

## Faculty Senate

Minutes for meeting of Thursday, October 6, 2022, 3:00-5:00 pm

Meeting recording available at:

<https://ucf.zoom.us/rec/share/ROc7aRROkRFJ7Wrlz0wU10aSXMNA9S69BLXGYG7taIH5IGMKZwbjtVG0JPLd9jfy.9Ko0Fv0rz3R5exWJ>

Passcode: m\*%D!9f3

1. Quorum reached and Call to Order at 3:01 p.m.
2. Roll Call via Qualtrics – Faculty Senate Chair Stephen King, and Secretary Kristine Shrauger were present. (*See meeting materials Attachment A for list of participants*)
3. Approval of Minutes of *September 8, 2022*
  - a) Minutes are approved as presented.
4. Recognition of Guests
  - a) Joe Adams, Senior Communications Director, Academic Affairs
  - b) Theodorea Berry, Dean, College of Undergraduate Studies
  - c) Paige Borden, Chief Analytics Officer, Analytics and Integrated Planning
  - d) Lucretia Cooney, Director, Faculty Excellence
  - e) Rich Gause, Librarian, University Libraries
  - f) Makayla Gray, Reporter, NSM Today
  - g) Michelle Greco, Knight Vision Grants Workstream Lead, Administration & Finance Operations
  - h) Matthew Hall, Vice President and Chief Information Officer, Information Technology Services
  - i) Gerald Hector, Senior Vice President, Administration and Finance
  - j) Jana Jasinski, Vice Provost, Faculty Excellence
  - k) Michael D. Johnson, Provost, Office of the Provost
  - l) Timothy Letzring, Senior Associate Provost, Academic Affairs
  - m) Joel Levenson, Assistant Vice President for Tax, Payables and Procurement, Financial Affairs
  - n) Matt Luby, Accenture Team
  - o) Eric Main, Associate Director, Faculty Center for Teaching and Learning
  - p) Xely Martinez, Vice President, Student Government Association
  - q) Sheila Amin Gutierrez de Pineros, Dean, Honors College
  - r) Winston Schoenfeld, Interim Vice President, Office of Research
  - s) Misty Shepherd, Senior Associate Vice President, Finance
  - t) Mary Lou Sole, Dean, College of Nursing
  - u) Lynn Svensen, Accenture Team
  - v) Robyn Wilson, Accenture Team
5. [00:02] Announcements and Report of the Senate Chair – *Stephen King*
  - a) Chair King spoke about Hurricane Ian aftermath and preparation for future emergencies. For full report, please see attachment B.

6. [00:11] Report of the President
  - a) President Cartwright spoke about Hurricane Ian impacts and resources available for those affected.
7. [00:24] Report of the Provost – *Provost Michael D. Johnson*
  - a) Provost Johnson spoke about Hurricane Ian impacts, resources for students impacted, university rankings, enrollment, searches, the strategic plan and legislative updates. For the full report, please see attachment C.
8. [00:45] Unfinished Business - None
9. [00:45] New Business
  - a) Discussion and Vote on Constitution and Bylaw Changes Brought Forward by Steering Committee on August 25, 2022
    - i) Resolution 2022-2023-1 Constitutional Amendment: Constitutional Amendment Process (Attachment D)
      - (1) Chair King gave an overview of the current Constitutional Amendment process.
      - (2) Senator Self gave an overview of the resolution and made a motion to bring it forward for discussion and vote. Vote taken and motion passes.
    - ii) Resolution 2022-2023-2 Bylaws Amendment: Bylaws Amendment Process (Attachment E)
      - (1) Chair King gave an overview of the current Resolution amendment process.
      - (2) Senator Self gave an overview of the resolution and made a motion to bring it forward for discussion. No discussion.
  - b) Advance Notification of Constitution and Bylaw Change Resolutions Brought Forward by Steering Committee on September 22, 2022 (Attachment F)
    - i) Resolution 2022-2023-3 Bylaws Amendment: Librarians on the Graduate Council
    - ii) Resolution 2022-2023-4 Bylaws Amendment: Research Council
    - iii) Resolution 2022-2023-5 Bylaws Amendment: Excessive Absences
    - iv) Resolution 2022-2023-6 Bylaws Amendment: Faculty Senate Parliamentarian
10. [00:55] Committee Reports
  - a) Budget and Administrative Committee – *Keri Watson*
  - b) Information Technology Committee – *Glenn Martin*
  - c) Personnel Committee – *Karol Lucken*
  - d) Research Council – *Linda Walters*
  - e) Graduate Council – *Reid Oetjen*
  - f) Undergraduate Council – *Tina Chiarelli*
  - g) Ad Hoc Civil Discourse Committee – *Stephen King*
  - h) Ad Hoc Student Success Committee – *Tina Chiarelli*
  - i) For full committee reports, see attachment G



# Faculty Senate

11. [01:04] Campus Climate Report – Workday Presentations and Discussion Panel

- a) Gerald Hector, Senior Vice President for Administration and Finance
- b) Michelle Greco, Knight Vision Grants Workstream Lead and Lynn Svensen, Accenture Team
- c) Joel Levenson, Assistant Vice President for Tax, Payables and Procurement, Financial Affairs and Misty Shepherd, Senior Associate Vice President for Finance
- d) Please see attachment H for full presentation and Zoom link for discussion.

12. [02:03] Other Business - None

13. Adjourned at 5:04 p.m.

Reviewed and submitted by:

*Kristine J. Shrauger*

*10/26/2022*

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Kristine Shrauger  
Secretary, Faculty Senate

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Date

Faculty Senate Meeting Attendance

October 6, 2022

First Name:	Last Name:	College/Unit:	College/Unit:	Meeting Role:	Meeting Role: - Guest
James	Brown	CAH		Senator	
Mason	Cash	CAH		Senator	
Lynn	Casmier-Paz	CAH		Senator	
Brandy	Dieterle	CAH		Senator	
Esmeralda	Duarte	CAH		Senator	
Scot	French	CAH		Senator	
Barbara	Gannon	CAH		Senator	
Tremon	Kizer	CAH		Senator	
Blake	Scott	CAH		Senator	
Sandra	Sousa	CAH		Senator	
Kristina	Tollefson	CAH		Senator	
Peter	Weishar	CAH		Senator	
Vladimir	Gatchev	CBA		Senator	
Schmidbauer	Eric	CBA		Senator	
Axel	Stock	CBA		Senator	
Marjorie	Ceballos	CCIE		Senator	
BOBBY	HOFFMAN	CCIE		Senator	
Gulnora	Hundley	CCIE		Senator	
Karol	Lucken	CCIE		Senator	
Lisa	Martino	CCIE		Senator	
Brett	Meltzer	CCIE		Senator	
Sara	Michael Luna	CCIE		Senator	
Larry	Walker	CCIE		Senator	
Ladislau	Boloni	CECS		Senator	
Hansen	Mansy	CECS		Senator	
Marino	Nader	CECS		Senator	
Sumanta	Pattanaik	CECS		Senator	
Michael	Proctor	CECS		Senator	
Andrew	Randall	CECS		Senator	
Tian	Tian	CECS		Senator	
Joseph	Kider	CGS		Senator	
Glenn	Martin	CGS		Senator	
Ali	Amirkhosravi	CHPS		Senator	

