

Budget & Administration Committee meeting agenda for October 19, 2022

1. Call to Order
2. Roll Call
3. Approval of minutes from February 2022 meeting (last meeting of FY 21-22)
4. Approval of minutes from September 2022 meeting
5. Announcements and Recognition of Guests
 - a. Welcome back to Faculty Senate Chair Steve King
 - b. Welcome to Dinender Singla who has replaced Nyla Dil as our representative from College of Medicine.
6. New Business
 - a. 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.
 - b. We have an ambitious assigned topics list this year! Let's discuss an approach and a priority order.
 - c. 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. Let's prevail upon Senate Chair King for an approach to this task so we can be effective and efficient about it. As examples, below are the draft policies I received in email from Faculty Senate on 10/12 (full-text here <https://policies.ucf.edu/rfc.asp>) :
 - i. 2-017 Prohibition of Discrimination in University Training and Instruction
 - ii. -014 Career Advancement Policy
 - iii. 3-132 UCF Identification Cards and Badges
 - iv. 4-215.1 Use of Research Space by Third-Parties and UCF Employees for non-UCF Purposes
7. Other Business?
8. Adjournment

Attachments:

Updated 2022-23 B&A Topics list

2 meeting minutes from 3/2022 and 9/2022

Policies and Regulations Review pdf sent out with each draft policies notification

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

Join on your computer or mobile app

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Meeting ID: 235 099 890 241

Passcode: LqQqdL

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Phone Conference ID: 518 304 417#

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Faculty Senate Budget & Administrative Committee

Minutes for meeting of Wednesday February 2, 2022

Zoom Meeting: <https://ucf.zoom.us/j/91392212907?pwd=TEV4cGo2NUNESnNDNm5ySzRmczhuZz09>

- Called to Order 2:35pm

- Attendees: Tina Buck, Adam Wells, Pamela Baker, Pam Thomas, Keri Watson, Konstantin Vodopyanov, Nina Orlovskaya, Sandra Galura, Kausik Mukhopadhyay, David Mitchell, Bobby Hoffman, Missy Murphey, Nyla Dil, Gerald Hector (ex officio), Rebeca Richards (ex officio)

- Approval of minutes from December 2, 2021 meeting; so moved and approved as submitted

- Announcements and Recognition of Guests – no guests today

- Report from Chair Buck with some clarifications by Gerald Hector
 - Has attended one University Budget Committee (Dec. 3, 2021)
 - minutes are not yet posted on the senate page
 - At meeting was a discussion of auxiliary budget at meeting
 - Topics included for instance: how are camps or conferences accommodated? How should they be?
 - Historically, too many things have been considered auxiliaries
 - Committee is rethinking the way things are coded/funded/taxed
 - Adam Wells posed a question: how does this work with the push from deans/Colleges for departments to fund themselves? For example, a department hosts a conference or event; and revenue is potentially swept.
 - Gerald Hector thanked Adam for making him aware of this
 - Right now, the center often is covering costs for things that individual units host
 - We are flipping the system; Colleges will be responsible for revenue and knowing the “colors of money”
 - Auxiliary money is most fungible
 - Moving forward: every College needs to know its sources of revenue and be accountable for its own budget
 - Instead of Colleges spending to deplete their budget; it will work the other way; Colleges will get funding based on costs; revenue and expenses will be matched
 - David Michell posed the question in the chat: Related, our unit desires to re-start an executive masters program to generate revenue but we have been told the BOT is not approving these programs. Is this true? If so, aren't these conflicting messages?
 - Rebeca Richards replied in the chat: It is actually the Board of Governors that is not supportive of new executive programs. However, if you are 're-starting' the program it may already be approved. Can you please share more information on the program? My email is rebeca@ucf.edu.

