

MEMORANDUM

Date: November 13, 2019
TO: Budget and Administrative Committee
FROM: Shawn Putnam
Chair, Budget and Administrative Committee

Meeting Date: Wednesday, November 20, 2019
Meeting Time: 2:30 – 3:30 p.m.
Meeting Location: Engineering II, room 202A

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Announcements and Recognition of Guests**
4. **Approval of Minutes of *October 9, 2019***
5. **Old Business**
6. **New Business**
 - Introduction of new Steering Topic #25
 - Discussion to define key committee tasks for revised Resolution Topics: i) Library funding - #10, ii) Summer courses - #X, and iii) Building maintenance - #11
 - Assign B&A committee members to champion resolution tasks
7. **Other Business**
 - Update: UCForward Budget Model Redesign Steering Committee
 - TBD
8. **Adjournment**

Budget & Administrative Committee Minutes
October 9, 2019
ENG.II, Room 202A

Call to Order: Shawn Putnam, chair, called the meeting to order at 2:32pm

Attendees:

Physical: Collins, Steven (CoS); Ng, Boon (CoN); Putnam, Shawn (CECS); Webster, Danielle (CoHPS); Richards, Rebecca (Ex-Officio)

Online: Bohil, Corey (CoS); Hoffman, Bobby (CCIE); Kong, Anthony (CoHPS); LaManna, Jackie (CoN); Mitchell, David (CCIE); Watson, Keri (CAH); Wohleber, Ryan (CoGS)

Approval of Minutes: Budget and Administrative Committee Minutes for September 25, 2019.

- Motion to approve the minutes made by Keri Watson, seconded by Steven Collins.
- Approved unanimously.

Old Business:

- Prior discussion on resolution topic description and prioritization was moved to New Business.

New Business:

- **Resolution topics and revised descriptions** – Shawn Putnam provided committee members with a list of 3 potential resolution topics along with revised, detailed descriptions of each proposed topic. There are a total of 3 topics proposed for committee work in the 2019-2020 academic year. Two of the topics (Library Funding and Building Maintenance) were brought forth by the Steering Committee. One topic (Summer Funding) was identified as a potential item by Budget and Administration Committee members during the September 25, 2019 meeting. Dr. Putnam brought this topic to Steering Committee and was told the committee is free to explore other topics if deemed a priority by members, provided the committee is willing to assume the extra workload.
- **Resolution topic: Library Funding (Steering 10):** This was a primary topic of discussion during the September 25th meeting. A motion was put forth by Steve Collins to accept the current topic description and accept this topic as the first committee priority item for the Budget and Administration Committee in the 2019-2020 academic year. The motion was seconded by Keri Watson. The modified description was approved as written and accepted as the first committee priority topic.
- **Resolution Topic: Building Maintenance (Steering 11):** –This steering topic is carried over from 2018-2019 academic year. The revised description was read to committee members. A motion to approve the revised description was made by Steve Collins and seconded. The motion was approved unanimously.

- **Summer Courses and Funding (Steering X)** - This new topic was identified during the September 25th meeting and brought to Steering Committee by committee chair, Shawn Putnam. Grammatical errors were corrected in the original draft. Specifically, there is concern related to how carry forward funding for summer is determined and allocated, resulting in delays in scheduling of summer courses. Summer school course availability is a priority with the push for 4-year graduation. There was discussion that this spending has historically been the domain of the Deans and actual spending on summer session is unclear. There was discussion of the stress this creates on the Deans when faced with many other decisions regarding finances. There were concerns voiced that the process is fundamentally flawed and requires examination. David Mitchell moved to approve the topic description as amended; the motion was seconded by Steve Collins and unanimously approved by committee members.
- **Digital Time Sheets** - There was a question related to status of committee action on digital time sheets as a potential committee topic. Dr. Putnam provided a review of committee discussion on this topic during the September 25th meeting. There was a feeling that the topic would take care of itself without committee improvement as of automated timekeeping is moving forward at the university level. The committee can choose to add this as a business topic later in the academic year if desired. This was information only, and no vote was taken.
- **Topic Prioritization** – There was discussion related to prioritization of topics. A motion to prioritize topics as: (1) Library Funding; (2) Summer Course and Funding; and (3) Building Maintenance was made by Steve Collins and seconded. The motion was approved unanimously by committee members.

Other Business:

- No other business items were brought forth by committee members.

Adjournment:

- There being no further business a motion was made by Steve Collins and seconded to adjourn the meeting at 3:02 pm.

Respectfully submitted by Jacqueline LaManna.

