

# MEMORANDUM

**Date:** December 11, 2019  
**TO:** Budget and Administrative Committee  
**FROM:** Shawn Putnam  
Chair, Budget and Administrative Committee

---

Meeting Date: Wednesday, December 18, 2019  
Meeting Time: 2:30 – 3:30 p.m.  
Meeting Location: Engineering II, room 202A

## A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Announcements and Recognition of Guests**
4. **Approval of Minutes of *Nov 20, 2019***
5. **Old Business**
6. **New Business**
  - Steering Topic #25 (Admin-to-Instructional Cost Ratios): Brief overview on task progress, financial data, and future plans
  - Steering Topic #10 (Library Funding): Invited presentations by Frank Allen and Barry Baker
7. **Adjournment**

**Budget & Administrative Committee Minutes**  
**November 20, 2019**  
**ENG.II, Room 202A**

**Call to Order:** Shawn Putnam, chair, called the meeting to order at 2:30pm

**Attendees:**

*Physical:* Collins, Steven (CoS); Ng, Boon (CoN); Putnam, Shawn (CECS); Watson, Keri (CAH)

*Online:* Bohil, Corey (CoS); Hoffman, Bobby (CCIE); Kong, Anthony (CoHPS); LaManna, Jackie (CoN); Mitchell, David (CCIE); Ng, Boom (CoN); Sugaya, Kimi (CoM); Wohleber, Ryan (CoGS)

**Approval of Minutes:** Budget and Administrative Committee Minutes for October 9, 2019.

- Motion to approve the minutes made by *Keri Watson*, seconded by *Steven Collins*.
- Approved unanimously.

**Old Business:**

- No old business items were brought forth by committee members.

**New Business:**

- **Budget and Administrative (Steering 25):** *Shawn Putnam* provided committee members with background of the new topic #25 - Proportion of Administrative Budget to Instructional Budget. Administrative cost has reached the top, but Board of Trustees (BOT) currently does not have a true calculation of Administrative Budget vs. Instructional Budget. For example, it was mentioned that UCF instructional costs (instead of administrative costs) currently include salaries of Deans and Department Heads.
  - More transparency is needed for the new budget model.
  - *Bobby Hoffman* mentioned that UCF budget details are available as a public record (see “UCF Facts” online).
  - The committee agrees that we should move Steering 25 in parallel with Library Funding (Steering 10).
  - A motion was put forth by *Tina Buck* that the Budget & Administrative Committee to look at the current budget numbers and make suggestions on budget redesign. The motion was seconded by *Bobby Hoffman*.
  - The committee agrees that we should assign someone to work on the current description and topic. *Shawn Putnam* suggest a sub-committee of 3 or more members to investigate national ratio of Administrative Budget vs. Instructional Budget. *Tina Buck*, *Keri Watson*, and *Ryan Wohleber* volunteered to make initial research (e.g., VP salaries, instructional budget ratios, adjunct salaries, college annual spending, library budget, etc.). *Corey Bohil* and *Steven Collins* have also volunteered to look at other sources. An update will be provided at the Dec 18,

2019 meeting, and we plan to have a final report ready by the Jan 15, 2020 meeting.

- In relation to “transparency” of budget assignment, the committee agrees that we may look at “best practice” examples of other universities nationwide. *Shawn Putnam* suggested that it will be beneficial if at least one more committee member can attend future BOT Meetings as well as Budget Remodel Meetings. Volunteers are needed.
- *Shawn Putnam* plans to share more information pertaining to the above items he currently has with the committee after this meeting.

**Other Business:**

- No other business items were brought forth by committee members.

**Adjournment:**

- There being no further business a motion was made by *Keri Watson* and seconded by *Steven Collins* to adjourn the meeting at 3:34 pm.

Respectfully submitted by Anthony Kong.