

UCF Faculty Senate

Budget and Administrative Procedures Committee

MEETING MINUTES – March 2, 2016, Room PSB 445

ATTENDEES: Joe Harrington (chair/COS), Kathleen Richardson (CREOL), Pradeep Bhardwaj (CBA), Yolanda Hood (Library), Kevin Roozen (CAH), Stephen M. Kuebler (Chemistry and Optics)

REMOTE ATTENDEES: Lisa Nalbone (CAH), Nan Hua (RCHM), Joellen Edwards (Nursing), Malcolm Butler (CEDHP)

GUESTS: None

AGENDA

1. Call to order
2. Roll call
3. Approval of minutes of February 17, 2016
4. Announcements and recognition of guests
5. Old business
6. Departmental staffing model
7. Procedure for an external complaint against an employee
8. New business
9. Timesheet processing in human resources

CALL TO ORDER

Meeting called to order at 2:12 pm.

TOPICS DISCUSSED

Minutes of previous meeting

- Richardson moved to approve minutes, seconded by Kuebler, and approved by majority vote.

Staffing models

- Reviewed task, initiated in previous meeting, to identify activities that can help the university understand what the support-staffing levels need to be campus wide.
- Suggested that we should evaluate staffing models at peer- and aspiration-level institutions.
- Discussed possibility of selected faculty keeping track of all time spent on activities to generate data that can be used to understand where support-staffing is really needed.
- Could generate lists of tasks that faculty do. Examples include: Travel, purchasing management, lab setup, some types of grading, conference/workshop/gathering organization, follow-up for PhD admissions, organization student visits and handling applications. Committee members will email to Harrington additional items to add to this list.

Procedure for external complaints against employees

- Recapped examples that have resulted in external complaints against employees

- Asked what units, policies, practices, and responsibilities are in place to prevent potential errors that can lead to external complaints against employees.
- Discussed that there is a university policy in place for EH&S which governs PIs responsibilities and those of EH&S support unit.

Adjourned 3:04p

Respectfully submitted by S. M. Kuebler (March 2, 2016)