

# MEMORANDUM

**Date:** October 4, 2018  
**TO:** Members of the Steering Committee  
**FROM:** William Self  
Chair, Faculty Senate  
**SUBJECT:** **STEERING COMMITTEE MEETING on October 11, 2018**

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Meeting Date: Thursday, October 11, 2018

Meeting Time: 4:00 – 6:00 p.m.

Meeting Location: Millican Hall, room 395E

## A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *September 20, 2018***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
  - UCF Policy, UCF Regulation, and Dean Policy notification
  - Committee Bylaws for eligibility requirements
7. **New Business**
  - Resolution 2018-2019-6 Faculty Senate Bylaw Change, Graduate Appeals Committee Duties
  - Room Usage Guidelines – *Brian Boyd, University Registrar*
8. **Liaison Committee Reports**
  - Budget and Administrative Committee – *Qian Hu*
  - Information Technology Committee – *Joseph Harrington*
  - Parking, Transportation and Safety Committee – *Kristine Shrauger*
  - Personnel Committee – *Linda Walters*
  - Graduate Council – *Mathilda Van Niekerk*
  - Undergraduate Council – *Nina Orlovskaya*
9. **Other Business**
10. **Adjournment**

**Faculty Senate**  
**Steering Committee Meeting**  
**Millican Hall, room 395E**  
**Minutes of September 20, 2018**

William Self, chair, called the meeting to order at 4:00 p.m. Committee members and guests introduced themselves. The roll was circulated for signatures.

**MINUTES**

Motion to approve the minutes of August 16, 2018 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Karla Amaro, IT Business Analyst, Faculty Excellence  
Lucretia Cooney, Associate Director, Faculty Excellence  
Joe Adams, Senior Communications Director, Office of the Provost  
Jana Jasinski, Vice Provost for Faculty Excellence  
Elizabeth Klonoff, Vice President for Research and Dean of the College of Graduate Studies  
Marshall Hill, Director of Sales, Interfolio  
Wesley Lyon, Account Executive, Interfolio  
David Canova, Interim Director of Enterprise Application Development, UCF IT  
Dale Whittaker, President, UCF  
Christine Dellert, Deputy Chief of Staff for Communications and Operations, Office of the President

**ANNOUNCEMENTS**

None.

**OLD BUSINESS**

None.

**REPORT OF THE PROVOST**

College of Health Professions and Sciences Dean Search

The search was failed after bringing three candidates to campus. The timing of the search did not yield high participation and depth of experience with the programs in the college. The second search will be initiated with the hopes of bringing candidates to campus in January or February. We hope to hire a new dean with a July or August start. Since the search was failed, UCF will use Parker Search again at no extra cost. Parker has had success in the health sciences fields.

### Diversity Survey

The Office of Diversity and Inclusion launched a diversity survey to look at the perceived state of readiness for diversity and inclusion within departments and colleges; course content and curriculum; and how the diversity initiatives tie to the Collective Strategic Impact goals. Dr. Jansinski has volunteered to review the data once compiled.

### Room Usage Guidelines

Interim Provost Dooley clarified that there is no Room Usage Policy, it's a guideline and the Registrar's Office will make that change. The university is trying to improve the efficiency and utilization of the classrooms and efficiently schedule courses by using on-grid scheduling through the Registrar's Office. There will be some program nuances that will be need to be taken into consideration, however, courses need to be scheduled on-grid and not off-grid. The Room Usage Guidelines were presented at the dean's council meeting. Interim Provost Dooley highly recommended that the Registrar's Office make a presentation to Steering for a better understanding. In response to a question, Interim Provost Dooley indicated that any responses to the guidelines should be sent to the appropriate dean. Several members expressed frustration regarding the lack of communication coming from the deans regarding this information.

Motion and second for Brian Boyd in the Registrar's Office to make a 10-minute presentation on classroom scheduling to the Steering Committee. Comment made that faculty and students weren't involved in the discussions regarding the guidelines. A member noted that many department chairs have been told that this process is mandatory. Dr. Self indicated that he has seen the presentation and it was not presented as a mandatory process. The presentation will give an understanding of what is happening due to the growth.

Motion and second for Brian Boyd from the Registrar's Office to make a Steering Presentation on Classroom Scheduling.

Vote: All in favor; motion passes.