# Faculty Senate Meeting Attendance

October 6, 2022

Martine	Vanryckeghem	CHPS	Senator
Asli	Yalim	CHPS	Senator
Tina	Chiarelli	COM	Senator
Nadine	Dexter	COM	Senator
Nyla	Dil	COM	Senator
Stephen	King	COM	Senator
Stephen	Lambert	COM	Senator
Bill	Self	COM	Senator
Leslee	D'Amato-Kubiet	CON	Senator
Frank	Guido Sanz	CON	Senator
Scott	Branting	COS	Senator
Michael	Callaghan	COS	Senator
Alison	Cares	COS	Senator
Steven	Collins	COS	Senator
Michelle	Dusseau	COS	Senator
Andrew	Frazer	COS	Senator
Martha	Hubertz	COS	Senator
Stephen	Kuebler	COS	Senator
Tamra	Legron-Rodriguez	COS	Senator
Daniel	Marien	COS	Senator
Piotr	Mikusinski	COS	Senator
Nizam	Uddin	COS	Senator
Linda	Walters	COS	Senator
Widaad	Zaman	COS	Senator
Axel	Schulzgen	CREOL	Senator
Christopher	Goyzueta	RCHM	Senator
Jonathan	Judy	RCHM	Senator
Missy	Murphey	UL	Senator
Kristine	Shrauger	UL	Senator
Reid	Oetjen	CCIE	Steering
Jeff	Kauffman	CECS	Steering
Jim	Moharam	CREOL	Steering

Faculty Senate Meeting Attendance  
October 6, 2022

Michelle	Greco	Other	Office of Research	Guest	Director, Sponsored Programs, Post Award
Jana	Jasinski	Other	Faculty Excellence Office of the	Guest	Vice Provost
Michael	Johnson	Other	Provost	Guest	Provost
Winston	Schoenfeld	Other	Office of Research	Guest	Associate VP for Research & Scholarship
Xelayris	Martinez Ortiz			Guest	SG Vice president
Matthew	Hall	Other	Academic Affairs Office of Provost	Guest	CIO

Faculty Senate Meeting  
Chair Report and Announcements  
October 6, 2022

My original plans for today were to talk about the senate and the importance of our committees, what I am trying to do as chair to improve our committees... and maybe a quick reminder that we have a workday forum planned as our campus climate report.

Well, most of that went out the window when Ian came by as a wrecking ball through central Florida.

Instead, I will use this time to talk about the storm, its immediate aftermath, what we, as faculty, can do in the short term....and what we can do in the long term to better prepare ourselves and UCF for the next hurricane or emergency that comes our way.

First, I hope everyone here is all right: your families, your friends, your homes, schools, grocery stores, electricity, internet, water, and sewer and more... It's a long list...and it includes many things we can take for granted until it's just not there anymore.

Overall: the Orlando region and the UCF campus didn't get a direct hit, and there was no systemic flooding across the whole region as was a genuine possibility.

But that's the overall view.

In a storm like this, a distance of 100 yards, or a football field, can mean the difference between a dry house or a completely flooded apartment complex.

I'm not exaggerating here.

As the rains stopped, all the water started flowing downhill. Just barely over a mile away from here, the Arden Villas apartment complex flooded when the tiny river behind it was overwhelmed with storm run-off.

About 200 students took what they could out of their apartments in kiddie pools and air mattresses. And floated it to higher land.

I am sure there are other students, and faculty and members of our staff that have similar problems wherever it is that they live.

For example, Lake Monroe in Sanford is only cresting now, with new flooding happening as we speak.

So while we can say the vast majority of the UCF community is not significantly affected, we have to understand that those that are impacted from the storm, can suddenly be in the midst of life changing situations.

They may not have a roof over their heads, a dry bed, internet, food, or much of anything at all.

This brings me to what we can do as faculty in the short term:

The easy thing to do is to do nothing different at all from what we were doing before the storm hit.

And I say it's easy, because it's easy to think that if I as a faculty member wasn't affected by the storm, then my students must not have been affected, and we can go back to normal.

But remember, some of our students may have been on the wrong side of the football field, just 100 yards into an area that flooded, or that is STILL without electricity.

And don't forget, some of our students that come to UCF live in Fort Myers, Port Charlotte, and other communities that were absolutely devastated by the storm.

Because of all these problems, a large number of our students are experiencing tremendous physical and mental hardships today and will for some time into the future

I hope that we, as faculty, can recognize the students that are having trouble now, or that we can ask students to contact us if they are facing hardships brought on by the storm.

Let's see what we can do to help. Show them how to request help, point out where they can get help and counseling for the physical AND mental issues facing them.



I know we have people working non-stop to help our students.

Adrienne Frame and her team and a host of others across the university are taking the point on working with students affected by the storm...trying to help them figure out 'what is next?'.

The most recent count I heard was around **over 600 students** have been impacted. I am going to pause and say THANK YOU to everyone at UCF that is helping our students, our staff, and our faculty to get whatever it is they need RIGHT NOW.

Next, I want jump to the long-term response to the storm.

Last month I talked about how we, the Faculty Senate, need to help UCF adapt to the ever-changing environment we are in.

Not much changes your environment as fast as a hurricane does!

So Yes, we have to react now to the storm, but I want us to be pro-active, and start thinking about what we can do to better prepare for the next storm.

Of course, another storm will hit UCF, and it may hit even harder than the recent ones that have blown through. What can we, as faculty, do to prepare for future emergencies?

The university has emergency plans for a whole host of disasters or crises that can happen. Much of those are focused on the campus itself.

I believe faculty can have a critical role is helping to figure out how we continue to fulfill all our missions after an event like hurricane Ian comes by.

What do we do for the student that suddenly lost their place to live?

What would it take to allow a single student affected by a disaster to move from in person to some form of online classes half-way through a semester?

How do we do that for just one student?

It's probably straightforward to do that, but I don't really know and I'm not sure it's the best possible solution.

Our first agenda item today is discussion and vote upon Resolution 2022-2023-01 which is for a constitutional Amendment to change how we do Constitutional amendments.

If you looked at the current process in your meeting materials...then you saw that this is a convoluted mess.

Before we get to the resolution that proposes a new mechanism constitutional amendments, I need to tell you of the actual steps in the CURRENT process, that we have to use this year and until we actually change the process

Step 1, the ad hoc Bylaws committee discussed and approved a Constitutional amendment to change the constitutional amendment process. By the way, this happened in July if you are taking note.

Step 2 the Steering committee voted and approved sending the resolution forward to the full senate

Step 3 There was at least 30 days notice before it is formally considered in the full senate

Step 4 Today we get to discuss and take the first votes on it..but we cannot amend it today. Today it will take a simple majority to move this forward.

