

# MEMORANDUM

**Date:** October 4, 2019  
**TO:** Budget and Administrative Committee  
**FROM:** Shawn Putnam  
Chair, Budget and Administrative Committee

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Meeting Date: Wednesday, October 9, 2019  
Meeting Time: 2:30 – 3:30 p.m.  
Meeting Location: Engineering II, room 202A

## A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *Sept 25, 2019***
4. **Announcements and Recognition of Guests**
5. **Old Business**
6. **New Business**
  - Discuss and vote on Resolution Topics and revised descriptions: *i) Library funding, ii) Summer courses, & i) Building maintenance.*
7. **Other Business**
8. **Adjournment**

**Budget & Administrative Committee Minutes**  
**September 25, 2019**  
**ENG.II, Room 202A**

**Call to Order:** Shawn Putnam, chair, called the meeting to order at 2:35 p.m.

**Attendees:**

**Physical:** Buck, Tina (Lib); Collins, Steven (CoS); Milon, Wally (CoB); Ng, Boon (CoN); Putnam, Shawn (CECS); Webster, Danielle (CoHPS)

**Online:** Barden, Sejal (CCIE); Hoffman, Bobby (CCIE); Kong, Anthony (CoHPS); LaManna, Jackie (CoN); Watson, Keri (CAH); Wohleber, Ryan (CoGS)

**Approval of Minutes:** Budget and Administrative Committee Minutes for Sept. 11

- Motion to approve the minutes made by Boon Ng, seconded by Tina Buck. Approved unanimously.
- A point of clarification was asked by Bobby Hoffman regarding why we were meeting more than once a month, which was past practice. The chair said he has called additional meetings at the outset so that the committee can have the information it needs to set its agenda for the year and that we will likely go back to monthly meetings once we've established our agenda. No objections were voiced.
- No new announcements or guests to be introduced

**Old Business:**

- The chair calls for additional suggestions on topics the committee should consider this year:
  - Steve Collins proposed the committee spend some time understanding how summer money is allocated and considering whether there are ways to improve the system, particularly as it relates to allowing summer class schedules to be set sooner.
  - Shawn Putnam suggested the committee invest some time in ensuring that the university lives up to the Provost's suggestion that UCF create a culture of greater transparency as it relates to the budget.
  - Jackie LaManna asked for a briefing on Senate Bill 190 and the implications of changing performance metrics. There was general consensus that the committee wanted such a briefing

**New Business:**

- Tina Buck made a motion to move to new business, which was seconded by Danielle Webster and approved unanimously.
- Tina Buck spoke to the item related to the library budget. She noted that the library budget has remained flat for a decade and there is a lack of transparency around how the budget is

determined. She noted that unlike at many universities, the UCF library receives no money from overhead of most grants. Buck later volunteered to rewrite the item to better reflect the specific concerns of the committee.

- The committee agreed that that further discussion about the Creative School wasn't appropriate at this time given the vote in the previous meeting to move forward a proposal to the full senate.
- The committee expressed little interest in spending this time this year discussing a faculty collaborative commons.
- The committee agreed to invite somebody from facilities to discuss item #11, regarding responsibility for building maintenance in shared buildings. Wally Milon volunteered to rewrite the item to better reflect the specific concerns of the committee.

**Other Business:**

n/a

**Adjournment:**

Wally Milon made a motion to adjourn, which was seconded by Tine Buck and unanimously approved.

Steering #	Committee Assignment	Topic	Description	Referred By	Status
10	B&A	Library Funding	UCF's growth in research and enrollment has NOT been reflected in the Library's allocations for more than a decade. There is no built-in adjustment for inflation whereas library research materials, especially subscriptions, increase in cost annually, often by 5-7%. Among the State Universities in Florida, UCF has the largest FTE (full time equivalent), by which many library materials are priced; nonetheless, the Library's annual budget consistently ranks below the peers' in Florida and nationwide. In recent years, several departments and colleges have provided funding for 3-5 years to support acquisition of materials through the campus new program proposal processes; yet no additional funding stream will be available to continue materials needed by these programs afterwards. If the Libraries are to support the research mission of the university, further and stable support is needed.	Steering 4-4-19	
11	B&A (18-19)	Building Maintenance	<i>edited description (in process)</i>	Harrington 4-9-18	
	B&A	Summer Courses &	<i>edited description (in process)</i>	B&A (19-20)	