### **REPORT OF THE PRESIDENT**

The floor was yielded to President Whittaker for an update on the misuse of educational and general (E&G) funds for the construction of the Trevor Colbourn Hall building. Florida Statute and a Board of Governors regulation designates how E&G funds can be used. E&G funds are primarily for operations and can be used for renovations, but not for capital improvements. In 2014, Trevor Colbourn Hall was going to be renovated. However, in 2016 it was determined that the old building needed to be demolished with a new building erected. In late August, an oral Auditor General's Report identified the misspending, indicating E&G funds were used to build Trevor Colbourn Hall. No money is missing, however the funds were used for the wrong purpose and without the knowledge or approval of the Board of Trustees. The Chief Financial Officer and Vice President has to be accountable for the source and appropriateness of funds. Mr. Merck's resignation was accepted. The Chief Financial Officer responsibilities and Vice Presidents responsibilities have been separated. Effective immediately, any capital expenditure of \$2 million dollars or more requires the certification of the president, legal

counsel, chief financial officer, and the vice president. Also, a moratorium has been placed on any new or current projects of \$2 million dollars or more until we review funds available. This will not impact the hospital since it is funded by HCA and in most cases the downtown campus is appropriately funded. We did find one case for the downtown campus that was infrastructure related that was comprised of some E&G funds and we have replaced the funds.

The \$38 million of E&G spent on the Trevor Colbourn Hall building has been replaced with other appropriate funds; mostly auxiliary and interest earnings on cash balances. We have not determined the impact and other planned spending of the auxiliary and interest earnings yet. In a meeting of the Board of Trustees meeting today, eight projects totaling \$13.8 million were found after Trevor Colbourn Hall that also used E&G funds. Three projects totaling \$10 million dollars are mostly in the Research I building and have been replaced as of yesterday. Now everything should be in compliance. However, this doesn't answer how this happened, are there any other projects, and was there anybody responsible besides Mr. Merck that made a deliberate decision to either violate statute knowingly or to deceive the Board of Trustees knowingly? Today the Board of Trustees in conjunction with the Board of Governors Inspector General hired and charged a third party law firm to do an investigation to answer the questions of what else do we need to know, how did this happen, and what else needs to be done to repair what has been done? Right now the trust between the administration and the Board of Trustees is weak and we need to earn back the trust and confidence. This has resulted in a lack of confidence in other State Universities and has resulted in a review of controls and previous expenditures. Speaker Cochran asked Speaker-designate Oliva to launch an ethics investigation.

Dr. Self noted that the Board of Trustees also approved President Whittaker's recommendation to suspend the performance plan for the president and vice president's until a later date. The Board of Trustees approved Chairman Marchena's expectation of the third party law firm including:

- determine if anyone else was involved other than the CFO,
- other projects out of compliance,
- what controls were missing and why wasn't this mistake caught,
- where there controls that were violated, and
- make recommendations for further controls.

The law firm has expertise in higher education investigations and financial entities. The law firm is being retained by the Board of Trustees and will cooperate with the Board of Governors Inspector General. The board also suggested that the firm retain a forensic accounting firm. Chairman Seay will be the primary contact for the law firm.

President Whittaker added that he has asked the vice president's and their staff to fully disclose anything that is known and to comply with the investigation. The Board of Trustees will place information on the website with the Ethics and Compliance phone numbers and integrity line at <https://www.ucf.edu/transparency/trevor-colbourn-hall-investigation/>. Any information will go directly to Trustee Seay.

Question: What was the impact of spending \$38 million in E&G funds?

Answer: President Whittaker indicated that the E&G funds initially spent for the building were non-recurring carry-forward balances and not a recurring salary line. The impact of not being able to use those E&G funds is not known yet.

Question: Are the interest earnings used to replace the E&G restricted based on the funds earning?

Answer: President Whittaker indicated that the interest earned used was on cash balances and is less restrictive than the account that generated the interest.

Comments: Several members thanked the president for the letter informing every one of the issue before it was broadcast on the news and for talking with us today.

Question: Were the reserves required for any project with debt tapped to replace the E&G funds?

Answer: Dr. Self indicated that the Board of Trustees were informed that no debt reserves were used to replace the E&G funds. This will likely result in more questions being raised and more detail requested during the University Budget and the Facilities Budget Committee meetings in the future. Both of these committees just added additional faculty representation to the committees. President Whittaker stated that the Facilities Budget Committee was created due to a lack of an academically informed process regarding maintenance and priorities.