Budget and Administrative Committee
Steering Assigned Topics for 2019-2020 Faculty Senate

| Steering # | Committee Assignment | Topic | Description | Referred By | Status |
|-------------|---------------------------|--|---|-----------------|------------------|
| 10 | Budget & Administrative | Library Funding | The University Library funding has been flat, as with other units. FY 18-19 resulted in \$200,000 less for acquisitions. Concerned that the Stars Digital Library is in jeopardy. B&A expanded 10-9-19: UCF's growth in research and enrollment has NOT been reflected in the Library's allocations for more than a decade. There is no built-in adjustment for inflation whereas library research materials, especially subscriptions, increase in cost annually, often by 5-7%. Among the State Universities in Florida, UCF has the largest FTE (full time equivalent), by which many library materials are priced; nonetheless, the Library's annual budget consistently ranks below the peers' in Florida and nationwide. In recent years, several departments and colleges have provided funding for 3-5 years to support acquisition of materials through the campus new program proposal processes; yet no additional funding stream will be available to continue materials needed by these programs afterwards. If the Libraries are to support the research mission of the university, further and stable support is needed. | Steering 4-4-19 | |
| 16 | Budget and Administrative | Digital Time sheets | All faculty and undergraduate assistants are required to complete a paper timesheet resulting in additional workload and paper waste to complete. The time sheet should be digitized to reduce waste and time. | Senate 3-21-19 | |
| 25 | Budget and Administrative | Proportion of Administrative Budget to Instructional Budget. | During the Senate meeting, a senator suggested that the Budget and Administrative Committee review the fraction of the budget that goes to administration versus instruction over time. | Senate 10-3-19 | |
| 2017-2018-6 | Budget & Administrative | Creative School Accessibility. www.csc.sdes.ucf.edu/enrollment/ | The school has a waiting list of 200. The preference is for students to get slots first. The increase in faculty has resulted in an increased need for accessibility to the Creative School. The facility is at maximum capacity. Discussion: No new faculty hires were able to enroll and waiting list is longer. Is it possible to create a new school for faculty? Is it possible to develop the Creative School downtown as we build the campus? | Steering 4-6-17 | Still Discussing |

Steering Discussion regarding #10

Noted that the Stars Digital Library will be covered by Auxiliary funds this year. Possible budget cuts have implications for future years. Discussion followed that the Library is the only unit that has representation on the Senate and that administration has a procedure for requesting funds and this could be seen as a conflict of

interest. Others noted that acquisitions are vital to research and this is a perennial problem. The issue isn't concerning Librarian salaries, it is in direct support of the universities research mission and faculty. Questions raised as to why the Library funding is flat and if cost increases are built into the budget. Vendors can increase costs anywhere from 5% to 20%, which is difficult to budget. The university needs a long-term solution in funding the Libraries. Outside of objective criteria by administration to determine funding, the faculty have a subjective opinion concerning needs. Would like to see the Budget and Administrative Committee involved in those discussions and make recommendations to administration. The administrators are being more transparent with budget information.

| Steering # | Committee Assignment | Topic | Description | Referred By | Status |
|------------|----------------------|--------------------------|--|--------------------|-------------------------------|
| 10 | B&A | Library Funding | <p>UCF's growth in research and enrollment has NOT been reflected in the Library's allocations for more than a decade. There is no built-in adjustment for inflation whereas library research materials, especially subscriptions, increase in cost annually, often by 5-7%. Among the State Universities in Florida, UCF has the largest FTE (full time equivalent), by which many library materials are priced; nonetheless, the Library's annual budget consistently ranks below the peers' in Florida and nationwide. In recent years, several departments and colleges have provided funding for 3-5 years to support acquisition of materials through the campus new program proposal processes; yet no additional funding stream will be available to continue materials needed by these programs afterwards. If the Libraries are to support the research mission of the university, further and stable support is needed.</p> | Steering 4-4-19 | approved B&A (priority #1) |
| X | B&A (19-20) | Summer Courses & Funding | <p>Summer classes have historically been paid for from that year's unspent funds, which has resulted in an inability to plan the schedule until relatively late in the spring semester. This doesn't allow either students or faculty to sufficiently plan ahead. Given the increasing importance summer classes are going to play in helping UCF increase four-year graduation rates, a formal process is needed to identify and explore alternatives to the current system. For example, given that UCF has a large amount of carry-forward funds available, perhaps some of this money should be set aside so that summer classes could be scheduled sooner. Additionally, there appears to be little transparency about how summer money is allotted. A Faculty Senate committee would be well served to consider what steps would be necessary to improve transparency regarding the expenditure of summer money.</p> | B&A 9-25-19 | approved B&A (priority #2) |

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|----|-------------|----------------------|---|----------------------|-------------------------------|
| 11 | B&A (19-20) | Building Maintenance | <p>Faculty and Staff located in non-teaching buildings are being told that building maintenance is the responsibility of the department. This includes declining equipment maintenance and replacement of such equipment that was built into the building before (i) Faculty and Staff were relocated or transferred into the building and/or (ii) the building was redesignated as non-teaching building. In addition, the corresponding costs (and/or quotes) for maintainance are questionably high. For example, the painting of an office wall or the replacement of a light switch commonly corresponds to a quoted maintainance cost exceeding \$1000.00 and \$250.00, respectively. A transparent process / flowchart is needed for dissemination of how the maintainance budget and costs are allocated/determined for a UCF building that is desgated as (1) Education/classroom [only], (2) Research [only], (3) Administration [only], (4) Mix [Research & Education], and (5) Mix [other].</p> | Harrington 4-9-18 | approved B&A (priority #3) |
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