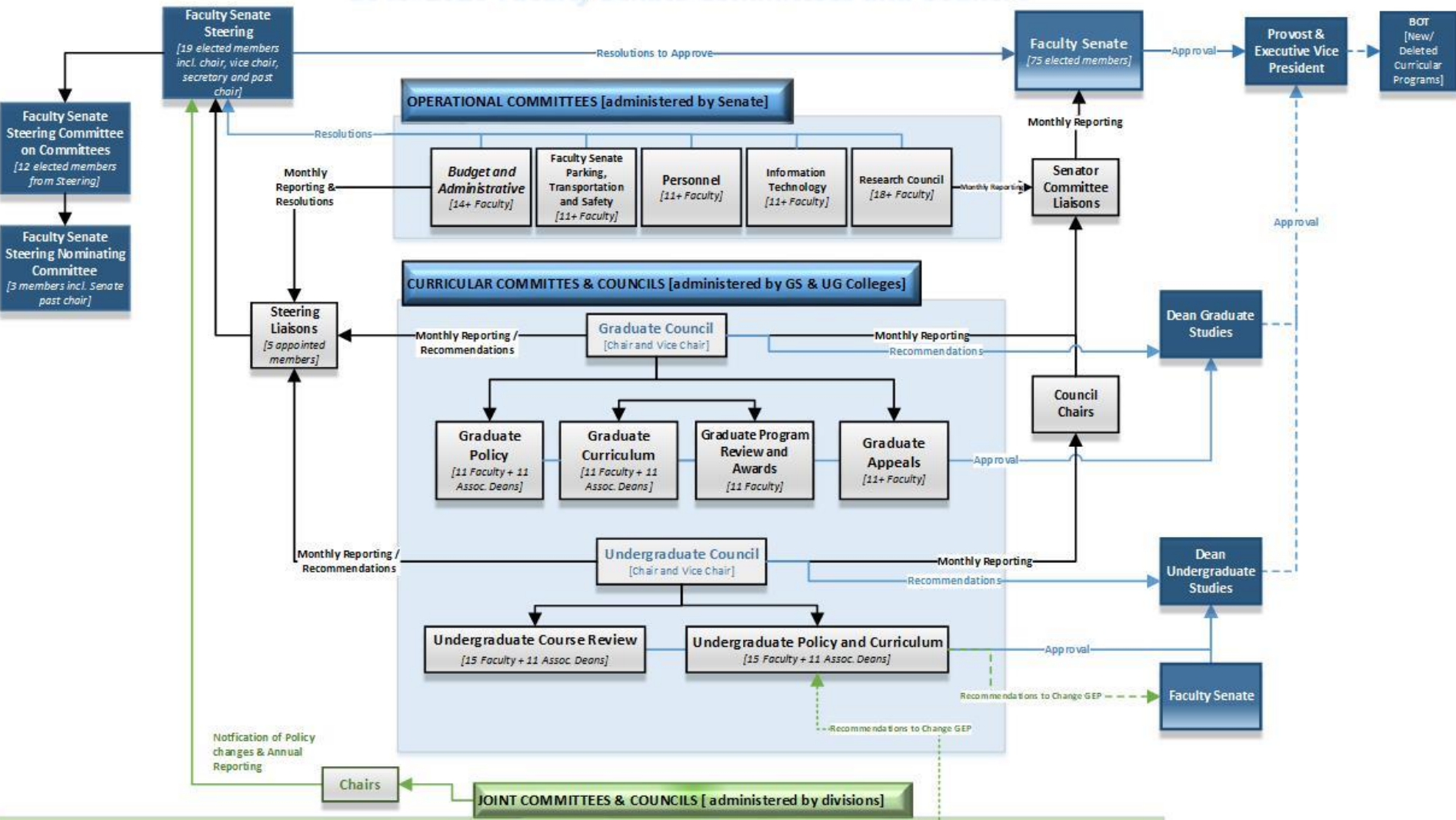
- Eligible faculty include assistant – full professor, instructor/lecturer – senior instructor/lecturer, and assistant – university librarian.
- These positions represent the faculty whose primary assignment is to carry out the academic mission of the university, namely, teaching, research and academic service.