Question: The General Counsel is now involved as a control. Was that not the case previously?

Answer: No.

Question: Do you see a faculty role in the process issues associated with the source of funds used?

Answer: The use of the University Budget Committee has evolved over time. We value the input from the student and faculty representation. We will have to see what additional controls are needed.

Question: An additional \$13.8 million was transferred?

Answer: Of that, \$13.8 million, we were confident that \$10 million needed to be replaced. The other \$3.8 million was transferred anyway since the funds were in a gray area of the statute.

Question: What are the projected cost to fund the investigative and forensic work and where is the money coming from?

Answer: We don't know yet.

Question: Is there any evidence that anyone above Mr. Merck was involved?

Answer: The investigation will let us know.

Question: Is there a State investigation?

Answer: The Board of Governors has agreed to join and support our investigation as long as it's the Board of Trustees running the investigation. The Board of Governors reserves the right to initiate another investigation. The Public Integrity and Ethics Committee has requested information and will wait until the Board of Governors and the Board of Trustees have concluded their investigations before initiating another investigation.

Question: What is the Florida Statute penalty for the offense?

Answer: That's unclear. There is no reason to think it's a criminal offense, but an obvious consequence has been separation from the university.

Question: Was \$38 million the full cost of Trevor Colbourn?

Answer: Yes, the full project cost.

Question: Why didn't audit find this in 2016?

Answer: Something we are questioning. The audits go in a cycle and take a random sample. There is something to be learned from this.

## **NEW BUSINESS**

### Resolution 2018-2019-5 Faculty Senate Bylaw Change, Senate Operational and Curricular Councils Membership

This resolution removes the requirement for a faculty senator to chair the operational or curricular committees based on the difficulty in finding a senator that can chair a committee.

Motion and second to place Resolution 2018-2019-5 Faculty Senate Bylaw Change, Senate Operational and Curricular Councils Membership on the September 27 Senate agenda for 30-days review prior to discussion and vote.

Vote: All in favor to add the resolution to the September 27 Senate agenda; motion passes.

### Promotion and Tenure and Faculty Annual Reporting – Interfolio Presentation

Wesley Lyon and Marshall Hill from Interfolio provided a brief presentation regarding Interfolio.

Interfolio has been working with the Faculty Excellence Office for about a year and a half regarding the software. Discussed the history of Interfolio and the company's faculty management system including digital dossier; faculty search (hire); promotion and tenure process; and Faculty 180 activity reporting. Interfolio is a cloud based system and cuts down on redundant information being entered. The modules can be purchased as a package, or individually, based on the institutional needs. UCF has focused on the Faculty 180 activity reporting and promotion and tenure modules. With a purchase comes the Scholars helpdesk which provides support for faculty instead of relying on internal IT professionals. Interfolio has been in business for eighteen years with 270 campuses with at least one module with a 99% renewal rate. Florida clients include FAU, FIU, and UF.

The system can be configured to meet the needs of the institution regardless of size. Faculty can create a vita or biography easily.

Question: How much does the system cost?

Answer: The cost is based on the number of full-time faculty. For the full suite, a ballpark cost would cost about \$100.00 per faculty member, per year.

Question: What happens if UCF decides to not renew?

Answer: UCF owns the information. Interfolio would do a data dump that UCF can use.

Comment made that PeopleSoft will eventually go away in 2030. Our current file size limitation is 40mb, where Interfolio is 100mb.

Question: How will Interfolio integrate with Stars?

Answer: Stars is through the UCF Library and is unique to Rosen. Interfolio will identify any and all systems that contains faculty data to help populate Interfolio.

Question: Where do we stand now?

Answer: Dr. Jansinski indicated that the program would be university-wide. We would not purchase the faculty recruiting since Human Resources just purchased PageUp for recruiting. Interfolio noted that FIU purchased the Faculty 180 activity reporting and just added the promotion and tenure module.

Question: Who will pay?

Answer: Don't know yet.

Question: How will Interfolio interact with Huron?

Answer: As long as the system can push data into the system via our API's or flat files, we can upload it.

Question: How long does it take to build an interface between two systems?

Answer: Your IT could probably build a bridge.

Question: How hard is it to create something new?

Answer: Interfolio has countless self-service tools built-in to allow you to change the workflow.

Question: Is it feasible for an individual to create a specific work-flow or does it take calling Interfolio?

