

**Budget & Administrative Committee Minutes**  
**February 19, 2020**  
**ENG.II, Room 202A**

**Call to Order:** Shawn Putnam, chair, called the meeting to order at 2:34 p.m.

**Attendees:**

*Physical:* Collins, Steven (CoS); Jones, Lisa (Comm. Innov. Ed.); Milon, Wally (CoB); Ng, Boon (CoN); Putnam, Shawn (CECS); Richards, Rebeca (BP&A); Joseph Trubacz (CFO)  
*Online:* Hoffman, Bobby (CCIE); Kong, Anthony (CoHPS); Mitchell, David (CCIE); Wohleber, Ryan (CoGS);

**Announcement and Recognition of Guests**

- No announcements brought forth by committee members.
- Shawn Putnam introduced Joseph Trubacz, Interim Chief Financial Officer, as guests.

**Approval of Minutes:** Approval of the January 15, 2020 Budget and Administrative Committee Minutes was postponed until the March 18, 2020 meeting due to lack of a quorum.

**Old Business:**

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

**New Business:**

- Steering Topic #10 (Library Funding): Shawn Putnam reminded the committee members of the update he sent to the committee on February 19, 2020 at 2:11 p.m. There were no other updates brought forth by the committee members.
- Steering Topic #25 (Admin-to-Instructional Cost Ratios): There were no updates brought forth by the committee members.
- Overview presentation by B&A Ex Officio member, Ms. Rebeca Richards, on UCF's Budget Model Redesign and Steering Committee Meetings.
  - Rebecca Richards shared that there is a University Budget Redesign Committee that has met approximately seven times thus far. The charge of the committee is to recommend a collaborative, transparent and inclusive budget allocation model for the university.
  - Rebecca Richards shared that an email went out to the campus community about the Budget model Redesign Initiative and there is a website that provides information (<https://fa.ucf.edu/ucforward-budgetredesign/>).
  - Rebecca Richards shared that the committee consists of 18 members and is co-chaired by Kristie Harris, Associate Vice President of Financial Affairs, and Dr. Paul Jarley, Dean, College of Business.
  - Rebecca Richards shared that Huron Consulting Group will be consulting with the committee and the university leaders on this endeavor.

- Rebecca Richards shared that some key things being considered such as the fact that currently all revenues sit centrally and examining new strategies for how funding is allocated to colleges. She indicated that the first meetings were to increase understanding UCF's budget and examine what other universities have done. She shared that the next steps for the committee is to iron out decisions and make recommendations.
- Joseph Trubacz emphasized the focus on enhanced transparency with the new model and that the new model will most likely be a modified Responsibility Center Management (RCM) model.
- A question was raised from a committee member regarding what transparency means in this context. Joseph Trubacz responded that it will be easier to see where the revenue is coming from, how the funds are allocated, and why allocations were made (advance certain strategic priority areas).
- A question was raised from a committee member regarding ensuring that there was transparency at all levels; not just at the university level but within every College as well.
- A recommendation was made that elicit direction from Huron as to how to build in processes or procedures to ensure transparency at the College level.
- A recommendation was made that Colleges form college-level steering committees consisting of diverse faculty (rank, demographic, etc.) to provide insight and input on college-level budget decisions before decisions are made. The example was used that if each College is required to develop a plan to utilize its allocations, then this steering committee would be engaged from the beginning.
- A question was raised to Joseph Trubacz from a committee member regarding what would success look like at the end of his initial contract period. Joseph Trubacz responded that he has a list and would have brought it had he known this would be a question. HE went on to share a couple of accomplishments that he hopes are realized including the new budget model completed, a new ERP system launched that enhances customer service, increase efficiency and effectiveness. HE acknowledged the great work of F&A and added that a goal is to increase morale of the F&A team.
- A question was raised from a committee member regarding how will service be achieved when many people are doing multiple jobs. Joseph Trubacz responded by saying that he may employ process mapping and culture change strategies to streamline and reduce any unnecessary or redundant steps in processes.
- Joseph Trubacz shared that there will be a period of time where the current and the new model will be compared to see allocations for the two different models.

**Adjournment:**

- There being no further business a motion was made by Wally Milon and seconded by Steven Collins to adjourn the meeting at 3:27 pm.