

## UCF Faculty Senate

### Budget and Administrative Procedures Committee

#### Meeting Minutes – 2:00 pm, 2 December 2015 – Phys. Sci. Bldg., Rm. 445

ATTENDEES: Joe Harrington (Physics/COS, Committee Chair), Robert Cassanello (History/CAH, Steering Comm. Liaison), Florencio Hernandez (Chemistry/COS), Stephen Kuebler (Chemistry/COS), Tang Wang (College of Business), Pradeep Bhardwaj (College of Business), Joellen Edwards (Nursing), Kevin Roozen (Writing and Rhetoric/CAH), Yolanda Hood (Library), Xun Gong (Elec. Eng./CoE)

JOINING REMOTELY: Kathleen Richardson (Optics), Bernard Gros (College of Medicine)

EX OFFICIO: Bill Merck (Admin. & Finance), Tracy Clark (Finance & Accounting)

GUESTS: Frank Allen (Library Sr. Assoc. Dir. of Admin. Services), Barry Baker (Admin. Dir.), Mary Page (Library, Assoc. Dir., Collections & Technical Services)

#### AGENDA

- Review and approve minutes
- Harrington reports on meetings with Facilities committee
- Report from Library staff on their annual budget and financial needs
  
- Meeting convened at 2:15 pm.
  
- Minutes

Minutes from the meeting of 10 Oct. 2015 were discussed. Harrington noted that the entry pertaining to review of minutes from the previous meeting had the incorrect date for the meeting. A motion was invited to approve the minutes after correcting the error. Merck moved to approve the minutes. The motion was seconded and approved unanimously by hand-vote.
  
- Facilities Working Group

Harrington reported on his attendance of a working group convened by Facilities to review their processes for bidding improvement and maintenance (I&M) jobs. Attendees included staff from Facilities, tradespeople, and local vendors. Topics discussed included (1) using internal staff for smaller jobs, rather than outside contracting, to control costs; (2) understanding why 20% - 30% of jobs quoted do not proceed to completion; (3) models for F&I at other institutions. Suggestions offered included: (1) combining jobs in a building to reduce costs and (2) implementing various internal changes to streamline processes and

reduce costs. Harrington added that Facilities is already implementing some of the suggestions and seems to be improving services.

Merck asked how we could improve communication between facilities and faculty requesting jobs. Harrington indicated that department staff who assist with implementation, particularly at the stage of discussing project scope and corresponding costs, need to work more closely with faculty to understand project scope and needs.

Harrington proposed that four members of the Budget and Administrative Procedures Committee form a sub-committee to work further with Facilities. The following individuals volunteered: Kuebler Hernandez, Roozen, and Edwards.

- Library funding

Frank Allen gave a presentation that explained the libraries budget and how it has varied versus costs from year to year. A copy of that presentation is attached here as Appendix 1.

- The meeting adjourned at 3:00 pm

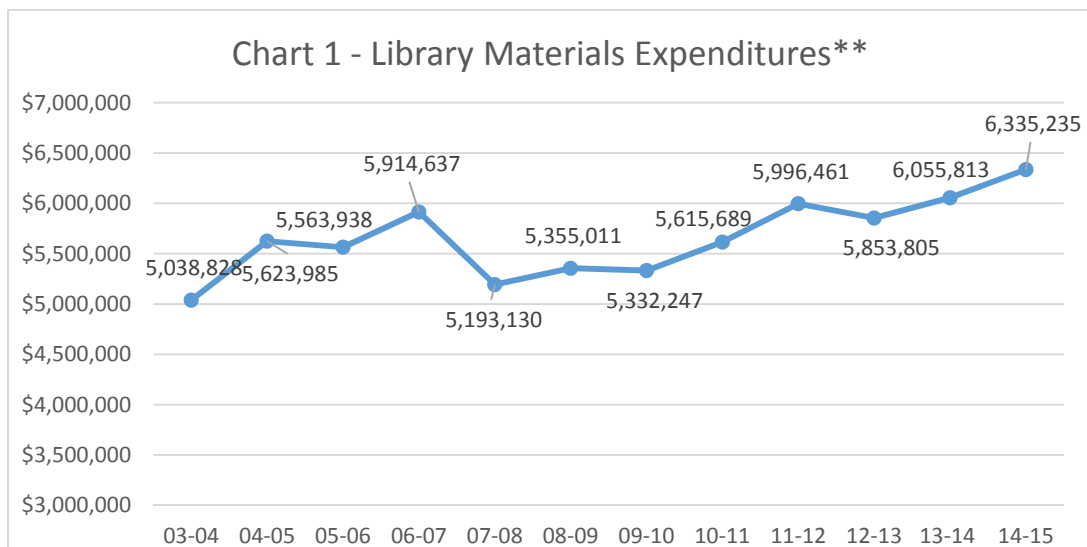
Respectfully submitted by S. Kuebler (3 December 2015)