Answer: It is easy and quick; any individual can modify the workflow without relying on Interfolio.

Question: Can it handle collaborative editing like googledocs?

Answer: Not yet. That hasn't been high on the priority list.

Comment: From an applicant's perspective it's very difficult when every university has a different system.

Response: A single Interfolio account allows an applicant to apply to any university using Interfolio without re-inputting the same data.

Question: What is included for professional development training for faculty on the system?

Answer: Interfolio will train a specific group that will train other faculty. Train-the-trainer sessions, since it's impossible to schedule all faculty within a 3-day training period.

Question: How flexible is the Faculty Reporting?

Answer: Layout is up to the institution. The institution decides the drop-downs within menus. The reporting can be programmed and configured to the department level.

Question: How long does it take to implement?

Answer: Six months to a year for the complete suite. FIU recommended eight months to implement.

#### Overhead Oversight

This was an issue on the 2015-2016 Topic List. It was tabled since the new Vice President for Research was in the process of being hired and to allow time to make changes. The issue is now being raised again as to how overhead is used, transparency of usage, and at what levels.

Dr. Klonoff indicated that at the end of each year, overhead is distributed back to the colleges after staff expenses and off-the-top fees are paid based on a formula. Based on what is left, 55% stays in the Office of Research and 45% is distributed to the colleges. What comes off-the-top are things that benefit the whole university and a spreadsheet is provided to the deans each year. Funds are now distributed every six months.

A member indicated that they would like to look at the decisions of how we got to there and what we want to do, and get faculty involved in what the university is doing and what the university will do.

Dr. Klonoff indicated that she can't speak to the expenses that occurred before she started, but the other expenses are a result of faculty involvement. For example, the Research Council and the research associate deans decided to bring in all shared clean rooms resulting in those expenses taken off-the-top. Outside of the research buildings being paid for, everything else has been done at the request of faculty. Dr. Klonoff indicated that there aren't many decisions being made as they are still trying to just break even.

Comment made that once people see what the situation is, and what is being spent, they may be less concerned. Briefly discussed indirect grants and money owed UCF for contracts not successfully completed and the high volume of funding owed UCF.



Steering requested Dr. Klonoff present the overhead spreadsheet at an upcoming Steering meeting. Dr. Klonoff informed the committee that the queue for IRB's is zero. Due to a conversion to a new system, the IRB process will be closed for three weeks in November. Encouraged everyone to submit the IRB early, and not after the conversion.

#### UCF Parking Application Reliability

The accuracy of the application used to determine available parking is poor and doesn't account for roped off parking for events or special guests.

Motion and second to move the issue to the Parking, Transportation and Safety Committee. Vote: all in favor; motion passes.

#### Volunteer and Short-term Parking

The daily departmental rate increased from \$1.00 to \$3.00. The standard daily rate for a guest is \$5.00 per day. There has been talk about eliminating the departmental \$3.00 tag. This is an issue for volunteers, guest speakers, part-time employees, or students coming to campus for a short time frame. For example, a student coming to a lab for one semester can't afford to pay the daily rate. A part-time employee that works five hours a week for \$10.00 per hour can't afford to pay \$200+ for parking. Adjuncts have the same problem as they may only teach one semester. Something needs to be done for those people that the faculty, department, or colleges bring to the campus for the benefit of the university.

Motion and second to move the issue to the Parking, Transportation and Safety Committee. Vote: all in favor; motion passes.

### **LIAISON COMMITTEE REPORTS**

#### Budget and Administrative Committee – Qian Hu

The committee met and discussed the issues regarding the creative school accessibility, faculty collaborative commons, and departments financially responsible for building maintenance issues. The committee requested clarification on two of the issues.

#### Information Technology Committee – Joseph Harrington

The committee has met twice. The committee elected a chair and discussed the issue of slow UCF IT help desk ticket response time. All the tickets are going through one help-desk and is understaffed.

#### Parking, Transportation and Safety Committee – Kristine Shrauger

No report.

#### Personnel Committee – Linda Walters

Committee is discussing retention issues and exit surveys. Also discussing when and how another Faculty Salary Compression study should be done.

Graduate Council – Mathilda Van Niekerk

The Appeals, Curriculum, and Program Review and Awards Committees are meeting and completing regular business. The Policy committee is looking at a system for annual reviews for doctorate and post-doctorate scholars.