So by the end of today, we will hopefully have completed those 4 steps. Assuming we pass the resolution it goes to the following next steps

Step 5. We send the initially approved amendment to the entire general faculty...about 1800 faculty, for any and all to suggest changes to the amendment. There is a 14-day window for comments

Step 6 the steering committee gets all the input and considers if revisions should be made. This will take about 6 weeks since we miss the steering meeting in slightly less than 14 days from exactly now

Step 7 the revised text will be provided to all ~ 1800 general faculty for 30 days to consider.

Step 8, we hold a general faculty meeting that requires 15% of the general faculty be in attendance as quorum. That's around 270 (we will get the actual number ahead of time). If we have quorum we vote and we need a 2/3 in favor to approve the amendment. Based on the timing and built in delays, this meeting is planned for January 19<sup>th</sup> in 2023.

Step 9, if we fail to achieve quorum (and we have yet to get that many faculty into any such general faculty meeting even when the president supplied food and various delicious beverages) we immediately have our regularly scheduled Faculty Senate meeting on January 19<sup>th</sup>, and we vote on the amendment. We would need a 2/3 vote in favor to approve the amendment.

I'm sorry...but you'd think we were done, but we are starting to get close....please bear with me for 4 more steps...

Step 10, the amendment is given to the provost and the president for consideration. If they approve we are done in just 10 steps!

Step 11, if the provost and president do not approve the amendment it comes back to the senate. They have a full 30 days to transmit their decision. This means we would miss the February senate meeting and have to consider this again at the March 2023 meeting.

Step 12. At the march senate meeting we would need to address the concerns of the provost and president, and vote again. A 2/3 vote vote would be needed at this point

Step 13. We send the multiply approved amendment to the president for a final time. If he approves it we are done...if he does not approve it... we wait and start all over the next senate year because we took the entire senate year to try and change one amendment of our faculty constitution.

Now, with all that information in hand of what we have to do this time around, I hope you see why we are now considering a change to how we actually amend our constitution...Our goal is that we never again need to go through such a convoluted process with 13 steps and taking from July to April...to change our own faculty constitution.

I now recognize Bill Self to formally bring the motion to the floor.

Our next agenda item is resolution 2022-2023-02, which is an amendment to the bylaws, This amendment would change how we do bylaws amendments in the future. I think you get the picture and see where we are going with these first two resolutions.

The process to change our bylaws is not as convoluted as changing our constitution, but is still overly long. As we follow our current Bylaws, today we can discuss this resolution but we cannot amend or even take a vote on it.

We will have opportunity to do that at the next senate meeting.

Let me make something clear here to all those that are learning more about bylaws and constitution than you ever wanted to know....today is an opportunity to discuss this resolution, but we are not forced to discuss it. We will open the floor for discussion, but if there is no discussion from any senate member, then we simply move to our next agenda item.

At this time I recognize Bill Self.

The next 4 items on the agenda are notices of Bylaw amendments that we will discuss in the future. Our current system requires 30-days notice of Bylaw amendments, and all of you received the amendments a week ago in your meeting materials, thus fulfilling the 30-days notice ahead of our November senate meeting.

In the interest of time, I will not read them or describe them. At the November meeting all 4 of these will be open for discussion, but not vote. Please look at them ahead of time, and share with your respective colleagues in your home units

**Next are committee reports.**

The operational committee and council chairs as well as two of our ad hoc committees have prepared written reports for the senate members to be able to read ahead of this meeting. I have asked the chairs (if they are a senator), or the designated steering liaison to give a brief overview of the report. Senators may ask questions during the reports.

Budget and Administration- Keri Watson (if present)  
Keri could not make today's meeting and let me know that the B&A committee met once along with the IT committee to discuss workday issues with Vice president Gerald Hector and if there are questions from that interaction they can go to Glenn Martin in the IT report

- a) Information Technology Committee – *Glenn Martin*
- b) Personnel Committee – *Karol Lucken*
- c) Research Council – *Linda Walters*
- d) Graduate Council – *Reid Oetjen*
- e) Undergraduate Council – *Tina Chiarelli*
- f) Ad Hoc Civil Discourse Committee – *Stephen King*

The committee met this week and discussed current events at UCF on the topic of civil discourse.

Many may not be aware that the Nicholson School of Communication and Media has an entire week devoted to free speech...October 17-20...just 2 weeks from now.

There will be events Monday through Thursday that are very timely in the current environment we find ourselves in.

- g) Ad Hoc Student Success Committee – *Tina Chiarelli*

Our final agenda item is a Campus Climate Report addressing the Workday transition.

For this we will use a similar structure to what we did last month where we have multiple short presentations, and then an open forum for questions and comments from Senators.

So please hold all questions until the presentations are complete.

The presenters today are:

Gerald Hector: Senior Vice President for Budget and Finance

Michelle Greco: Director of Sponsored Programs and Grants Workstream Lead

Lynn Svenson, from Contracts and Grants

Joel Levenson: Assistant Vice President for Tax, Payables and Procurement (*here via ZOOM*)

Misty Shepherd: Senior Associate Vice President for Financial Affairs

They will give an overview of the workday transition, then focus on travel, procurement and grant issues. Due to hurricane Ian coming through we were unable to also set up a presentation directed specifically at hiring issues affected by workday.

Thank you for all of that information. I will now open the floor to questions from senators. I will note that I will only call on each senator once, this is to make sure each senator has an equal opportunity to ask a question.

## **Provost Michael D. Johnson's Remarks for Faculty Senate**

Thursday, October 6, 2022, 3 p.m. to 5 p.m.

Student Union, Charge On Room, 340

- Hurricane Ian left many impacts, some severe and some longer term.
- As the president noted, our first concern is supporting students, faculty and staff who were adversely affected and struggling.
- Some situations are very difficult, including loss of property, cars, and homes.
- But please know that the topic that we have heard more about than any other single issue, from these students, is their classes – in particular, whether their faculty will help them through this tough time
- So. Please be understanding. Be compassion ate. Please help students get through this.
- It can be simple. Faculty could postpone due dates and tests for a week or two to help those students most adversely affected to stay on course.
- If students can't attend class, and reach out to you, please try to offer the materials they might otherwise miss – lecture notes, maybe recorded material.
- To help students, we've established a Success Coaching Hotline (855-903-8576) and the coaches there are reaching out to students we know need help, and working with advisors campus-wide.
- Some students are unsure if they can remain in school this semester. The many people on these teams are doing their best to help students succeed.
- If you know students who are at a critical crossroads due to the storm, please refer them to the hotline (855-903-8576), and please notify us yourself by submitting their names using the Student of Concern form.
- We also have faculty and staff reeling from the storm.
  - We should know by early tomorrow the numbers facing significant hardship
  - Please, if you or colleagues are in this situation, notify your chairs/directors that you are struggling and may need help, including for example temporarily covering classes
  - The president mentioned some support that we can provide. But the serious losses will need help from government agencies including FEMA.
- Those in crisis need our compassion, kindness and flexibility.

### **Non-storm matters**

- Turn to some non-storm-related matters, starting with some positives.