## Appendix 1

### University Libraries Materials Budget Analysis December 2, 2015

#### Library Materials Budget – Recent History

- The Library materials and information resources budget is used to acquire journals subscriptions, databases, books and other scholarly resources in print and digital format.
- Seventy-seven (77%) percent of the budget is now spent on electronic resources.
- After a period of sizable growth between 2003/04 and 2006/07, the budget has averaged less than 1% growth per year the past eight years, as illustrated in Chart 1.
- Serials and monograph inflation average over 5% percent per year, so the net effect has been a *reduction in the budget's purchasing power*.



\*\* Excludes Medical Library Expenditures and one time Technology Fee awards

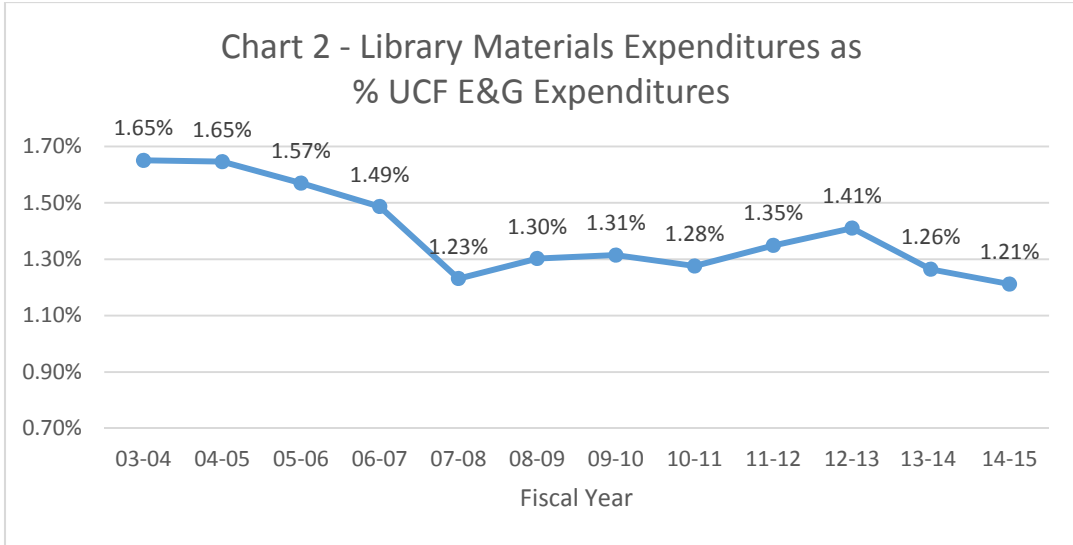
#### Budget Coping Mechanisms

The Library has offset this reduction in purchasing power in several ways:

1. Reducing print monograph purchases from 35,000 titles in FY 06/07 to 15,000 in FY 14/15.
2. Cancellation of dual print and e-journal subscriptions, opting for online only.
3. Money previously spent binding print journals and paperback monographs has been redirected.
4. Selective cancellation of databases and standing orders. Notable databases no longer accessible at UCF include *Mergent*, *PsychoBooks Online*, *BIOSIS Previews*, *Books in Print*, and *Credo Reference*.

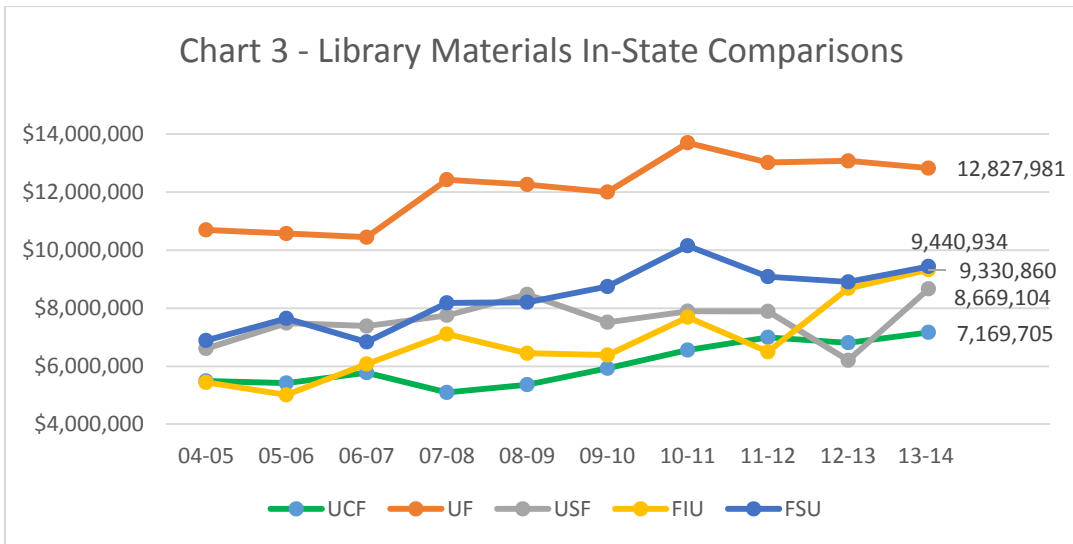
#### Growth Relative to University Budget Growth