# The Role of the Senate

- The Senate meets monthly – Fall through Spring and is provided monthly updates from the provost.
- Senators are expected to serve on Senate operational or curricular committees; these committees carry out important Senate and university business.



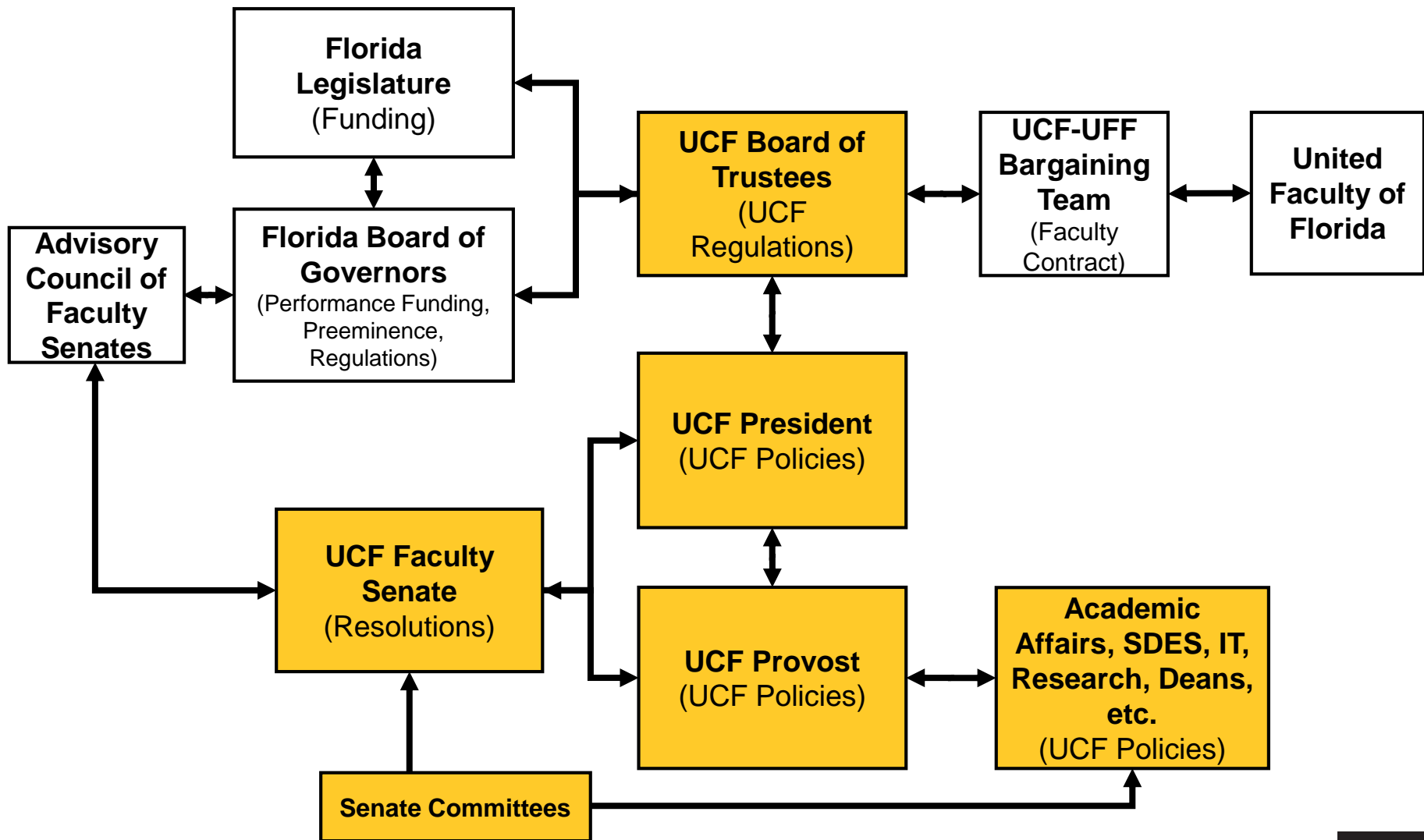
# 2019-2020 Faculty Senate Committees and Councils