- In latest *U.S. News & World Report* rankings, UCF moved up to 64th among national public universities, our highest ranking ever. [137rd ranking among the 442 total public and private]
- Again in the top 20 in their list of most innovative schools
- In the latest *Washington Monthly* magazine rankings, we were the 47th Best National University – public and private – another record ranking for us; this looks at outcomes not resources
- We are making good progress on helping our students succeed:
  - First-year retention is a record high 93%, excellent nationally
  - Our 4-year-graduation rate at a record-high 54.7%, up 11 points in five years, which is fantastic; but more work to do here to catch up to our in-state peers.
- I know that our students' success, and the university's increasing reputation, speak to your success. Thank you.

## **Enrollment**

- Our preliminary fall enrollment is around 68,800, down about 2% from last fall and near our enrollment in fall 2018 (68,558) [SCH down 1.6% from last fall]
  - Results in part from a decision to be more strategic about enrollment management
  - FTIC up a bit, transfers down, graduate down; the latter may be because of a strong economy
- Another academically strong freshman class
  - Record average SAT score of 1335 [4.23 GPA; 28.3 ACT]
  - 86 National Merit Scholars, among the top public universities
  - Students very interested in UCF: received a record 53,000+ applications to join the entering freshman class

## **VP for Research Search Underway**

- And in the meantime, I've appointed Winston Schonfeld, who has been serving as associate vice president for research, as interim VP of research; Dr. Liz Klonoff continues in her role as dean of the College of Graduate Studies and becomes a vice provost
- Have asked them to work through the re-separation of OR and CGS, while giving the two offices the attention they need to support faculty and students

## **Strategic Plan**

- Approved last month by the BOG
- Now implementation, including using the Senate Strategic Planning Council to drive accountability



### **Post-Tenure Review**

- State legislation approved earlier this year, SB 7044, establishes a 5-year post-tenure review requirement that will require us to change our current process.
- Awaiting the BOG's regulation before we can act. The BOG posted a draft briefly and then pulled it. My understanding is will take this up at November meeting.
- Don't know what influence we will have on the regulation, nor how it will change our process.

### **Closing**

- For many, the hurricane piles on to what has been a prolonged period of stress. Please take care of yourselves as you support others.
- This concludes my report. Thanks for the opportunity to address you ... Glad to take questions.

Resolution 2022-2023-1  
UCF Faculty Constitution Amendment  
UCF Faculty Constitution Amendment Process

**Whereas**, the UCF Faculty Constitution amendment process details four instances where a fixed length of time is provided for input into the amendment process, including 30 days prior notice before consideration at an initial Faculty Senate meeting, 14 days for general faculty to provide input on the amendment, 30 days notice for any textual revisions to the amendment, and 30 days review by the Provost and President upon initial passage, and

**Whereas**, the current UCF Faculty Constitution amendment process results in an extended time period of up to 146 days between the original time of notice and the day on which the amendment can be considered by the faculty and voted upon due to the timing of periodic Steering and Faculty Senate meetings, and up to 248 days from start to finish of the entire Constitution amendment process; and

**Whereas**, the widespread and ubiquitous utilization of digital communications has sped up the way in which the Faculty Senate and all of UCF communicates and conducts business; therefore:

**Be it resolved** that the amendment process detailed in Article VII. of the UCF Faculty Constitution be amended to state:

A. Amendments to the constitution shall be considered by the Faculty Senate upon recommendation of the Faculty Senate Steering Committee or upon receipt of a proposal signed by five percent of the General Faculty. The text of a proposed amendment must be communicated to the General Faculty, made available electronically to the members of the Faculty Senate, and be included on the agenda and discussed at two successive meetings of the Senate. The proposed amendment is subject to amendment and may be voted upon at the second Senate meeting. A two-thirds vote of the voting members present is required for adoption.

B. Upon adoption by the Faculty Senate, an amendment shall be transmitted to the provost and vice president for Academic Affairs and the president of the university for action. Within twenty days the president shall either approve the amendment or refer the amendment back to the Faculty Senate for reconsideration. Such a referral shall include the reasons for the action. If the latter action is taken, the Faculty Senate may, by a two-thirds vote of the voting members present, approve the original or a revised amendment. The approved amendment will be sent to the president for further consideration. An amendment shall become effective at such time as it receives the president's approval.

Resolution 2022-2023-2  
Faculty Bylaw Change  
Faculty Senate Bylaw Amendment Process

**Whereas**, the Bylaws to the Constitution of the Faculty of the University of Central Florida amendment process requires a bylaw amendment to be on the agenda of two successive Senate meetings, and that there also be 30 days prior notice before the first of those meetings; and

**Whereas**, the current Bylaw amendment process results in an extended time period of up to 78 days between the original time of notice and the day on which the Bylaw can be considered and voted upon due to the 28 day cycle of Faculty Senate meetings; and

**Whereas**, the widespread and ubiquitous utilization of digital communications has sped up the way in which the Faculty Senate and all of UCF communicates and conducts business; therefore:

**Be it resolved** that the Faculty Bylaw amendment process detailed in section X.A. of the Bylaws to the Constitution of the Faculty of the University of Central Florida be amended to state:

A. The Faculty Senate may amend its own bylaws by the affirmative vote of a majority of Senate members present and voting at a meeting with a quorum.

1. A proposed amendment shall be included on the agenda for discussion at two successive regular meetings of the Senate.

2. The text of a proposed bylaw or amendment to a current bylaw must be made available electronically to the members of the Faculty Senate prior to the first meeting.

3. The proposed amendment is subject to amendment and vote at the second Senate meeting.

4. In cases of emergency, established by the Steering Committee, the requirement of requiring two successive meetings can be waived.

Resolution 2022-2023-3  
Faculty Bylaw Change  
Library Faculty Serving on Faculty Senate Graduate Council and Committees

**Whereas**, library faculty served for many years as graduate faculty members of the Graduate Council and the four graduate committees (Policy, Appeals, Curriculum, and Program Review & Awards); and

**Whereas**, including library faculty as full voting members of these graduate committees has positively contributed to the decisions and recommendations of these committees; and

**Whereas**, the unique position that library faculty hold within the University of Central Florida scholarly community results in active involvement in Graduate education but may not result in library faculty meeting the criteria for persistent Graduate Faculty status; and

**Whereas**, the current language of the Faculty Constitution & Bylaws identifies graduate faculty status as a requirement for membership on these graduate committees; therefore

**Be it Resolved** that the Bylaws be amended as follows to allow library faculty to serve as full voting members on these graduate committees:

Section VII. Senate Curricular Committees

B. Graduate Council  
b. Membership.

The council shall consist of all of the members of the committees of the Graduate Council and the dean of the College of Graduate Studies (ex officio). All faculty members of the Graduate Council, except the representatives from the University Library faculty, must be Graduate Faculty, as specified in the Graduate Catalog. The representatives from the University Library faculty and the graduate students shall be full voting members of the council regardless of graduate faculty status.

1. Graduate Policy Committee  
b. Membership.

The Graduate Policy Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a representative from the University Library faculty, and a graduate student. The representative from the University Library faculty and the graduate student shall be a full voting member of the committee regardless of graduate faculty status.

