

## Budget & Administration Committee meeting agenda for November 16, 2022

1. Call to Order
2. Approval of minutes from last meeting
3. Announcements and Recognition of Guests
4. Ongoing Business:
  - a. **November 16 meeting: Presentation and Q&A from Zack Salloum, Interim Director, ARO/DSO, International Student & Scholar Services, UCF Global.** Zack will cover: “will cover international student admission processes, visa application processes, and how the university supports incoming international students. I will briefly cover where UCF Global plays a role in the foreign influence screening process.” Please remember, UCF Global is one part of this complicated process, Office of International Collaboration and Export Control, who speak to us in January, will address processing times and a holistic overview of the requirements, etc.
  - b. Upcoming meeting topics:
    - i. January 18 meeting: Presentation and Q&A on Foreign Influence Screening process at UCF and the timeframe for approval for foreign graduate students from Ashley Guritza, Director, Office of International Collaboration and Export Control (OICEC), Office of Research, and Interim Vice President for Research, Dr. Winston Schoenfeld.
    - ii. February 15 meeting: Presentation and Q&A with Jana Jasinski, Vice Provost for Faculty Excellence. She will speak about the steps in the hiring process for faculty from the viewpoint of the HR business center and then the faculty search committee, per our charge to learn which steps in the hiring process might be sped up to increase UCF’s competitiveness
5. New Business
  - a. One of each Senate Committee’s tasks is to review and give feedback (either as an individual or to the Senate office for collation) about draft policies in our area within 7 days of receipt of the email. The last time I sent out the policy list, I had feedback that people didn’t feel qualified to review the policy topics nor was the purpose clear. *I’ve asked Chair King for guidance.*
6. Other Business?
7. Adjournment

### Attachments:

BA draft minutes 10-19.2022

### Helpful links:

B&A committee website: <https://facultysenate.ucf.edu/committees/budget-and-administrative-committee/>

Committee guidance: <https://facultysenate.ucf.edu/committee-guidance/>

## Microsoft Teams meeting

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## **Budget & Administration Committee Minutes for October 19, 2022**

Meeting Called to Order at 2:35pm

### Roll Call

Tina Buck, Keri Watson, Michael Callahan, Sumanta Pattanaik, Pamela Baker, Kausik Mukhopadhyay, Glenn Martin, Rebeca Richards, Gerald Hector

Approval of minutes from February 2022 meeting (last meeting of FY 21-22)

Moved and seconded

Approval of minutes from September 2022 meeting

Moved and seconded

### Announcements and Recognition of Guests

Lisa Kinchen

Dinender Singla

Peter Haglund

Welcome to Dinender Singla who has replaced Nyla Dil as our representative from College of Medicine

### New Business

Debrief of our joint meeting with IT last month. Thoughts about the joint meeting format? B&A has shared assigned topics with several committees so we will need to determine good methods to work together

- lots or repetition of Workday issues at various meetings across campus
- BA has a lot of topics plus policy review/heavy workload
- Bringing our perspective to topics, meet separately seems like it may be the best plan

We have an ambitious assigned topics list this year! Let's discuss an approach and a priority order

- Assigned topics list reviewed and prioritized
  1. Foreign Screening Process
  2. Time to Hire
  3. Workday (focusing on approval process for travel)
- Discussion ensued on the Foreign Influence Screening Process:
  - Passionate about this topic
  - Handled by The Office of International Collaboration and Export Control at [OICEC@ucf.edu](mailto:OICEC@ucf.edu) - the dept. dealing with screening process at UCF (Ashley Guritza, Assoc. Dir.)

- UCF takes much longer than other universities in the SUS
- 3 months as opposed to 3 days at UF (USF taking more than 3 days, but less than 3 months)
- This fall in Engineering they only have 4 grad students; usually have 13-15 grad students, grant projects missing 6 students
- After this year department will have to pay for screening process (\$150-200); where will this money come from?
- College of Medicine losing candidates, too; people in US with a Visa being delayed, too
- Fundamental issue; too many levels of approval (departmental, college, university) delaying processes; everything seems to be sitting at university level; the policies and procedures are not being implemented in a timely fashion
- Losing GRAs; six months approval process; by the time the students are approved they've had to move on
- This is an immediate and urgent concern

#### Action plan for topics

- We would like a presentation by Global UCF and The Office of International Collaboration and Export Control to explain why it is taking so long
- We would like a presentation by HR and by Compliance to address the same
- Gather data; compare to other SUSs
- Administer a survey to UF, FSU, and USF
- Some Time to Hire issues have been illuminated by Workday; Faculty Excellence and HR are working on developing SOP (Standard Operating Procedures) for hiring

#### Discussion of Workday

- Issues shared with Gerald Hector:
  - Faculty tried to order a new computer; took a really long time to arrive; will this get better?
    - Gerald Hector replied that the Punch Out process is addressing purchasing delays now; asking how/if we can empower Business Centers to make decisions and skip NEXT to quicken the process
  - Why do many people have to approve everything?
    - Gerald Hector replied that they are looking into it but some areas it has to have multiple approvals because of compliance
    - Before Workday we used email, paper, and pdfs, now it all has to happen in the system; need to work on efficiency
    - We are going to have to work on some professional development; we have more specific roles now and personnel need to learn the procedures
    - Working on Delegations as well to help the transition

Pamela Baker suggested that we meet bi-weekly

Chair Buck replied that the library is short staffed and cannot do it right now

Adjournment at 3:30