- Old Business
 - Accommodation of J1 visiting scholars
 - UCF Global arranges visas
 - Problem: no place to host visiting scholars for several weeks; hotels are expensive, dorms require the whole semester, short-term rentals near campus are not ideal; local faculty hosting can be awkward; regional housing shortage

- Kausik Mukhopadhyay replied that he has first-hand experience with this issue; new state law makes it more difficult to hire international scholars and graduate students; finding accommodations falls to faculty; which is not faculty area of expertise
 - Nina Orlovskaya adds that housing a graduate student can lead to conflicts of interest
 - Adam Wells asks if there are any fixes
 - Kausik Mukhopadhyay replied that it was easier because his candidate already had a visa; still challenging; additional screening process; takes a while to clear the candidate; candidates with families are even more challenging
 - Maybe some of graduate housing (Knights Landing for instance) could be block reserved for post-docs
 - Gerald Hector will talk to Adrienne Frame about housing options
 - Tina Buck: we could write a resolution
 - Adam Wells: we may need to wait until the next senate season
 - Also need to think about visiting scholars and job candidates
 - Does the university own any residential real estate?
 - Plan to pick this issue back up next year and continue to research to draft a resolution in the fall
 - Monitor Enterprise Resources Planning system upgrade
 - Presentation last meeting
 - Nothing pressing at this time
 - New Business
 - No new business
 - Other Business
 - Committee Policy Review Responsibilities
 - Don't forget to review the policies; only have 7 days to review
 - They come quickly often on a Friday night, so we review these via email
 - We have had a small response rate, but it is important to get the feedback, so please try to look at these when they come through
 - Nominations for Vice Chair for Fall 2022
 - Adam will be on parental leave in the fall and unable to Vice Chair
 - New chairs will be elected next fall
 - Adjournment at 3:26pm
- Motion to adjourn by Pam Thomas; seconded by Missy Murphey

UCF Faculty Senate Budget & Administration Committee Minutes for 9-21-2022, joint meeting with Information Technology Committee

Minutes kindly taken by IT Committee member(s). Attendee list updated by Tina Buck, 10/14/2022 per Teams attendee list.

Present:

Tina Buck
Matthew Hall
Lisa Kinchen
Gerald Hector
Rebeca Richards
Bert Scott
Sumanta Pattanaik
Michael Callaghan
Lee Dotson
Glenn Martin
Jennifer Plant
Pieter Kik
Bobby Hoffman
Pamela
Taj Azarian
Francisca Yonekura
Chad Macuszonok
Joe Harrington
Keri Watson
Nyla Dil
Kausik Mukhopadhyay
Kathleen Richardson

1. Presentation by Gerald Hector (request slides for inclusion in minutes)
2. Discussion
 - a. Can invite Gerald Hector to department meetings to answer faculty questions.
 - b. Why did we go live with so many parts of the system unready?
 - i. The challenges of changing mid-year were too great. Open POs worth \$100M+. Could not tolerate another year on old system. Operational audit finding that we could not resolve. Some did not want to go live. Some of the difficulties = bringing 13 colleges together who were all mostly operating in different ways.
 - c. Why have we lost quick, overnight ordering on Amazon?
 - ii. \$1k limit is being removed.
 - iii. Will follow up on this.

- d. We're working to operate in decentralized silos... Gerald Hector asks, can we standardize everything across all colleges? Doing so has the potential to remove unnecessary costs; saved money can be used in other ways for the University.
- e. Gerald Hector will work with B&A Committee to get feedback from faculty.