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2. Graduate Appeals Committee  
b. Membership.

The Graduate Appeals Committee shall consist of at least one graduate faculty member from each academic unit, a representative from the University Library faculty, a graduate student, and the dean of the College of Graduate Studies (ex officio) or her/his designee. The representative from the University Library faculty and the graduate student shall be a full voting member of the committee regardless of graduate faculty status.

3. Graduate Curriculum Committee  
b. Membership.

The Graduate Curriculum Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a representative from the University Library faculty, and a graduate student. The representative from the University Library faculty and the graduate student shall be a full voting member of the committee regardless of graduate faculty status.

4. Graduate Program Review and Awards Committee  
b. Membership.

The Graduate Program Review and Awards Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a representative from the University Library faculty, and the dean of the College of Graduate Studies (ex officio) or her/his designee. The representative from the University Library faculty shall be a full voting member of the committee regardless of graduate faculty status.

Resolution 2022-2023-4  
Faculty Bylaw Change  
Research Council Membership

**Whereas**, the duties and responsibilities of the Research Council are far ranging, and include in part assisting in the evaluation of university research programs, reviewing the activities of committees that deal with human subject or animals in research, working with Office of Research administration in establishing guidelines for submission and review of research proposals, and recommending policies relating to research activities, research facilities, responsible research conduct, and patents; and

**Whereas**, the Research Council currently has the flexibility to divide into committees based on the specific needs or emphasis in any given year; and

**Whereas**, faculty membership on the Research Council consists of exactly eighteen faculty members proportionally representing all of the University academic units, plus two additional faculty from the university institutes and/or centers; and

**Whereas**, the efficiency of the Research Council would be enhanced by having additional faculty members representing the academic units, thus providing a wider array of viewpoints and experiences from which the council could draw upon; therefore

**Be it resolved** that the Bylaws to the Constitution of the Faculty of the University of Central Florida be amended in Section VI.F.2 to replace the text

“The committee shall consist of eighteen faculty members with at least one representative from each of the academic units selected by the Committee on Committees and two additional faculty members from the institutes and/or centers will be designated by the vice president for the Office of Research.”

with

“The committee shall consist of **twenty-eight** faculty members with at least one representative from each of the academic units selected by the Committee on Committees and **three** additional faculty members from the institutes and/or centers will be designated by the vice president for the Office of Research.”

Resolution 2022-2023-5  
Faculty Bylaw Change  
Excessive Absences in Committees

**Whereas**, the principles of shared governance requires contributions from the Faculty Senate, the Senate operational committees, Senate curricular committees, and joint committees, in making reviews and recommendations to the president, the provost and vice president for academic affairs, and other administrators on all matters concerning the welfare of the university; and

**Whereas**, meaningful contributions from faculty appointed to committees requires the presence of the faculty at scheduled committee meetings; and

**Whereas**, the Faculty Senate appoints faculty members, only a fraction of which are senators, to serve on Senate operational committees, Senate curricular committees, and joint committees; and

**Whereas**, the faculty senate has a mechanism to address vacancies or excessive absences by senators at Senate meetings as described in the Bylaws Section V.A.-C.; and

**Whereas**, joint committees have a mechanism to address vacancy or excessive absences as stated in Bylaws Section VII that "If a non-elected committee member is absent or unable to serve for eight weeks or longer, an interim or permanent replacement will be appointed for the remaining term"; and

**Whereas**, consistent expectations for committee attendance at Senate operational committees, Senate curricular committees, and joint committees would benefit faculty in understanding expectations; therefore

**Be it resolved** that the Bylaws to the Constitution of the Faculty of the University of Central Florida be amended in Section VI and Section VII to state "If a committee member is absent or unable to serve for eight weeks or longer, an interim or permanent replacement will be appointed for the remaining term by the agency that appointed the committee member"; and

**Be it further resolved** that the Bylaws to the Constitution of the Faculty of the University of Central Florida be amended in Section VIII to replace "If a non-elected committee member is absent or unable to serve for eight weeks or longer, an interim or permanent replacement will be appointed for the remaining term" with "If a committee member is absent or unable to serve for eight weeks or longer, an interim or permanent replacement will be appointed for the remaining term by the agency that appointed the committee member".

Resolution 2022-2023-6  
Faculty Senate Bylaw Amendment  
Faculty Senate Parliamentarian

**Whereas**, the Bylaws to the Constitution of the Faculty of the University of Central Florida state that one of the duties of the Faculty Senate Chair is to appoint a parliamentarian; and

**Whereas**, meetings of the Senate are conducted according to the latest edition of Robert's Rules of Order, which asserts "a member of an assembly who acts as its parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote"; and

**Whereas**, it has been customary practice in the Senate that the Chair appoints a member of the Senate to be the parliamentarian, and that the appointed parliamentarian engages in debate, makes motions, and votes on all questions before the Senate; and

**Whereas**, Webster's New World Robert's Rules of Order Simplified and Applied provides an alternative status for the parliamentarian as follows: "If a member is considered the parliamentarian and sits with the assembly during meetings and does not advise the chair during the meetings, then perhaps the parliamentarian would have the right to make motions, discuss them, and vote"; therefore:

**Be it resolved** that the Faculty Bylaws be amended to state in section III A. 1. g. to state: "To appoint a parliamentarian. The parliamentarian, if a member of the Senate, has the rights to make motions, engage in debate, and vote, but cannot sit by or advise the Chair of the Senate during a meeting."





# Faculty Senate

Faculty Senate  
Committee Reports  
October 6, 2022

## **Budget and Administrative Committee**

Chair – Tina Buck; Vice Chair – Keri Watson

No update

## **Information Technology Committee**

Chair – Glenn Martin; Vice Chair – Joseph Harrington

October 4, 2022

Committee met for about an hour. Focus primarily was on a discussion of “resources for the common good.” Matt Hall presented a “mind map” approach to what categories UCF looks at for common good usage. Committee had deep discussion on process questions (how does something get nominated, who approves it, how is it reviewed later for possible removal). This feeds into discussion on UCF Strategic Plan as well.

## **Personnel Committee**

Chair – Karol Lucken; Vice Chair – Gulnora Hundley

September 21, 2022

Update on who is new committee chair (Karol Lucken) /vice-chair (Gulnora Hundley). Several items were discussed in last Personnel Committee meeting, including input into UCF Strategic Plan. Questions were forwarded to Chair King regarding plans on the distribution of and criterion for the hire of 300 FT faculty. Awaiting answers from university administration. Considerable data on faculty retention/turnover were reviewed and no serious problems were observed. Departure numbers for UCF are consistent with the CUPA data on national averages of 5.5% (T/TE) and 6.7% (NT); most UCF college departure figures were equal to or lower than the national average. Will continue to analyze and consolidate existing data but see no evidence thus far of a “significant problem” in faculty retention across UCF. If non-anecdotal evidence to the contrary exists, we welcome the information. A subcommittee that was reconstituted to complete an unfinished resolution for Faculty Involvement in Hiring met yesterday.