JOINT COMMITTEES & COUNCILS [ administered by divisions ]						
<b>Academic Calendar</b> <i>Elected Chair</i> [SDES to Provost-BOT]	<b>Admissions and Standards</b> <i>SDES Designated Chair</i> [SDES]	<b>Commencements, Convocations and Recognitions</b> <i>Faculty Appointed Chair</i> [President]	<b>Faculty Center for Teaching and Learning Advisory</b> <i>Faculty Elected Chair</i> [PCTL]	<b>Faculty and Staff Benefits</b> <i>Faculty Appointed Chair</i> [HR to President]	<b>Library Advisory</b> <i>Faculty Elected Chair</i> [Dir. Libraries]	<b>Strategic Planning Council</b> <i>Member Appointed Chair</i> [Provost]
<b>University Athletics Advisory</b> <i>Faculty NCAA Designated Chair</i> [NCAA Rep]	<b>University Bookstore Advisory</b> <i>Faculty Elected Chair</i> [Bookstore]	<b>University Honors</b> <i>Dean Designated Chair</i> [Dean Honors College]	<b>University Master Planning</b> <i>Faculty Elected Chair</i> [VP Admin & Finance]	<b>University Parking &amp; Transportation</b> <i>A&amp;F Appointed Chair</i> [VP Admin & Finance]	<b>University Promotion &amp; Tenure</b> <i>Faculty Elected Chair</i> [Provost]	<b>University Travel</b> <i>Faculty Elected Chair</i> [Provost]
<b>Undergraduate Common Program Oversight</b> <i>Faculty Elected Chair</i> [Dean UGS & UPCC]						
Joint Committees are administered by different [University divisions] and report to the Committee Administrator whom approves any recommendations.						
<b>Committee Administrator</b>						



# Governance Structure



# UCF Governance Structure

- Although the Senate makes recommendations regarding bargained items – the recommendations are advisory to administration.
- The Senate has no advisory or collaborative role with union.

# The Role of a Faculty Senator

- Represent and collaborate with constituents.
- Communicate issues that impact colleges and faculty.
- Represent your college by serving on at least one Senate operational or curricular committee.



# The Role of a Faculty Senator

- Attend scheduled Senate meetings.  
*Any senator that misses more than half of the scheduled meetings is presumed to have resigned.*
- Review the agenda and supporting materials prior to the meeting.  
Collaborate with constituents to represent the overall sense.

# The Faculty Senate Structure

- Annually elect a chair, vice chair, and secretary. The chair annually appoints a Senate Parliamentarian.
- Senate chair, chairs the Senate Steering Committee. Vice chair, chairs the Committee on Committees.

# The Faculty Senate Structure

- Senate chair is automatically a member of the UCF Board of Trustees and appointed to BOT committees.
- Chair serves on the University Budget and Facilities Budget Committees.
- Chair and past chair attend the Advisory Council of Faculty Senates meetings.

# The Faculty Senate Structure

- Steering Committee serves as the “executive” committee of the Senate.
- The Steering Committee on Committees completes committee staffing over the summer.

# Senate Committees and Councils

Each committee has specific responsibilities. Three classes of committees are staffed by the Senate.

