

UCF Faculty Senate
Budget and Administrative Procedures Committee
Meeting Minutes – 2:00pm, February 17, 2016
Physical Sciences Building, Rm 445

ATTENDEES: Joe Harrington (Physics/COS, Committee Chair), Lei Wei, (CECS), Kathleen Richardson (Optics), Jeffrey Bedwell (Psychology/COS), Tang Wang (Business), Joellen Edwards (Nursing)

JOINING REMOTELY: Bernard Gros (Medicine), Lisa Nalbone (CAH), Yolanda Hood (Library), Malcolm Butler (CEDHP)

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

GUEST: Seresa Cruz (COS)

AGENDA:

Review and approve minutes December 2, 2015 and January 13, 2016
Departmental Staffing Model – Seresa Cruz (COS)
Procedures for External Complaint Against Employee

BUSINESS:

Meeting convened at 2:10pm, and presence of a quorum was established.

Minutes:

Minutes for the December 2, 2015 and January 13, 2016 meetings were reviewed, motioned and seconded, and approved unanimously.

Old Business:

None, as library presentation has moved to Steering Committee.

New Business:

Departmental Staffing Model – Seresa Cruz: The purpose of this presentation was to describe a method under development in () to examine the skills, knowledge and abilities needed in support staff, especially as new positions are created, to adequately free faculty members from technical work and allow them to focus on their teaching, research and service. Some factors under consideration in the model are the number of employees, industry standard, the budget of the unit, research expenditures, student headcount and others. Group discussion ensued regarding incentives, customization for applicability to diverse units, assessment of what could be delegated from faculty work

to support staff, and ways to capture work distribution data within UCF or other universities. Dr. Harrington asked committee members if they would be open to keeping a log of activities for a short time to get an idea of those things that could be delegated. Consensus among committee members about the log was affirmative.

Procedures for External Complaint Against Employee – Dr. Harrington: Dr. Harrington introduced an occurrence where an employee experienced a complaint from the OIG in conduct of an external grant. His concern related to policy and procedure in resolution of a complaint. Through communication prior to the committee meeting, he clarified that the policy that applies and the office that handles it is dependent on the type of complaint. Dr. Merck suggested that an advisory panel of experts in the field of the complaint could potentially offer perspective before a decision on the response to the complaint is made. After group discussion, consensus was reached that more information about the extent of the problem and current policies were needed.

The meeting adjourned at 3:00pm.

Respectfully submitted,

Joellen Edwards