## **Research Council**

Chair – Linda Walters; Vice Chair – David Luna

No update

## **Graduate Council**

Chair – Stacy Barber; Vice Chair – Valeriya Shapoval; Steering/Senate Liaison – Reid Oetjen

September 23, 2022 – Graduate Program Review and Awards

The committee reviewed 45 faculty renominations regarding their status as graduate faculty or graduate faculty scholar. A large number of renominations were sent back to the College of Arts



# Faculty Senate

and Humanities as it appeared that the college did not submit faculty for roles based upon qualifications. The next meeting is November 4, 2023 and the committee will be reviewing more faculty renominations.

## **Undergraduate Council**

Chair – Jeffrey Kauffman; Vice Chair – Tina Chiarelli

No update

## **Ad Hoc Committee on Civil Discourse**

Chair – Stephen King

October 3, 2022

The committee discussed upcoming events at UCF, including the Nicholson School of Communication and Media “Free Speech Week” which is October 17th through 20th. The committee also had an initial discussion about the Board of Governors 2022 “Civil Discourse Final Report” and the specific recommendations within that report that involve the UCF Faculty Senate and faculty in general.



# **Faculty Senate Briefing**

## **October 6, 2022**

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Presented By:

Division of Administration and Finance

## OUR MISSION

**UCF** is a public research university invested in **unleashing the potential** within every individual, **enriching the human experience** through inclusion, discovery and innovation, and **propelling broad-based prosperity** for the many communities we serve.

# CONTENTS

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- |          |                        |                                  |
|----------|------------------------|----------------------------------|
| <b>1</b> | Overview               | Gerald Hector                    |
| <b>2</b> | Contracts and Grants   | Michelle Greco and Lynn Svenson  |
| <b>3</b> | Travel and Procurement | Joel Levenson and Misty Shepherd |
| <b>4</b> | Questions and Answers  | Administration and Finance Team  |

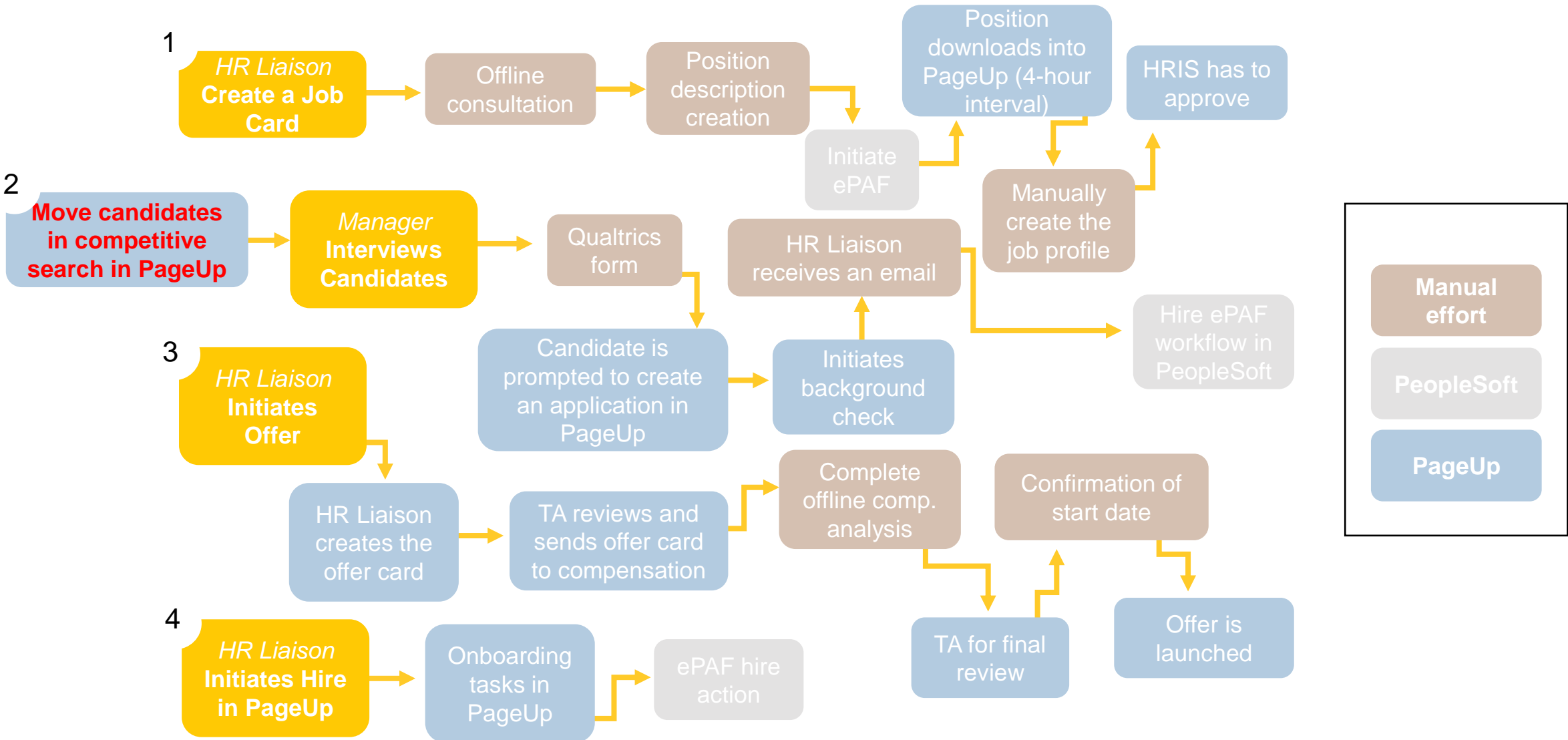
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# OVERVIEW

“Making changes at a higher education institution is like trying to turn the Titanic with oars.” – Author Unknown



# PageUp/PeopleSoft Hiring by Requisition





# Workday Hiring Process Streamlined



# Observed Challenges

Background Checks

Operating in two multiple systems

Workflow differences based on EE type & business owner

Knowledge Gap – System & Role Specific

Integration(s) not yet complete

Regulatory requirements & compliance

kNEXT & HRBC Interactions

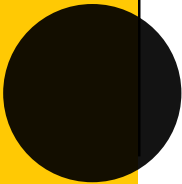
Supervisory orgs & positions not accurate

Staffing – HRBC & Central HR

# Road Ahead

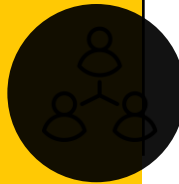
- Integrations Complete
- Positions and supervisory orgs accurate
- Sunset of PageUp requisitions
- Robust reporting, dashboards and data access (leading to KPIs)

## System Optimization



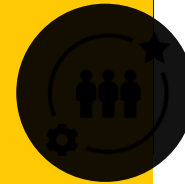
- SOPs
- Knowledge Articles
- Training
- Service Level Agreements
- Community of Practice

## HRBC Staffing and Maturation



- Strategy Consultation
- Screening
- Shortlisting
- Service Level Agreements

## Talent Acquisition Service



- New hire salary placement
- TPI – Retention Stipends - Sign Ons – Referral

## HRBC Compensation Autonomy & Strategies



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# CONTRACTS AND GRANTS

# Grants: Security

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- An efficient mechanism to assign the Award PI to all grants on the award is being explored.
- Access for Co-PIs will be explored at a later date as Co-PI is not currently a role that is consistently used in Huron Research Suites to integrate to Workday.

