UCF Faculty Senate
Budget & Administrative Committee

Meeting Information:

Date: 03/12/2025   **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

Agenda Items:

Topic	Presenter	Time Allotted
❑ Welcome and Recap	Amanda Major	3 min
❑ Conversation w/ VP Bishop and AVP & CHRO Binder	All	45 min
❑ Open Discussion and Next Steps	All	5 min
❑ Schedule of B&A Committee Meetings	Amanda Major	1 min

Welcome and Recap

- Welcome
  - o Welcome: Ex-Officio Members
  - o Are there any announcements or new developments?
- 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 Received data from AVP for Compliance and Ethics Christina Serra
    - ▪ Summary of feedback from the recent Code of Conduct Refresher training
    - ▪ Comprehensive spreadsheet outlining faculty compliance training requirements—both those required for all faculty and those contingent on specific conditions
  - o Proposing formation of a Subcommittee to draft solutions or further explorations of the burden of required training on faculty members' workloads

Conversation with AVP & CHRO Binder and VP Bishop

Committee members would like to know if there is a way to reduce the required faculty training. The required training increased tremendously over the past few years and is especially burdensome for adjunct faculty. Questions for CHRO Binder and VP Bishop.docx

Open Discussion and Next Steps

- TBD
- Subcommittee formation

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	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