Undergraduate Council – Nina Orlovskaya

Discussed Curriculog system, received Curriculog training, and reviewed the new Undergraduate Curriculum Handbook. Dr. Self noted that an Ad Hoc Committee was formed to develop the Undergraduate Curriculum Handbook. We are waiting to close the Ad Hoc Committee until the system has been live, probably through the Fall semester to handle any edits or modifications.

**OTHER BUSINESS**

Comment made that the external guests should probably wait outside until it's time for their presentation. Dr. Self indicated that the Steering and Senate meetings are open to the public, but the request is noted.

Dr. Self mentioned that he suggested that the Board of Trustees take more detailed minutes like the Senate and Steering committee for reference in the future. Noted that the Senate referred to detailed previous minutes for direction.

A member commented that we are not staffing committees with knowledgeable faculty. If a budget committee needs a faculty member, faculty with budget experience or teaching is sought. A brief discussion on how the bylaws only specify rank eligibility versus knowledge and skills eligibility and you can't enforce an unknown skill or knowledge. The bylaws can be changed.

A member commented that policies and procedures should be sent to all faculty for feedback. Dr. Self noted that the UCF Regulations and Policies process is governed by the Florida Board of Governors. Any regulation change has to go through the Board of Trustees, where any policy change goes through the UCF Policy committee. The policy and regulations website is a listserv system. Dr. Self suggested at the Audit and Compliance committee meeting that the regulation and policy listserv should be "opt-out", not "opt-in" system. A member questioned, if UCF policy is the only official policy, then can colleges make policy like office hours' policy? Dr. Self will put the question of policy and regulation notification, and Dean policies on the next agenda as "old business."

Comment made that with the Trevor Colbourn Hall incident, that faculty oversight of university needs to be elevated. We need to have a seat at the table when the audit gets reported so faculty can ask questions of the audit for this investigation and the annual audits. Dr. Self noted that all of the audits and budgets go to the Board of Trustees and as the Senate chair serves as the Faculty Senate representative. A member commented that the BOT is not the same as the Budget and Administrative committee that has representation from each college. A member requested expert representation on the Budget and Administrative Committee regarding legal and accounting that isn't from the

administration for which they are overseeing; an outside expert. Dr. Self noted that changing the Budget and Administrative to an “oversight” committee instead of “advisory” committee is a change in the constitution, which can be done.

**ADJOURNMENT**

Motion to adjourn made and seconded. The committee adjourned at 6:15 p.m.

1                                   **Resolution 2018-2019-6 Faculty Senate Bylaw Change**  
2                                   **Graduate Appeals Committee Duties**  
3

4   **Whereas**, the final decision on petitions rests with the vice president for Research and dean of  
5 the College of Graduate Studies; and  
6

7   **Whereas**, the *Bylaw* regarding petitions does not accurately reflect that petitions should be  
8 referred to the committee by the vice president for Research and dean of the College of  
9 Graduate Studies; and  
10

11 **Whereas**, only complex petition cases should be referred to the committee; therefore  
12

13 **Be it resolved** that the Bylaws for the Graduate Appeals Committee be modified to indicate  
14 how petitions are assigned to the committee as followed:  
15

16 Graduate Appeals Committee

- 17   a.   Duties and Responsibilities.
- 18       i.   To hear petitions as referred by the vice president for Research and dean of the  
19           College of Graduate Studies for variances from established policies governing post-  
20           baccalaureate, certificate, or graduate degrees regardless of the administrative  
21           level from which the policy emanated including the graduate program, the college,  
22           or the university.
  - 23       ii.   To hear other cases as referred by the vice president for Research and dean of the  
24           College of Graduate Studies including but not limited to appeals of adverse  
25           admissions decisions, appeals of adverse administrative decisions, and appeals  
26           originating in *The Golden Rule* and requiring a decision by the vice president for  
27           Research and dean of the College of Graduate Studies.
  - 28       iii.   To hear all requests from graduate program directors for exceptions to graduate  
29           policies and procedures.
  - 30       iv.   To identify graduate program practices that have policy implications and refer  
31           them to the vice president for Research and dean of the College of Graduate  
32           Studies.
  - 33       v.   To review all matters referred by the Graduate Council.
  - 34       vi.   All conclusions of deliberations by the Graduate Appeal Committee are considered  
35           recommendations to the vice president for Research and dean of the College of  
36           Graduate Studies who makes the final decision for the university.