# Grants: Award Budget Position Report

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- Development has been complex due to data structure in Workday versus PeopleSoft as well as Operating versus Award Budget Structures in Workday.
- A report comparing Budget to Actual Expenses and Obligations is now available. Cash balances, Accounts Receivable, Accounts Payable, etc. will be added at a later date.

# Grants: Award Budget Position Report

Object Class	Current Period	Award Budget	Life to Date	Obligations	Commitments	Reserved (Actuals, Commitments, Obligations)	Available Balance
<i>Personnel Expenses</i>							
Personnel Expenses	0.00	\$201,286.00	\$96,454.79	\$72,000.08	0.00	0.00	\$32,831.13
Other Personnel Services	0.00	\$453,237.00	\$187,107.23	\$81,872.46	0.00	0.00	\$184,257.31
Fringe Benefits	0.00	\$107,822.00	\$54,014.90	\$29,981.44	0.00	0.00	\$23,825.66
Total Personnel and Fringe	0.00	\$762,345.00	\$337,576.92	\$183,853.98	0.00	0.00	\$240,914.10
<i>Other Direct Expenses</i>							
Consulting Services	0.00	\$0.00	0.00	0.00	0.00	0.00	\$0.00
Subcontracts	0.00	\$0.00	0.00	0.00	0.00	0.00	\$0.00
Travel	0.00	\$21,183.00	\$13,887.35	0.00	0.00	\$957.67	\$6,337.98
Equipment	0.00	\$1,446,638.00	\$1,451,650.45	0.00	0.00	0.00	(\$5,012.45)
Stipends	0.00	\$0.00	0.00	0.00	0.00	0.00	\$0.00
Tuition	0.00	\$28,346.00	\$7,240.32	0.00	0.00	0.00	\$21,105.68
Patient Care	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Direct Expenses	0.00	\$558,566.00	\$263,801.33	\$11,654.99	\$0.00	0.00	\$283,109.68
Total Other Expenses	0.00	\$2,054,733.00	\$1,736,579.45	\$11,654.99	\$0.00	\$957.67	\$305,540.89
Facilities & Administration	0.00	\$348,943.00	\$160,172.10	0.00	0.00	0.00	\$188,770.90
Total Direct and Indirect	0.00	\$3,166,021.00	\$2,234,328.47	\$195,508.97	\$0.00	\$957.67	\$735,225.89

# Grants: PI Dashboard

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- Link to UCF Award Budget Position located on the Reports section of the PI Dashboard.
- Other Dashboard Tabs contain data previously distributed monthly by Office of Research and found in PARIS.
  - Reports were:
    - PI Monthly Statements (*deliverables not included as not in Workday*)
    - 90 Days within Close-Out
  - Two day data delay has been eliminated. Data available in real time now.
- Payroll tab is forthcoming and will include a roster of employees, grants and amounts being charged to grant.



# Grants: PI Dashboard

## ← PI Dashboard

PI Dashboard

Grant Budget Position

90 Day Closeout Awards

### UCF Grant Budget Summary (External)



Award	Award Description	Sponsor	Award Lifecycle Status	Award Start Date	Award End Date	Grant
000000			Open	07/01/2014	02/04/2019	GR1
000000			Open	11/01/2014	10/31/2021	GR1

[View More ...](#)

### UCF Grant Budget Summary (Internal)



Award	Award Description	Sponsor	Award Lifecycle Status	Award Start Date	Award End Date	Grant
000000			Open	11/01/2014	10/31/2021	GR1

[View More ...](#)

# Grants: PI Dashboard

Award	Award Description	Sponsor	Award Lifecycle Status	Award Start Date	Award End Date	Grant ID	Grant Name	Grant Start Date	Grant End Date	Award Admin Contact	Award Principal Investigator	Grant Principal Investigator	Funded Budget (F)	Actual Expenses (A)	Obligations (O)	Commitments (C)	Reserved (R)	Spend Authorizations (Not Linked to Expense Report) (S)	Total Expenditures (A+O+C+S+R)	Current Balance (F)-(A+O+C+S+R)
0000007999	Award 1 Name	Sponsor F	Open	2/2/2018	3/31/2023	GR108000	Grant 1 Name	7/22/2021	3/31/2023	Erin Green	Nancy Yellow	Joe Blue	\$31,205.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,205.00
0000008999	Award 2 Name	Sponsor A	Open	7/1/2019	9/30/2022	GR108001	Grant 2 Name	1/1/2021	9/30/2022	Erin Green	Paul Pink	Joe Blue	\$2,678,672.00	\$1,772,334.26	\$293,336.99	\$0.00	\$2,654.94	\$12,654.58	\$2,080,980.77	\$597,691.23
0000008999	Award 2 Name	Sponsor A	Open	7/1/2019	9/30/2022	GR108002	Grant 3 Name	1/1/2021	9/30/2022	Erin Green	Paul Pink	Joe Blue	\$89,546.00	\$29,697.62	\$1,032.13	\$0.00	\$0.00	\$0.00	\$30,729.75	\$58,816.25
AWD00003799	Award 3 Name	Sponsor A	Open	11/6/2020	5/31/2023	GR108003	Grant 4 Name	11/6/2020	9/16/2021	Erin Green	Joe Blue	Joe Blue	\$1,449,595.00	\$1,272,819.27	\$0.00	\$0.00	\$0.00	\$0.00	\$1,272,819.27	\$176,775.73
AWD00003799	Award 3 Name	Sponsor A	Open	11/6/2020	5/31/2023	GR108004	Grant 5 Name	11/6/2020	9/16/2021	Erin Green	Joe Blue	Joe Blue	\$80,283.00	\$64,298.63	\$0.00	\$0.00	\$0.00	\$0.00	\$64,298.63	\$15,984.37
AWD00003799	Award 3 Name	Sponsor A	Open	11/6/2020	5/31/2023	GR108005	Grant 6 Name	9/16/2021	5/31/2023	Erin Green	Joe Blue	Joe Blue	\$727,817.00	\$502,480.03	\$17,480.36	\$0.00	\$966.13	\$6,317.93	\$527,244.45	\$200,572.55
AWD00003799	Award 3 Name	Sponsor A	Open	11/6/2020	5/31/2023	GR108006	Grant 7 Name	9/16/2021	5/31/2023	Erin Green	Joe Blue	Joe Blue	\$405,167.00	\$30,822.19	\$7,151.03	\$0.00	\$0.00	\$0.00	\$37,973.22	\$367,193.78
AWD00004999	Award 4 Name	Sponsor B	Open	3/15/2021	12/15/2022	GR108007	Grant 8 Name	3/15/2021	12/15/2022	Erin Green	Joe Blue	Joe Blue	\$226,561.00	\$119,609.26	\$2,457.45	\$0.00	\$383.77	\$756.50	\$123,206.98	\$103,354.02
AWD00005999	Award 5 Name	Sponsor A	Open	5/12/2021	12/31/2021	GR108008	Grant 9 Name	5/12/2021	12/31/2021	Erin Green	Joe Blue	Joe Blue	\$47,861.00	\$28,452.26	\$0.00	\$0.00	\$0.00	\$0.00	\$28,452.26	\$19,408.74
AWD00006999	Award 6 Name	Sponsor C	Open	12/10/2021	1/10/2022	GR108009	Grant 10 Name	12/10/2021	1/10/2022	Erin Green	Joe Blue	Joe Blue	\$63,689.00	\$16,025.76	\$0.00	\$0.00	\$0.00	\$0.00	\$16,025.76	\$47,663.24
AWD00007999	Award 7 Name	Sponsor E	Open	4/18/2022	6/18/2023	GR108010	Grant 11 Name	4/18/2022	6/18/2023	Erin Green	Joe Blue	Joe Blue	\$23,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,750.00
AWD00008999	Award 8 Name	Sponsor D	Open	5/25/2022	7/15/2022	GR108011	Grant 12 Name	5/25/2022	7/15/2022	Erin Green	Joe Blue	Joe Blue	\$1,943.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,943.00
Total													\$5,826,089.00	\$3,836,539.28	\$321,457.96	\$0.00	\$4,004.84	\$19,729.01	\$4,181,731.09	\$1,644,357.91