- The Library's materials expenditures as a percentage of UCF E&G budget<sup>1</sup> has declined from 1.65% to 1.21% the past 11 years as illustrated in Chart 2.
- UCF's growth has been associated with growth in graduate programs, which require additional resources on a sustained level. Also, some database licensing fees are priced based upon student FTE. Persistent inflation is an additional drag on budgets. UCF's enrollment growth should be translating into greater library materials support than what has occurred.



**Statewide Benchmarking**

- UCF Libraries compares itself to UF, FSU, USF, and FIU Libraries.
- Chart 3 shows a 10 year history of library materials expenditures for these institutions, which include law and med library expenditures where noted.
- In spite of the greatest enrollment growth among the five, UCF continues to lag the other institutions in library resources support.

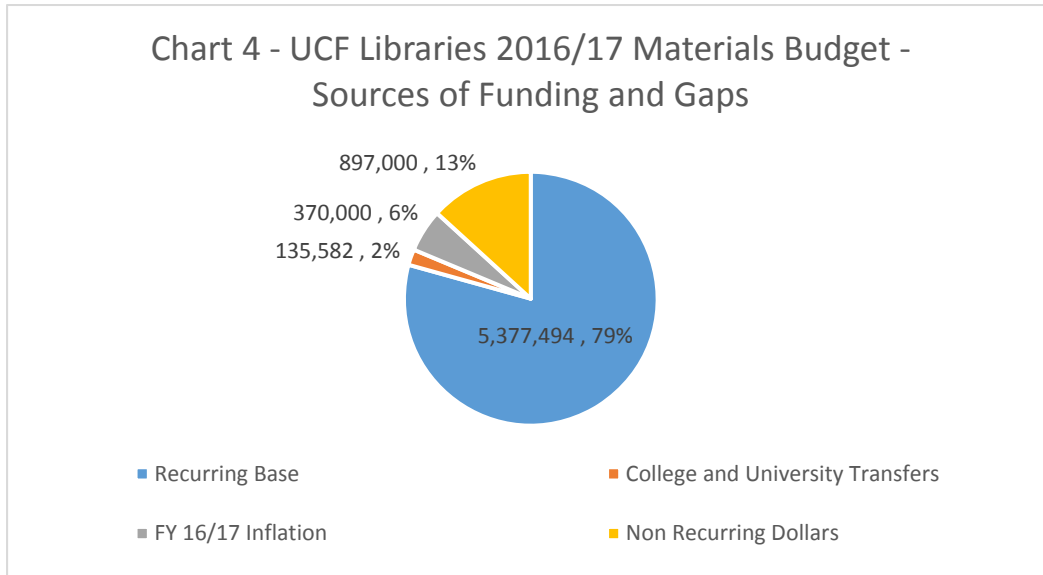


Source: Association of Southeastern Research Libraries (ASERL). Includes Law, Health Sciences and Tech Fee expenditures.

	Law	Health Sciences
UCF	No	Since 2009
UF	Yes	Yes
USF	No	Yes
FIU	Since 2000	Since 2009
FSU	Yes	Yes

## Two Funding Challenges

- Challenge #1: This year's budget includes \$897,000 in non-recurring funding. Permanent funding to replace this in next year's budget is needed.
- Challenge #2: Materials inflation in 16/17 will require an additional estimated \$370,000 on top of this year's budget.



- In summary: The Library will have estimated additional budget needs of \$1,267,000 in FY 16/17 (\$897K + \$370K) to maintain existing subscriptions and levels of commitments.

## Funding Gap

There needs to be a recurring budget infusion of approximately \$1.267 million in FY 16-17 to replace non-recurring funding and to offset inflation. Going forward into future years there needs to be a mechanism to offset the impact of projected \$370,000 in inflation each year. There are signs that journal inflation is easing, but some amount will continue as long as publishers maintain current levels of pricing power.

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<sup>1</sup> Source: UCF Fact Book. Does not include Medical Campus E&G