

UCF Faculty Senate

Budget and Administrative Procedures Committee

Meeting Minutes - 2:00 pm, 14 October 2015 - Phys. Sci. Bldg., Rm. 445

ATTENDEES: Joe Harrington (chair, Physics/COS), Stephen Kuebler (minutes, Chem./COS), Xun Gong (ECE/Eng.), Robert Cassanello (Steering Comm. Liaison, History/CAH), Jeffrey Bedwell (Psychology/COS), F. Eloy Hernandez (Chem/COS), Yolanda Hood (Library), Kevin Roozen (Writing & Rhetoric/CAH), Joellen Edwards (Nursing)

JOINING REMOTELY: Tim Rotarius (HMI, COHPA); Malcolm Butler (STLL/CEHP); Lisa Nalbone (Mod Lang/CAH); Lei Wei (ECE); Bernard Gros (CoM)

EX OFFICIO: Bill Merck (Admin. & Finance), Tracy Clark (Finance & Accounting)

GUESTS: Austin J. Foster (student, MS in Math, UCF; freelance web developer; member, Harrington research group)

AGENDA

- Review and approve minutes
- Review topics from previous meeting
- Summarize topics for committee action during academic year 2015/2016
- Develop plan for discussing library budget at next meeting
- Presentation by AJ Foster regarding electronic timesheets

- Meeting convened at 2:19 pm.
- Minutes

Minutes from the meeting of 30 September 2015 were discussed. Kuebler moved to approve the minutes. Motion was seconded by Cassanello and approved unanimously by hand-vote.

- Topics before the committee

Harrington reviewed the list of working topics for academic year 2015/2016 that resulted from the last meeting. These include 1) electronic timesheets, 2) library funding, 3) grant/project overhead distribution, and 4) the costs of facilities improvement.

- Library funding
 - The committee discussed the importance of the library as a research tool, how libraries are funded at other institutions, and the appropriateness and practicability of using some fraction of indirect costs from contracts and grants to augment the library budget.
 - Merck and Clark described how funds from indirect costs are currently distributed. They noted that increasing funds to the library would require that resources are pulled from other programs and the committee should consider this issue within the context of the whole university budget.
 - The committee agreed that the meeting should include a presenter from the Library, as well as a representative from ORC (e.g., Tom O'Neal) and the Provost's office (e.g., Joel Hartman).
- Electronic time sheets (presentation by A. J. Foster)
 - Foster gave a presentation that provided an estimate of the timeline, challenges, and costs associated with developing in-house a university-wide electronic time-sheet system.
 - A summary of Foster's presentation can be in found in the appended document entitled "OPS Timesheet Application"
 - The human resources needed to develop the system were estimated at 1 FTE-year and the development cost was estimated at \$30,000.
- The meeting was adjourned at 3:01 pm

Respectfully submitted by S. Kuebler (14 October 2015)