# Grants: Training

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- Short 2-5 minute videos are being created to answer FAQs and Business Process how-to items
- These will be available in Workday, as well as on the kNEXT Training Resources website

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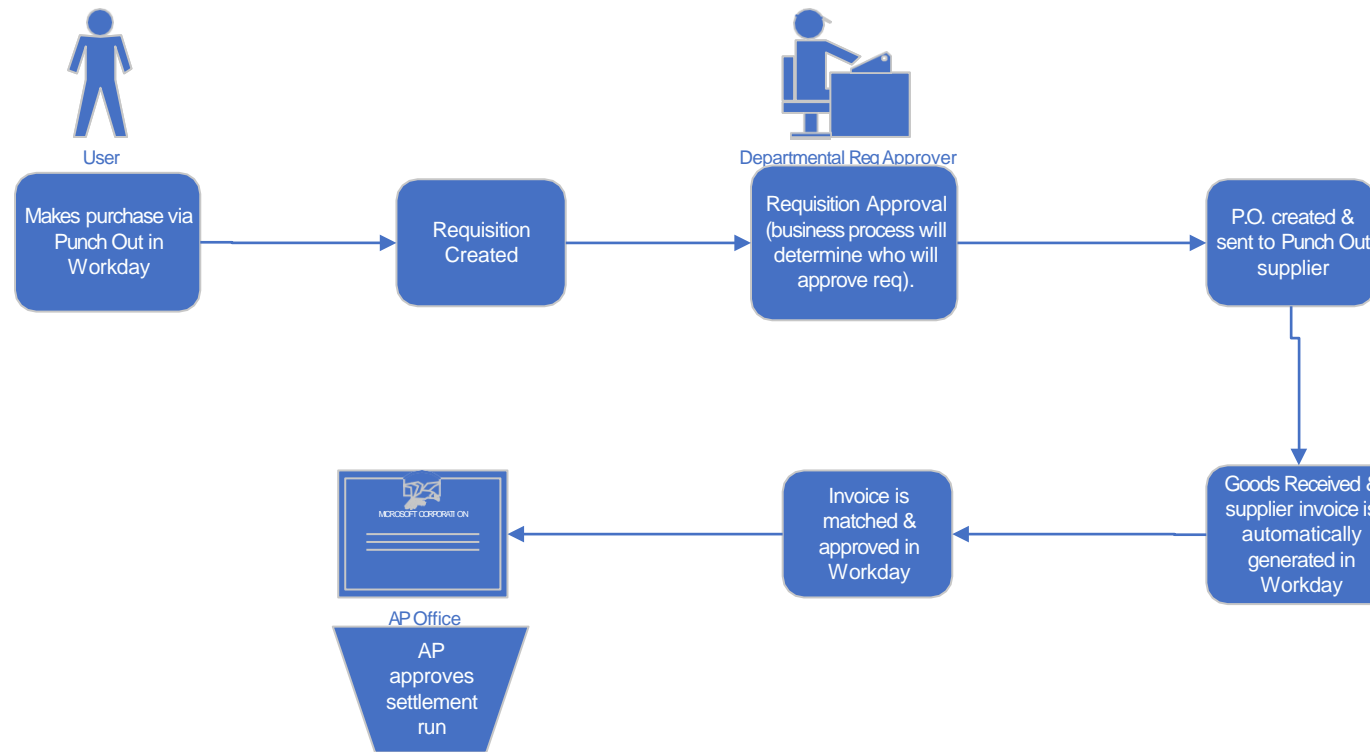
# TRAVEL/PROCUREMENT

```

graph TD
    User1[User] --> Supervisor1[Supervisor]
    Supervisor1 -- "Requests verbal or email approval for purchase (not required)" --> User2[User]
    User2 -- "User makes purchase in Amazon Business" --> Approver1[Departmental PCard Approver]
    Approver1 -- "User sends copy of receipt to departmental PCard approver" --> Approver2[Departmental PCard Approver]
    Approver2 -- "Departmental approver approves transaction in PeopleSoft" --> PCardOffice1[PCard Office]
    PCardOffice1 -- "PCard office reviews and vouchers transaction & pays bank" --> PCardOffice2[PCard Office]
    Approver2 -- "Departmental PCard Approver compiles, reviews & approves PCard packet" --> User3[User]
    User3 -- "User reviews & approves PCard packet" --> Supervisor2[Supervisor]
    Supervisor2 -- "Supervisor reviews & approves PCard packet" --> Approver3[Departmental PCard Approver]
    Approver3 -- "Departmental PCard Approver submits packet to PCard office" --> PCardOffice3[PCard Office]
    PCardOffice3 -- "PCard Office receives & files statement packet" --> Audit[Packet may be selected for random audit. If so, Departmental PCard Approver may be contacted for additional information.]
  
```

The flowchart illustrates the PCard process, starting with a User requesting approval from a Supervisor. The User then makes a purchase in Amazon Business. The receipt is sent to the Departmental PCard Approver, who approves the transaction in PeopleSoft. The PCard Office reviews and pays the bank. The Departmental PCard Approver also compiles and approves the PCard packet, which is then reviewed and approved by the User, Supervisor, and Departmental PCard Approver. Finally, the PCard Office receives the statement packet, which may be selected for random audit.

## Amazon Punch Out Workflow Payment via Supplier Invoice





“We remain committed to unleashing potential in people, organizations, ideas, and the communities we serve. That charge inspires us and illuminates fantastic possibilities ahead.”

---

*Dr. Alexander N. Cartwright*  
*UCF President*