# UCF Faculty Senate
# Budget & Administrative Committee

## Meeting Information:

**Date:** 01/15/2025          **Time:** 2:30 – 3:30 PM          **Location:** Zoom (Virtual)

| Meeting Called By: Type of Meeting: Chair: Co-Chair: Note Takers: | Faculty Senate Preparation Amanda Major Pete Sinelli Amanda Major and Pete Sinelli | Possible Attendees: | Buck, Tina Davis, Jean Major, Amanda Mann, Dipendra Martin, Glenn Richardson, Kathleen Singla, Dinender Butcher, Lonny Filler, Dennis Harrington, Maria Sinelli, Peter Taylor, Ashley Wang, Ze Wells, Adam Hector, Gerald |
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## Agenda Items:

| Topic | Presenter | Time Allotted |
|---|---|---|
| ❑ Welcome and Recap | Amanda Major | 3 min |
| ❑ Prepare for Conversation with VP Rhonda Bishop and AVP & CHRO Binder: <br>    o Compliance and Ethics Training Plan <br>    o University Compliance and Ethics 2024 Report <br>    o Update the Q&A document | All | 45 min |
| ❑ Review of Upcoming B&A Committee Meetings | Amanda Major | 5 min |

### Welcome and Recap

- Welcome
  - o What announcements or good news do you have to share?
  - o Will you be available to meet on 12/18?
- Recap of Budget and Administrative Committee Foci
  - o **Mission:** The Budget and Administrative Committee evaluates and recommends policies and procedures concerning the university budget with special emphasis on the academic budget.
  - o **Charge of committee this year:** Minimize the administrative burden of required training workload and faculty and ensure smoother technology transitions
  - o Upcoming schedule (see below)

### Prepare for Conversation **with VP Rhonda Bishop and AVP & CHRO Binder**

Committee members would like to gain clarification UCF's training requirements

- Review the Compliance and Ethics Training Plan revSpring 2023 (2) (1).xlsx
- Review University Compliance and Ethics 2024 Report INFO-2 (Attachment A)  2024 University Compliance and Ethics Annual Report (1).pdf (p. 28-35)
- Update the Questions for CHRO Binder and VP Bishop.docx

### Schedule for B&A Committee Meetings

| Date | Speaker | Topics |
|---|---|---|
| 8/28/2024, 2:30 – 3:30 PM | Chair Steve King | Confirm Chair and Vice Chair & Receive Charge |
| 09/25/2024, 2:30 – 3:30 PM | Provost Johnson | FY24-25 Strategic Investment Funds<br>Preparing for Joel Cramer's presentation |
| 10/23/2024, 2:30 – 3:30 PM | Interim VP Joel Cramer | Streamlining training for faculty, understanding the necessity of Simple Syllabus as it relates to policy 4.403, and smoother change management for digital transitions in general were the main topics. |
| 11/20/2024, 2:30 – 3:30 PM | N/A | Planning for upcoming efforts:<br>- Topics for VP Hector's presentation<br>- Smoother technology transitions, like Simple Syllabus and related policy<br>- Required training workload |
| 12/18/2024, 2:30 – 3:30 PM | Cancelled | Cancelled |
| 01/15/2025, 2:30 – 3:30 PM | N/A | Prepare for the meeting with VP Rhonda Bishop and AVP & CHRO Binder |
| 02/19/2025, 2:30 – 3:30 PM | [Tentatively] Senior Vice Provost for | Update on Simple Syllabus, Policy or Statutory Requirements, Clarification on Syllabus Content Required |

| | Academic Affairs Tim Letzring | |
|---|---|---|
| 03/12/2025, 2:30 – 3:30 PM | VP Rhonda Bishop and AVP & CHRO Binder | Required Faculty Training Workload |