

## **Budget & Administrative Committee**

### **A G E N D A**

Meeting Date:       **February 01, 2017**

Meeting Time:       3:00 PM – 4:00 PM

Meeting Location:   College of Sciences Building, Room 221

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes of *January 11, 2017***
- 4. Announcements and Recognition of Guests**
- 5. Old Business**
  - None.
- 6. New Business**
  - Discussion on any issue/s that we wish the Steering Committee to consider
  - Employees Tuition Waiver Program (Guest Speaker – Ashley Longoria)
- 7. Adjournment**

**UCF Faculty Senate**  
**Budget and Administrative Procedures Committee**  
**Meeting Minutes – January 11, 2017, Room CSB 221**

**Attendees:** Pradeep Bhardwaj (Chair), Tina Buck (Library), Steve Kuebler (Chemistry), Florencio Hernandez (Chemistry), Laszlo Marrosi (Music), Keri Watson, Linan An (Mater. Aerospace Eng.), Jacqueline LaManna (Nursing), Romain Gaume (Optics), Nina Orlovskaya (Mater. Aerospace Eng., ex officio from Steering Committee), Kimi Sugaya (College of Medicine), Anthony Kong (COPA, Communication Sci. and Disorders)

**Remote Attendees:** Melissa Dodd, Glenda Gunter, Jackie LaManna

**Ex Officio:** Tracy Clark (Finance & Accounting)

**Guests:** Ronnie Korosec (Assoc. Provost and Chief of Staff for Academic Affairs)

**Agenda**

1. Call to Order
2. Roll Call
3. Approval of Minutes of December 07, 2016
4. Announcements and Recognition of Guests
5. New Business
  - Staffing Needs for New Faculty (Guest Speaker – Dr. Ronnie Korosec)
6. Adjournment

**Meeting convened** at 3:00 pm

**Motion to approve minutes**

Motion to approve minutes for meeting of 7 Dec 2016: Buck

Seconded: Hernandez

Approved by unanimous voice vote

**New business**

Ronnie Korosec discussed how staffing needs for new faculty are being handled. Academic Affairs is presently looking only at faculty facing staffing. The university completed staffing hiring based on feedback from Deans. The positions are centrally funded for duration of position. She discussed the salaries, rubric for proposal evaluation, process of hiring, number of proposals and their handling, and how the process changed between years one and two of the program. In response to questions, Korosec and Clark explained how several staff positions support grant writing and pre- and post-award administration. The group also discussed whether the staffing initiative could be used to hire a person who could offset costs for small-scale repair and renovation across campus. Clark explained a Facilities Budget committee is being convened at the Provost level to review this issue. Korosec explained that there were templates available for writing the proposals and that the description of specific job titles could be obtained from the HR Office. While there was large variance in the number of proposals sent from Colleges, it was explained that Academic Affairs did not look into why this was the case as the request for staffing was the responsibility of the Deans.

**Meeting adjourned** at 3:55 pm

Respectfully submitted by Stephen M. Kuebler