1. Senate Operational Committees.
2. Senate Curricular Committees.
3. Joint Committees and Councils.

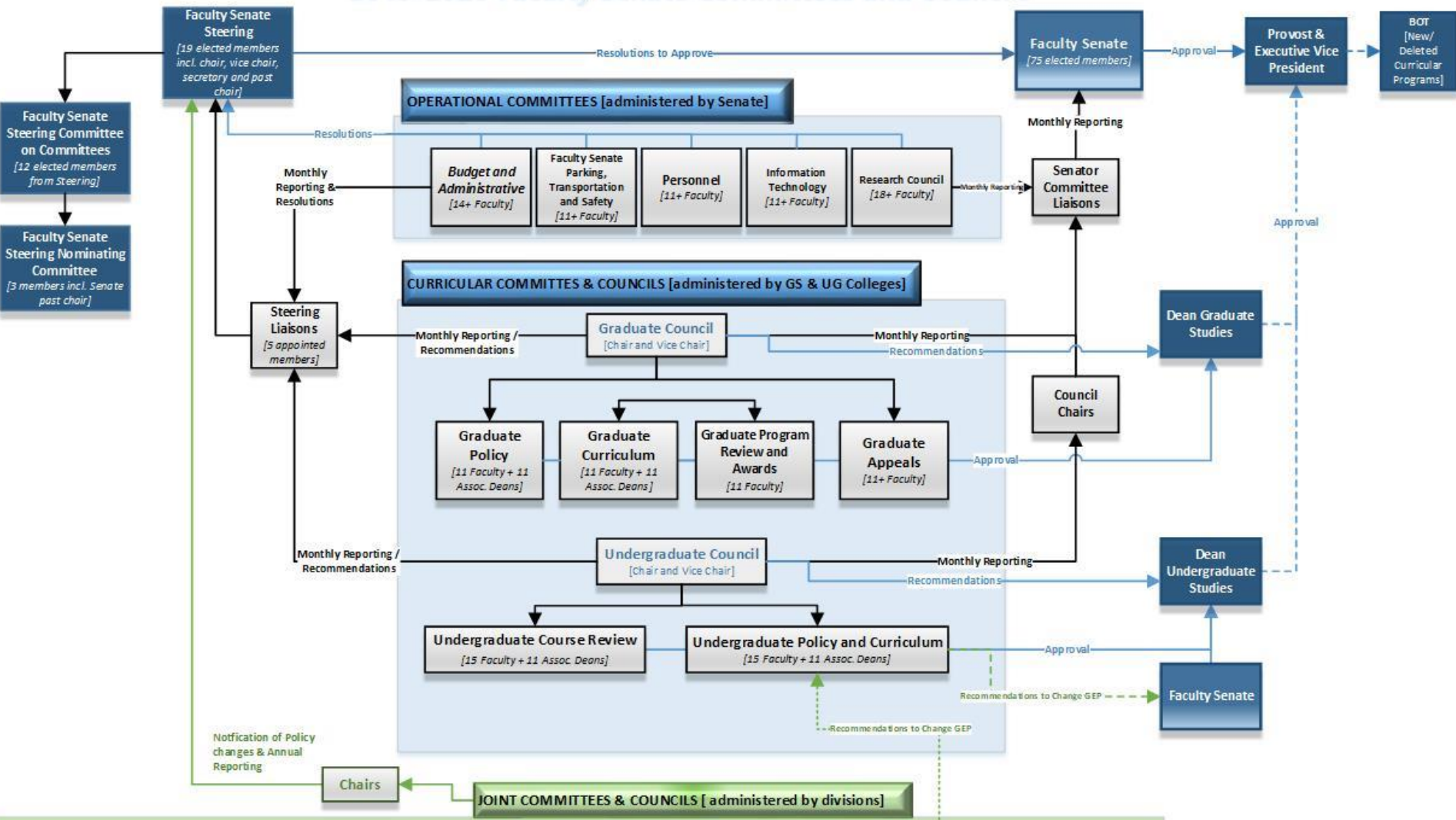


# Senate Committees and Councils

Senate rules govern Senate committees and councils.

- Robert's Rules of Order.
- Any committee member that misses more than half of the scheduled meetings is presumed to have resigned.
- Chair and vice chair of committee elected annually.

# 2019-2020 Faculty Senate Committees and Councils



<b>Academic Calendar</b> <i>Elected Chair</i> [SDES to Provost-BOT]	<b>Admissions and Standards</b> <i>SDES Designated Chair</i> [SDES]	<b>Commencements, Convocations and Recognitions</b> <i>Faculty Appointed Chair</i> [President]	<b>Faculty Center for Teaching and Learning Advisory</b> <i>Faculty Elected Chair</i> [PCTL]	<b>Faculty and Staff Benefits</b> <i>Faculty Appointed Chair</i> [HR to President]	<b>Library Advisory</b> <i>Faculty Elected Chair</i> [Dir. Libraries]	<b>Strategic Planning Council</b> <i>Member Appointed Chair</i> [Provost]	Undergraduate Common Program Oversight <i>Faculty Elected Chair</i> [Dean UGS & UPCC]
<b>University Athletics Advisory</b> <i>Faculty NCAA Designated Chair</i> [NCAA Rep]	<b>University Bookstore Advisory</b> <i>Faculty Elected Chair</i> [Bookstore]	<b>University Honors</b> <i>Dean Designated Chair</i> [Dean Honors College]	<b>University Master Planning</b> <i>Faculty Elected Chair</i> [VP Admin & Finance]	<b>University Parking &amp; Transportation</b> <i>A&amp;F Appointed Chair</i> [VP Admin & Finance]	<b>University Promotion &amp; Tenure</b> <i>Faculty Elected Chair</i> [Provost]	<b>University Travel</b> <i>Faculty Elected Chair</i> [Provost]	

