



# Faculty Senate

## Budget and Administrative Committee

Agenda for meeting of Wednesday, October 28, 2020, 2:30 p.m.  
Zoom Virtual Meeting

Link: <https://ucf.zoom.us/j/92950303631?pwd=T2VXTUdQeFkyZnZSbU9WZlIBZUt0Zz09>  
Password: BUDGET

1. Call to Order
2. Roll Call
3. Approval of minutes from *October 14, 2020*
4. Announcements and Recognition of Guests
5. Old Business
  - a. Additional discussion of the library budget presentation from the last meeting
  - b. Additional discussion of Student Accessibility Services budget presentation from the last meeting
  - c. Update on the ERP process with Michael Sink, VP for Information Technology and Chief Information Officer
6. New Business
  - a. Determining what to do about a November meeting because one regularly scheduled meeting falls on Veteran's Day and the other falls the day before Thanksgiving.
  - b. Initial discussion about the UCF policy requiring on-campus conferences to be organized in coordination with Continuing Education
7. Adjournment



# Faculty Senate

## Budget and Administrative Committee

Minutes for meeting of Wednesday, October 14, 2020, 2:30 p.m.  
Zoom Virtual Meeting

1. Call to Order: Steven Collins
2. Roll Call

Luca Argenti, Pamela Baker, Steve Collins, Nyla Dil, Hans Hagglund, Bobby Hoffman, David Mitchell, Missy Murphey, Nina Orlovskaya, Pamela Thomas, Tina Buck, Jackie LaManna, Wally Milon, Konstantine Vodopyanov,
3. Approval of Minutes – Motion to approve minutes by Nina Orlovskaya, seconded by Pam Thomas. Minutes approved.
  - January 15, 2020
  - February 19, 2020
  - September 9, 2020
  - Sept. 23, 2020
4. Select Volunteer to Take Minutes – Missy Murphey
5. Announcements and Recognition of Guests
  - a) No guests, 3 speakers (following)
6. Old Business
  - a) *none*
7. New Business
  - a) Frank Allen, Interim Director, and Ying Zhang, Interim Associate Director (Collection Services & Resource Management), UCF Libraries

Allen's opening remarks: These cuts are scary but have not gone into practice. Cuts proposed, but we have not heard final word yet. Hoping over next weeks/couple of months that these will not take place. 8% cut to library budget, and the materials budget is a disproportionate amount of the total budget

Zhang:

Examined cut effects on UCF's electronic subscriptions. We determine the value of subscriptions (ROI) by price/# of full text downloads. Elsevier may cost over one million, but the cost per use is under \$2.

Subscription determinants:

- Individual vs. Institution rate: *Nature Astronomy* \$79 vs. \$15,097
- Costs based on FTE
- Annual inflation
- Negotiated and licensed (UCF or group, consortial contract)
- Historical holdings (only a couple of packages UCF continues to benefit from: Wiley and Elsevier)

FY 2019-20 library materials expenditures \$6,921,023

- Books and video, 9% (40\$ online, 60 P)

2020/2021 current budget: \$5,522,415

(insert Scary scenario slide)

Cancellation Metrics:

- Cost/use vs. \$ILL or article-on-demand
- Cancelling a package but picking up individual titles
- Post-termination access (PTA) if we drop a package would we lose access to
- Impact on TL and research
  - Critical for program accreditations, nationally ranked programs
  - New programs
  - Overlap analysis on discipline coverage
- UCF Libraries is already facing with shortage in staffing

Long term:

- Restore recurring allocation for the materials budget to support UCF mission
- Annual inflation built into the budget each year
- Potential partnership

Short term:

- Restore some of the hold-back this year
- Work to limit the negative impact as much as possible

Q&A:

Q, Luca: materials budget is \$7M. is that really .5% of the entire university budget?

A: Yes

Q: Is one journal over \$1M?

A: No, that's Sciencedirect, Elsevier, the publisher of many, many journals

Frank: 3% is already gone, a 2% holdback, and another 3% holdback. Hoping the 5% comes back

Q, Keri: I think your money comes from E&G. Could student fees go to support the library? Some schools, when football team wins, the library gets money. Haven't seen that here. From faculty

perspective, our library subscriptions are not the best. At some point, we can't work here anymore if we can't do our research. Where does your money come from?

A: Frank: Library budget is overwhelmingly E&G, very VERY small pockets of funding from other sources.

**FROM BOBBY HOFFMAN TO EVERYONE: 03:03 PM I AGREE WITH KERI NOT SURE HOW WE JUSTIFY 50 MILLION FOR ENTERPRISE SOFTWARE AND WE CAN'T AFFORD JOURNAL SUBSCRIPTIONS.**

**FROM JACKIE LAMANNA TO EVERYONE: 03:09 PM I AGREE.**

Q, JL: do you get Foundation money?

A: Some, and earmarked for certain subjects

Q, JL: Med school ?

A: They have a completely separate materials budget. Small amt of resource funding sharing.

Q, JL: We're being pushed to use electronic resources. How is that affecting you?

A: Journal subscriptions are big part of mission. Re: Textbooks, we have non-textbook policy for print, due to scale of school. Electronic books we try to find sustainable purchases, but some have limited DRM or # of users

Q: Is endnote at risk?