3. From the meeting chat, posted by Matthew Hall:

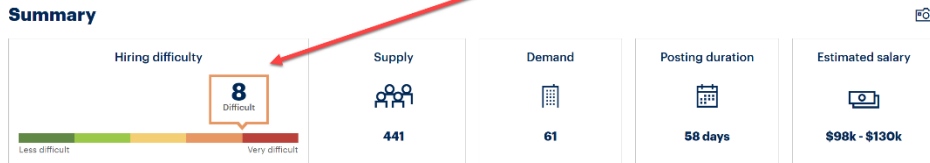
22 Systems Shutting Down

Success

Systems	Notes	Type
Financial Edge	Financial Planning and Analysis	3rd Party System
Excess	Time Tracking System	3rd Party System
ISIDE	Federal Work Study Management	3rd Party System
PageUp	Talent Management System	3rd Party System
Excel Plans	Financial Accounting System	3rd Party System
Hiometric	Applicant Tracking Software	3rd Party System
PowerPlan	Budgeting Tool	3rd Party System
NetSuite	Financial Management System	3rd Party System
PayCom	HR and Payroll Software	3rd Party System
Employee Navigator	Benefits Management System	3rd Party System
PeopleSoft Human Capital Management	HR System	3rd Party System
PeopleSoft Financial Management	ERP System	3rd Party System
PeopleSoft eRecruitment (Performance Action Forms)	Custom solution for Hire, Jobchange, termination processes in PeopleSoft	PeopleSoft Both On
PeopleSoft HR Communication Center/Advisor	Custom employee notification system	PeopleSoft Both On
PeopleSoft Financials (DU/Department Authorization List)	Custom security management system	PeopleSoft Both On
PeopleSoft Risk Management (Systemwide Programs)	Physical fire management system	PeopleSoft Both On
Microsoft Exchange and Office365 Provisioning Process	Enterprise Email request provisioning and management.	PeopleSoft Both On
Archibus	Workplace Management System platform	Archibus
ServiceNow Form - HR Actions	Transaction request and workflow	ServiceNow Form
ServiceNow Form - Travel and Training	Transaction request and workflow	ServiceNow Form
ServiceNow Form - Other Form (However that form still is active for PPC 07/20)	Transaction request and workflow	ServiceNow Form
ServiceNow Form - SDS Job Action Form	Transaction request and workflow	ServiceNow Form

Systems Engineer III \$ USD [Edit search](#)

Summary Market Competition Role Locations Diversity Higher education



Business Processes by Status

Business Process Name	Successfully Completed	Cancelled	In Progress	Process Terminated	Rescinded	Count
Enter Time	87,216	9,891	303	0	0	47,414
Request Time Off	28,624	836	209	169	0	29,927
Supplier Invoice Event	9,439	437	392	8	70	9,221
Expense Report Event	5,498	965	7,831	63	3	8,641
Requisition Event	5,128	275	228	56	0	5,977
Change Job	2,610	228	21	50	13	2,952
Hire	2,425	173	66	28	15	2,737
Termination	1,346	15	17	5	17	1,604
Job Requisition	1,033	132	61	41	2	1,542
Request Compensation Change	996	46	94	5	7	962
Budget Amendment Event	717	13	16	8	0	733
Total	91,818	12,587	6,003	303	132	111,823

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Resolved In Progress New On Hold Canceled

Case Status	Count
Resolved	3,473
In Progress	721
New	663
On Hold	232
Canceled	95
Total	5,184

A major issue is that the service centers are now writing another layer of home-brew paper forms to give them the info to put into Workday, rather than making the workday screens accessible to faculty.

(To Gerald Hector) You have been very accessible and transparent, and that is a very welcome change! Ordinary faculty almost never heard from Mr. Merck.

It will be important for B&A members to seek out feedback from their entire academic units, not just their own experience or their departments. Please contact chairs and senators in all departments in your unit.

