

UCF Faculty Senate

Budget and Administrative Procedures Committee

MEETING MINUTES – 2:00 pm, January 13, 2016, Room PSB 445

ATTENDEES: Joe Harrington (chair/COS), Robert Cassanello (CAH/Steering Comm. Liaison), Florencio Hernandez (COS), Pradeep Bhardwaj (CBA), Kevin Roozen (CAH), Yolanda Hood (Library), Lei Wei (CECS), Timothy Rotarius (COHPA), Malcolm Butler (CEDHP), Nan Hua (RCHM), Bernard Gros (COM), Kathleen Richardson (CREOL), Jeffrey Bedwell (COS), Linan An (CECS), Lisa Nalbone (CAH)

EX OFFICIO: Tracy Clark (Finance & Accounting)

GUESTS: None

AGENDA

- Discussion of the Library's request for support
- Finance and Accountings brochure for faculty wanting space modifications
- Directions of committee for remainder of the academic year, including Steering overhead requests

- Meeting was called to order at 2:18pm

- Minutes of December 2, 2015 meeting would be put up for approval in the next meeting as some of the committee members had not had a chance to review the minutes.

- Discussion of request by the Library for additional funding support
 - Recently, a process for funding request has been put in place by the University. Once a funding need has been identified by a unit, it needs to look within its own resources/budget if that request can be funded. If the unit can't fund it then the request goes to the Division (ITR in the current case of request by Library). If the division can't fund the request then the funding request form is submitted to the University Budget Committee. This review is done on an annual basis by the University.
 - It was noted that as compared to other institutions in the state (UF, USF, FIU, and FSU), UCF library has the lowest funding. In terms of competitive parity, UCF is lagging on library spending. However, it did not appear that the library would have to discontinue some services if the funding was not increased. That is, it was not clear what the impact of lower funding is or would be. For example, would the library have to cancel some subscriptions or not subscribe to some databases? It would also be helpful to learn what the faculty expects from the library.
 - There was a suggestion to not focus the increase in budget for library from only O/H account as this revenue was declining over the years. The Provost wants to double the research budget in the next 5 years and so it might be useful to consider how this increase in funding for library could come from that source.
 - A resolution was unanimously passed, by all those present, to ask the Library officials to present their request for budget increase in the Faculty Senate meeting.

- It was suggested that this committee work on developing a template for budget increase requests that can be shared with the areas. This will ensure that the necessary information is provided to the committee in a succinct fashion.

- Directions of Committee for future
 - P-Card
 - What should be the approval process for purchases made on this card?
 - How extensive is the responsibility of the Department Chair in this process?
 - To save time, can some of this responsibility be delegated?

- The meeting was adjourned at 3:07 pm

Respectfully submitted, P. Bhardwaj (January 14, 2016)