

# UCF Faculty Senate

## Budget & Administrative Committee Notes

### Meeting Information:

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

<b>Meeting Called By:</b>	Faculty Senate Preparation	<b>Attendees:</b>	Buck, Tina Davis, Jean Major, Amanda Mann, Dipendra Singla, Dinender Butcher, Lonny Filler, Dennis Mack-Shelton, Kibibi Sinelli, Peter Wang, Ze Wells, Adam Hector, Gerald
<b>Type of Meeting:</b>			
<b>Chair:</b>	Amanda Major		
<b>Co-Chair:</b>	Pete Sinelli		
<b>Note Takers:</b>	Amanda Major and Pete Sinelli		

### Agenda Items:

Topic	Presenter	Time Allotted
<input type="checkbox"/> Welcome and Recap	Amanda Major	2 min
<input type="checkbox"/> Interim VP for Faculty Excellence	VP Joel Cramer	40 min
<input type="checkbox"/> Open Discussion and Next Steps	All	10 min
<input type="checkbox"/> Schedule of B&A Committee Meetings	Amanda Major	2 min

### Welcome and Mission

- Welcome
  - Interim Vice Provost Joel Cramer welcome
  - What announcements or good news do you have to share? n/a
- Recap of Budget and Administrative Committee Foci
  - **Mission:** The Budget and Administrative Committee evaluates and recommends policies and procedures concerning the university budget with special emphasis on the academic budget.
  - I sent **feedback** on the two **policy revisions** for our review. Feedback provided follows:
    - 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

- This clears up some of the payroll hoops units must jump through. Recovery fees may be necessary to recoup loss of centralized resources due to overpayment.
- What concessions if any will be made to offer departments and employees opportunities to rectify overpayment collections, benefits, and data reporting? Maybe this doesn't need to be addressed in a policy format but can be addressed using a different communication channel.
- HR – Policy 3-002.3 Salary Overpayment Penalty revised to clarify recovery fees from units related to delays in reporting payroll changes and matches language to Workday
  - Supervisors using flexible scheduling of work hours for required special events has been in practice for some time now.
  - Making this explicit is a good change.
  - My college schedules a LOT of special events and many of them fall outside of normal working hours.
  - Policy is general and not specific to faculty. Is that intentional? Is there specific groups that this applies to?
  - You may need to make clear that 25% recovery fees apply to departments.
- **Charge of committee this year:** Faculty Training requirements — 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.
- **Other major interest:** Change Management for Technology Transitions — The Committee 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 spoke to our committee today about Interfolio's roll out. Other topics included:
  - Tim Letzring, Senior Vice Provost for academic affairs oversees the Simple Syllabus roll out
  - Joel introduced himself as having started at UCF 3 years ago and shared his experience at other universities
  - Interfolio and AESP funneling through the process in Faculty Excellence – he too has some concerns about Interfolio
  - Interfolio has two functions: faculty activity reporting (faculty entering their publications, courses, committee, spoi) and review promotion and tenure

- Interested in what are the best practices for rolling out software and visited Ohio State and other universities
- Interfolio has a playbook for rolling out this software.
- UCF needs a process and some groups to steer the Interfolio roll out to UCF, perhaps a university committee to explore best practices and what is appropriate for our needs
- UCF just started using assignment of duties in Interfolio in the last week. This requires chairs and department admin staff to complete assignment of duty paperwork thrice annually for each term (F, SP, Sum).
- Peoplesoft is phasing out; therefore, FAS in PS needs to be replaced. Need to enter assignment of faculty duties (or workload assignments) 3 times a year.
- Q&A
  - Is Interfolio secure? Can Elsevier get the information? Joel was not able to answer that but noted that it's intended to store CVs and faculty information.
  - Can Interfolio indicate that it received information? We'd like it to.
  - Required training for faculty is too much. What has been done to reduce this burden on faculty? This falls under Compliance and Risk under Rhonda Bishop.
  - Faculty offered examples of workload burden, like training videos in which faculty must sit through a visual of cartoon drawings and listen to music or go through FERPA and Safety annually/biannually.
  - Faculty mentioned that Interfolio doesn't allow you to save your files, which is a problem. It has features to act as an "online CV", but these have not been implemented at UCF yet.
  - Faculty mentioned that feedback about training has been negative and requested that Joel pushback on Legal to reduce training burden.
  - A suggestion for a 3–5-year rotation on training would be better, especially if there's nothing new.
  - Questions that were asked by faculty include:
    - Is there a plan to integrate training into the same platform?
    - Are training schedules required by state or federal statute? Or, are these arbitrarily determined by UCF Compliance?
  - There is a need for more collaboration between Compliance, which orders the training, and Faculty Excellence who advocates for faculty (who then must do all the training). Compliance professionals are not faculty and need to be educated about the actual time costs involved to meet their requirements, and how this distracts from the core mission of the faculty (teaching and research).

### Open Discussion and Next Steps

- Chair will reach out to Tim Letzring, Senior Vice Provost for Academic Affairs, who oversaw the Simple Syllabus roll out to invite him to speak to the B&A Committee.
- Chair will send additional questions that weren't asked to Joel Cramer.

### Schedule for B&A Committee Meetings

- Should we have virtual or in-person meetings? Virtual

- (The B&A Committee schedule for Fall 2024 was not reviewed during the meeting but pasted here for reference.)

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 <a href="#">policy 4.403</a> , and smoother change management for digital transitions in general were the main topics.
11/20/2024, 2:30 – 3:30 PM	TBD	TBD
12/18/2024, 2:30 – 3:30 PM	VP Gerald Hector	Do we have a topic for him to speak about? He offered to just take pop up questions.