Joint Committees are administered by different [University divisions] and report to the Committee Administrator whom approves any recommendations.

Recommendations / Approval → **Committee Administrator**

# Senate Operational Committees

Senate Operational Committees are administered by the Senate and provide a monthly Senate update.

- Budget and Administrative
- Faculty Senate Parking, Transportation and Safety
- Information Technology
- Personnel
- Research Council



# Senate Curricular Committees

Senate Curricular Committees are administered by the College of Undergraduate Studies and College of Graduate Studies. A Senate liaison provides a monthly update.

- Undergraduate Council
  - Undergraduate Course Review
  - Undergraduate Policy and Curriculum
- Graduate Council
  - Graduate Appeals
  - Graduate Curriculum
  - Graduate Policy
  - Graduate Program Review and Awards

# Senate Operational and Curricular Committees

- Staffed by senators first, then remaining seats are filled by the general faculty.
- Senator committee preferences are solicited after the April Senate meeting.
- Senate Curricular committee members are typically limited to one faculty member per academic unit.

# Senate Joint Committees and Councils

- Joint committees and councils are administered by the responsible committee administrator.
- Committees and Councils provide an annual report to the Senate.
- Committee membership includes a cross-section of stakeholders.

# Senate Joint Committees and Councils

- Academic Calendar
- Admissions and Standards
- Commencements, Convocations, and Recognitions
- Faculty Center for Teaching and Learning Advisory
- Library Advisory

# Senate Joint Committees and Councils

- Strategic Planning Council
- Undergraduate Common Program Oversight
- University Athletics Advisory
- University Honors
- University Master Planning
- University Parking and Transportation
- University Promotion and Tenure
- University Travel Awards





# Senate Committee Staffing

- Completed by each Committee on Committees representative in consultation with the dean's designee.
- Staffed over the summer.
- Membership criteria varies by committee.
- Term lengths vary by committee.

# Resolutions

- Formally identifies an issue or need.
- Formally communicates the sense of the Faculty Senate; representing the general faculty.
- Processed during the Senate session; Fall through Spring.

# Resolutions

- Resolutions can be formulated by Senate committees or the Steering Committee.
- All committee resolutions must be sent to the Steering Committee one-week prior to the scheduled meeting.
- Steering either schedules resolutions on the Senate agenda or returns them to the committee for additional work.

# Resolutions

- Once passed by the Senate, resolutions are transmitted to the provost.
- The Senate passes resolutions that are in support, requests administrative action, or are informational only.
- Once transmitted to the provost, the provost has 60-days to approve or deny the resolutions that request an administrative action.

# Resolutions

- Guidance can be found under Senate Resources on the Faculty Senate Website at [www.facultysenate.ucf.edu](http://www.facultysenate.ucf.edu).
- For the past 50 years, the Senate has passed 552 resolutions. Administration approved 444 for an 80% approval rate.



