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:	Davis, Jean Martin, Glenn Singla, Dinender Butcher, Lonny Harrington, Maria Sinelli, Peter Taylor, Ashley Wells, Adam Hector, Gerald

Agenda Items:

Topic	Presenter	Time Allotted
❑ Welcome and Recap	Amanda Major	3 min
❑ Prepare for Conversation with VP Rhonda Bishop and AVP & CHRO Maureen Binder: o Compliance and Ethics Training Plan o University Compliance and Ethics 2024 Report o Update the Q&A document	All	40 min
❑ Review of Upcoming B&A Committee Meetings	Amanda Major	1 min

Welcome and Recap

- Welcome
- Recap of Budget and Administrative Committee Foci
  - **Mission:** The Budget and Administrative Committee evaluates and recommends policies and procedures concerning the university budget with special emphasis on the academic budget.
  - **Charge of committee this year:** Minimize the administrative burden of required training workload and faculty and ensure smoother technology transitions
  - Upcoming schedule (see below)

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

The committee reviewed the following documents:

- Compliance and Ethics Training Plan (Spring 2023 revision), a compilation of UCF training, descriptions, and unit's owning the training
- [INFO-2 (Attachment A)_ 2024 University Compliance and Ethics Annual Report (1).pdf](#) (p. 28-35)
- 2024 University Compliance and Ethics Annual Report (pp. 28–35)
- Updated the [Questions for CHRO Binder and VP Bishop.docx](#) document.

Discussions focused on ways to reduce faculty training workload while considering mandatory legislative requirements. The committee emphasized the importance of prioritizing reductions where feasible.

It was noted that more demographic data and feedback about required training are necessary to inform future decisions.

The Committee Chair will reach out to VP Bishop and CHRO Binder to request data logs on training details and faculty feedback summaries as well as the identified efficiencies from the Compliance and Training Workgroup (according to the 2024 University Compliance and Ethics Annual Report).

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 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: - Topics for VP Hector's presentation - Smoother technology transitions, like Simple Syllabus and related policy - 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 Academic Affairs Tim Letzring	Update on Simple Syllabus, Policy or Statutory Requirements, Clarification on Syllabus Content Required
03/12/2025, 2:30 – 3:30 PM	VP Rhonda Bishop and AVP & CHRO Binder	Required Faculty Training Workload