A: Yes

Q, Nyla Dil: Do we pay per download on top of the subscription?

A: No, the download statistics are collected to determine usage

Q, Konstantin: how much are books in budget?

A: Less than 5%

Q, Missy: What has been cut already?

A: First thing we did to prepare for cut is holdback on book purchases. IF money is restored at end of year we can purchase more books.

#### b) Adam Meyer, Director, Student Accessibility Services, SDES

Number of students connected with SAS:

- Fall 2013, 1042
- Fall 2019, 2445

A&P student to staff ratio is higher than national avg. 376 to 1 right now. 75% of faculty teaching each semester has at least one student connected with SAS.

Faculty collaboration valued - SAS advisory group

- Accommodated exams dropped immensely!
  - 25-28 designated seats in SAS, proctored 40-120 exams per day in October
  - Proctor 205-300 exams per day during finals
    - Using Live Oak Ballroom, 80 students at once

- Video captioning minutes per semester (captioned access for zoom & videos)
  - When videos are posted they must be captioned for HoH
  - Many in SAS and CDL are captioning stuff
  - Captioning is roughly \$1.50 per minute on average

At least 70-80% of expenses: live course captioning and interpreting (OPS and vendors), SAS testing team, sas OPS team

Q, Steven Collins: always has student w/a letter. Only once a student with hearing issue. Are you trying to caption ALL courses even if there is no disability?

A: No. 22,000 minutes are only for deaf/HoH

Q: How has zoom captioning affecting your work?

A: Zoom captioning similar to Youtube, awful, so they bring in live captionist. Prof posts class to video, then have to go back and add captions.

Q Steven: what challenges does your budget pose to you, what if you had to lose 3-5%?

A: SDES gives them \$1.1M a year for accommodations. They cut 8% out of accommodations, a few OPS left, lost asst director position. They have a good understanding with SDES to make the budget workable.

Steven asked for motion to adjourn. Nina Orlovskaya moves, Pam Thomas 2nds.

## On the organization of (major) scientific conferences at UCF

As per [UCF Policy 4-506](#), conferences at UCF are expected to be organized through Continuing Education (CE). Doing so, however, entails exorbitant fees that severely affect the organization of any research conference.

To offer basic registration and accounting services, CE retains a minimum of 15% of the collected revenues, in addition to the 3% charged to process credit-card transactions. Finally, any payment done from a CE account incurs in an additional tax of 11%, which seems to originate from an F&A imposed tax to all auxiliary accounts on campus.

Adding all these taxes amounts to a toll of nearly 30% on the total revenues collected to run the conference. For an international conference of 200-300 participants, which typically cost \$150,000 to \$200,000, this rate translates into a penalty of about \$50,000, which results in registration fees inaccessible to a large number of students and researchers, and in the cut of essential conference services.

The organization of scientific conferences on campus is one of the most consequential academic activities of a research university. Exposing participants to UCF programs and researchers (often quite underrated by those who have never been here) has an immediate positive impact on the image of the university, which is often a key component in the computation of rankings. Thus, the 4-506 policy and CE fees have major negative consequences for UCF research and reputation because they undermine faculty attempts to increase UCF visibility and ranking, to establish new high-profile research networks, and in turn to attract major federal grants. It is quite symptomatic that in the last several years CE has barely organized any scientific conference at all. Most faculty at UCF, when they organize local conferences, use an external entity (say, a professional society or private entity) to handle the financial side, and run the events off campus.

The registration and financial services offered by CE can be a great help in the organization of scientific research conferences by UCF faculty on campus, but for this to happen changes are needed. Preferential rates must be offered to faculty who are organizing events with a clear research merit, such as workshops, winter and summer schools, and national and international academic conferences (i.e., events where participants present research of science that has been or that will be published in peer-reviewed journals). We thus suggest:

- 1) to eliminate or substantially reduce the 11% account fee,
- 2) to substantially reduce the CE service fee.

To be on par with the account, registration, and financial costs to organize an event at free-market rates, CE, F&A, and credit-card service fees should collectively add up to no more than 6-8% of the total conference revenues. If this major change happens, it is likely that CE will witness a large increase in the volume of its activities and revenues, and that UCF will reap a rich harvest, in terms of both grants and academic reputation.

There is a second major obstacle to the organization of conferences on UCF campus, which is the lack of access to adequate spaces. Many high-profile international scientific conferences attract several hundred attendees. The only spaces on campus that can adequately host more

than 300 participants of a full-day event (high ceilings needed) are the auditorium at the School of Visual Art and Design (~400 seats) and the Pegasus Ballroom at the Student Union. However, neither of these spaces can be booked sufficiently in advance, i.e., one or two years, as it is necessary for a large national or international conference. Furthermore, most of the international conferences take place in July, when teaching in the Northern Hemisphere is the lowest. Yet, the Pegasus Ballroom is systematically unavailable for the whole month of July, and used for student orientation. It is our opinion that, in the summer, UCF should give priority to prominent high-profile international research conferences in allocating the spaces at the Student Union, and carry out orientation the other large spaces. Using the Ballroom, which is a conference facility *par excellence*, for orientation is a waste of resources.