**Thank you for your service!**



## **Resolution 2019-2020-5 Travel Policy Guidelines for Faculty**

**Whereas,** faculty travel on official business requires strict following of University policy and involves considerable paperwork and approvals at various levels; and

**Whereas,** the UCF Travel Manual is intended for use by faculty who travel on official University business, by members of the faculty's unit that approve and oversee travel, and by members of the UCF Finance and Accounting Department that oversee travel procedures across the University; and

**Whereas,** the UCF Travel Manual does not provide sufficient clarity for many situations that arise or may arise specifically for faculty as they perform their duties while traveling on official business; and

**Whereas,** the application of UCF travel policy differs significantly between units in areas such as the issuance of University Purchasing cards (P-cards) to traveling faculty, booking air fare tickets and hotel rooms in advance of travel with UCF-approved funds, advance payment of 80 per cent of estimated lodging and meals expenses for faculty traveling for more than five days, and the level of flexibility allowed for the initially planned budget; and

**Whereas,** such lack of clarity and inconsistencies in travel policy application creates unnecessary burdens and difficulty for the travel faculty; therefore

**Be it resolved** that the Finance and Accounting Department, in consultation with stakeholders, will develop a clear set of guidelines for traveling on UCF business. The guidelines will clearly explain to the traveler the policies and procedures for travel, including without restriction information or documentation required for travel approval or reimbursement, policies to be followed while traveling, what reimbursements may be claimed and any conditions thereon, and how to be reimbursed; and

**Be it further resolved** that the Finance and Accounting Department assess the implementation of travel procedures across the university and take appropriate action to ensure uniformity.