Steering Assigned Topics for 2022-2023 Faculty Senate

Steering #	Committee	Assig Date	Assigne Topic	Description	Referred b	Date Referr	Status
1	B&A, ITC	8/25/2022	Ongoing Workday Issues	Identify critical Workday issues that require resolution and the estimated timeframes needed to fix those issues. Follow through to make sure Workday issues are completely addressed.	Stephen King	8/15/2022	
5	Research, Personnel, IT, B&A	8/25/2022	Support the UCF Strategic Plan- Discovery and Exploration	Faculty involvement, ideas, and initiatives will be critical for the success of the new UCF Strategic Plan. The main areas of the Strategic Plan (listed below) need to be supported and enhanced with significant input from the relevant senate committees	Stephen King	8/15/2022	
7	B&A, IT	8/25/2022	Support the UCF Strategic Plan- Innovation and Sustainability	Faculty involvement, ideas, and initiatives will be critical for the success of the new UCF Strategic Plan. The main areas of the Strategic Plan (listed below) need to be supported and enhanced with significant input from the relevant senate committees	Stephen King	8/15/2022	
14	B&A	8/25/2022	Reduce the time to hire faculty and staff	Determine which steps are causing significant delays in hiring faculty and staff. Work to identify solutions than can speed up the hiring process and make us more competitive with other employers.	Stephen King	8/15/2022	
17	B&A and Research Council		Foreign Influence Screening Procedures	Compare UCF with other SUS universities to see if there are mechanisms or processes that can be used to perform this required function more efficiently. The current length of time to complete this process puts UCF at a disadvantage in the recruitment process.	David Hagan and Patrick Likamwa	8/15/2022	

Steering Assigned Topics for 2022-2023 Faculty Senate

B& A and Graduate 18 Policy	Use of graduate student email addresses on campus websites	Evaluate the benefits and risks if UCF were to make a policy where graduate student email addresses were accessible on websites as directory information. FERPA guidelines allow institutions to determine if student email addresses can be made public as directory information. Some institutions consider email addresses as directory information and thus able to be posted publicly	David Hagan and Patrick Likamwa 8/15/2022
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UCF | **Faculty Senate**
Policies and Regulations Review

One of the Faculty Senate's duties is to advise the administration on policies and procedures that affect UCF's academic enterprise. Every policy and regulation is posted for 30 days for community comment, and they take this feedback quite seriously. Therefore, each proposed Policy and Regulation will be forwarded to the relevant Faculty Senate committee(s) for review and possible comment.

The main complication for our normal business pattern is that the 30-day comment period is short relative to the Senate's meeting schedule. For a committee that meets monthly, it might be as long as 10 weeks for a committee to receive a policy, discuss it at their meeting four weeks later, take it to Steering four weeks after that, and bring a resolution to the Senate floor two weeks later. At that point, it will have been implemented as policy for six weeks. Therefore, the following procedure will be implemented to track policy/regulation review.

- Senate Secretary/Administrative Assistant receives notice of a new policy or regulation
 - Makes a Topic for the item
 - Identifies relevant committee(s) (default: Budget and Administrative)
 - Notifies Committee Chair(s) (or perhaps whole committee, TBD) of policy/regulation routing to them
- Within 7 days, after discussion via email or at a meeting, Committee Chair notifies Secretary/Administrative Assistant whether policy/regulation:
 - Is acceptable
 - Might require a response (outlines concerns or changes needed)
 - Could represent a major concern requiring action of the Senate or intervention of Senate Chair with Administration/BOT
- At next Steering or Senate meeting, committee representative reports decision, hears feedback
- Senate Chair notifies administration/BOT of any major concerns and requests a pause in policy/regulation implementation
- Committee drafts and submits response, if any, within 30-day window
 - Committee submits feedback on its own behalf, sends copy to Secretary/Admin. Assistant
 - For major issues, Committee forwards a resolution to Steering
- Secretary/Administrative Assistant tracks status of response on the Topics list, retains copy of Committee's feedback, resolutions
- Senators may give feedback on their own behalves outside of this process. Feedback may agree or dissent from the feedback of the reviewing committee. This is encouraged, as is communicating the opportunity to give feedback to others, such as departments, colleges, centers, and programs.
- Any Senate committee or Committee chair who perceives a policy/regulation as within their purview may give feedback, whether or not a policy/regulation was routed to them. In such cases, the Committee Chair should request the Secretary to add the committee to the list of those reviewing.
- Committee Chairs and individual Senators (and anyone else) may subscribe to the Policy and Regulation notification email lists and be notified of new policies posted every week.