UCF Faculty Senate
Budget & Administrative Committee

Meeting Information:

Date: 10/23/2024   **Time:** 2:30 – 3:30 PM   **Location:** Zoom (Virtual)

Meeting Called By: Type of Meeting: Chair: Co-Chair: Note Takers:	Faculty Senate Preparation Amanda Major Pete Sinelli Amanda Major and Pete Sinelli	Possible Attendees:	Buck, Tina Davis, Jean Major, Amanda Mann, Dipendra Martin, Glenn Richardson, Kathleen Singla, Dinender Butcher, Lonny Filler, Dennis Harrington, Maria Mack-Shelton, Kibibi Sinelli, Peter Wang, Ze Wells, Adam Hector, Gerald

Agenda Items:

Topic	Presenter	Time Allotted
❑ Welcome and Recap	Amanda Major	2 min
❑ Interim VP for Faculty Excellence	VP Joel Cramer	40 min
❑ Open Discussion and Next Steps	All	10 min
❑ Schedule of B&A Committee Meetings	Amanda Major	2 min

Welcome and Mission

- Welcome
  - o Interim Vice Provost Joel Cramer with Faculty Excellence will speak to our committee on 10/23/2024, 2:30 – 3:30 PM
  - o What announcements or good news do you have to share?
- Recap of Budget and Administrative Committee Foci
  - o **Mission:** The Budget and Administrative Committee evaluates and recommends policies and procedures concerning the university budget with special emphasis on the academic budget.
  - o Please send Amanda any **feedback** on the two **policy revisions** sent.
    - HR – Policy 3-112.4 Additions to Salary of Exempt Employees for Special Events revised to giving supervisors the use of flexible scheduling for special events
    - HR – Policy 3-002 Salary Overpayment Penalty revised to clarify recovery fees from units related to delays in reporting payroll changes and matches language to Workday
  - o **Charge of committee this year:** Faculty Training requirements — Each year, faculty spend significant amounts of time completing repetitive and overlapping training programs to meet various statutory and regulatory requirements. The Compliance and Ethics Advisory Committee identified well over 100 different possible training requirements across campus. What can be done to combine, consolidate, plan, and organize the various training programs to minimize the administrative burden on faculty? This is especially burdensome for adjunct faculty members, who receive no compensation for the extensive training required just to teach a single course.
  - o **Other major interest:** Change Management for Technology Transitions — The Commitee seeks methods to ensure a smoother adoption process for new tools (e.g., Simple Syllabus, Interfolio, Leganto) and roll out of procedures for their use.
    - Seeking to understand policy 4.403 in relation to the implementation of Simple Syllabus
    - Interfolio
    - Workday processes
    - UCF Global/Travel Funding Reimbursements

Interim Vice Provost Presentation for Faculty Excellence Joel Cramer

- Interim Vice Provost Joel Cramer with Faculty Excellence, will speak to our committee today
- Open floor for questions from the committee, including:
  - o What is the purview of Faculty Excellence? Who may we need to speak with to address our charge of reducing the training workload on faculty and other major interests of smoother technology transitions, particularly Simple Syllabus adoption?
  - o Other questions from the Committee pertain to UCF Global travel approvals, travel fund reimbursing, and excessive editing of faculty job descriptions.

Open Discussion and Next Steps

- TBD

Schedule for B&A Committee Meetings

- <mark>Virtual or in-person?</mark>
- Schedule for Fall 2024

Date	Speaker	Topics
8/28/2024, 2:30 – 3:30 PM	Chair Steve King	Confirm Chair and Vice Chair & Receive Charge
09/25/2024, 2:30 – 3:30 PM	Provost Johnson	FY24-25 Strategic Investment Funds Preparing for Joel Cramer's presentation
10/23/2024, 2:30 – 3:30 PM	Interim VP Joel Cramer	Streamlining training for faculty, understanding the necessity of Simple Syllabus as it relates to policy 4.403, and smoother change management for digital transitions in general were the main topics.
11/20/2024, 2:30 – 3:30 PM		
12/18/2024, 2:30 – 3:30 PM	VP Gerald Hector	<mark>Do we have a topic for him to speak about?</mark>