*Approved by the Faculty Senate Steering Committee on April 4, 2019.*

*Approved by the Faculty Senate on April 18, 2019.*



# UCF Rising

Faculty Senate Meeting

April 18, 2019

# TOPICS

1 What is it?

2 Governance

3 What is the work?

4 Benefits

5 Who is representing my needs?

6 How will I be affected?

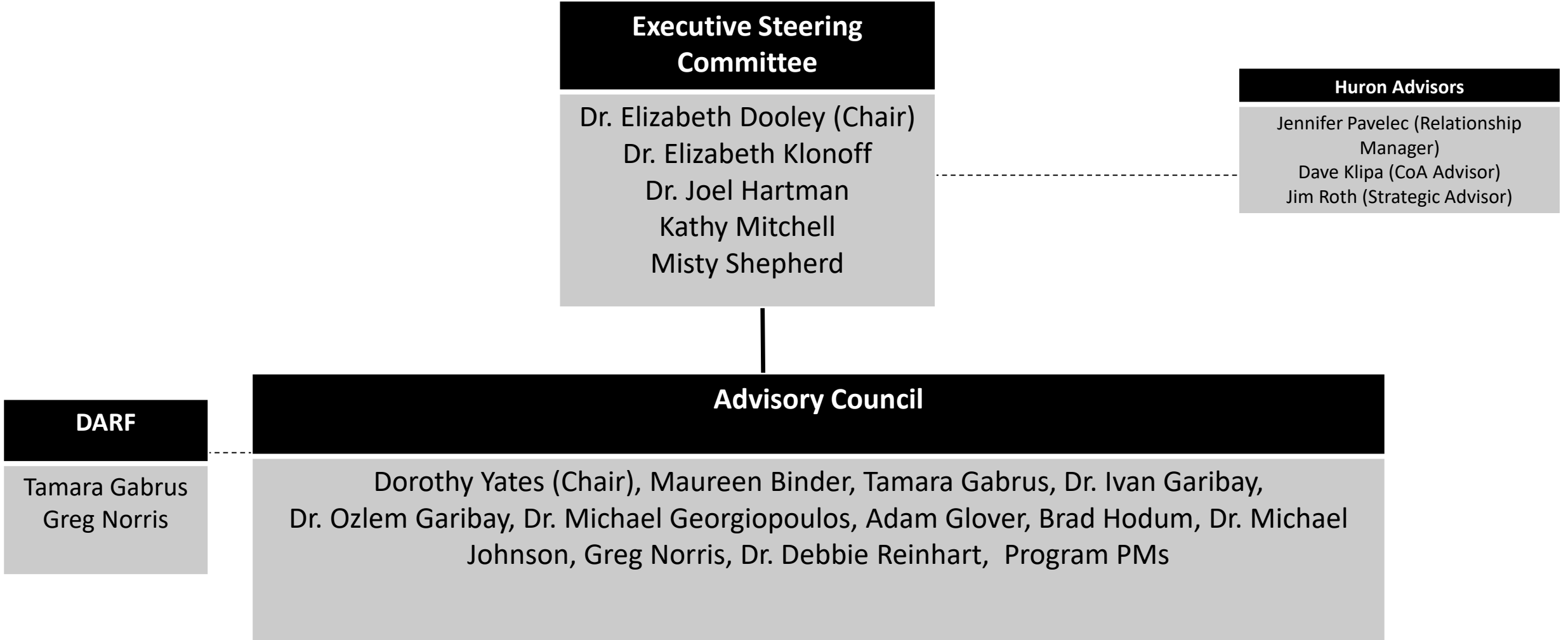
7 Timeline

8 Next Steps

# What is it?

- Newly created program to improve the oversight of cross-departmental projects with business and technical integration points.
  - Office of Research – Contracts and Grants, Grants Accounting, Compliance
  - Human Resources – Salary encumbrances
- Overarching goal is to do what is in the best interest of UCF
- Driven by and aligned to UCF Strategic Impact Goal 3:
  - Growing Our Research and Graduate Programs

# Governance Structure



# What's the work?

- Huron Research Suite
  - Institutional Review Board (IRB)
  - Institutional Animal Care and Use (IACUC)
  - Agreements
  - Grants
  - Conflict of Interest (COI)
  - Effort reporting (eCRT/ECC)
- PeopleSoft
  - Grants
  - Human Resources

ID	Project	2018						2019						2020													
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1		+		AAHRPP Re-Accreditation		+		NIH Proposal Deadline		+		NIH Proposal Deadline		+		NIH Proposal Deadline		+		NIH Proposal Deadline		+		AAALAC Re-Accreditation			
2	HRS IRB	■						Post Go-Live Support						▲ IRB Upgrade													
3	HRS Grants	Pre-Implementation Work		■												Post Go-Live Support											
4																				★ Grants Go-Live							
5	HRS Agreements	■						Post Go-Live Support																			
6																				★ Agreements Go-Live							
7	HRS IACUC	Pre-Implementation Work						■						Post Go-Live Support													
8																				★ IACUC Go-Live							
9	eCRT Upgrade													Pre-Implementation Work		■						Post Go-Live Support					
10																				★ ECC Go-live							
11	COI													COI Upgrade ▲		■						Post Go-Live Support					
12																				★ COI Go-live							
13	PeopleSoft Grants	■						Post Go-Live Support																			
14																				★ PeopleSoft Grants Go-Live							
15	HRS Grants & PS Grants Integration													■													
16	HCM Commitment Accounting	■						Post Go-Live Support																			
17																				★ HCM Commitment Acctg Go-Live							
18	Data Warehouse	■																								Updates Continue w/ System Upgrades	
19	PUM & Tax Updates	▲ PUM: HCM & Campus Solutions						▲ HCM Tax Update		▲ PUM: FIN		PUM: HCM & Campus Solutions ▲						▲ HCM Tax Update		▲ HCM Tax Update							
20	Infrastructure													▲ Oracle Database Upgrade								▲ PeopleTools Upgrade		▲ DataSite Orlando (ERP Servers)			

# Benefits

## Usability and Visibility

- Single sign-on and common look
- Integrated research suite (Saas Model)
- Track through research workflow

## Business Process Standardizations/Improvements

- Scalable to Research mission
- System to System integration
- Improved budgeting and budget controls
  - Salary cost transfers and salary encumbrances

## Reporting

- Improved and integrated reporting for
  - PARIS and Aurora will remain (Research Data Warehouse)
  - HR
  - Finance
  - Research modules

# Who is representing my needs?

- Program updates:
  - Associate Dean's Council
  - Dean's Council
  - Departmental Administrative Research Group (DARF)
  - EXCIT (EXChanging Ideas and Tips with Research Administrators)
  
- Advisory Board includes:
  - Dr. Ivan Garibay
  - Dean Michael Georgiopolous
  - Dean Michael Johnson
  - Dr. Debbie Reinhart



# Next Steps

- Plan on training this fall
  - Blend of in-person, on- line and training materials
- Our program focus is now on training, communication, organizational impacts and post-go live support
- We will continue to inform you on a regular basis



**Questions and Answers**



**THANK  
YOU**