

Budget & Administrative Committee Minutes
October 9, 2019
ENG.II, Room 202A

Call to Order: Shawn Putnam, chair, called the meeting to order at 2:32pm

Attendees:

Physical: Collins, Steven (CoS); Ng, Boon (CoN); Putnam, Shawn (CECS); Webster, Danielle (CoHPS); Richards, Rebecca (Ex-Officio)

Online: Bohil, Corey (CoS); Hoffman, Bobby (CCIE); Kong, Anthony (CoHPS); LaManna, Jackie (CoN); Mitchell, David (CCIE); Watson, Keri (CAH); Wohleber, Ryan (CoGS)

Approval of Minutes: Budget and Administrative Committee Minutes for September 25, 2019.

- Motion to approve the minutes made by Keri Watson, seconded by Steven Collins.
- Approved unanimously.

Old Business:

- Prior discussion on resolution topic description and prioritization was moved to New Business.

New Business:

- **Resolution topics and revised descriptions** – Shawn Putnam provided committee members with a list of 3 potential resolution topics along with revised, detailed descriptions of each proposed topic. There are a total of 3 topics proposed for committee work in the 2019-2020 academic year. Two of the topics (Library Funding and Building Maintenance) were brought forth by the Steering Committee. One topic (Summer Funding) was identified as a potential item by Budget and Administration Committee members during the September 25, 2019 meeting. Dr. Putnam brought this topic to Steering Committee and was told the committee is free to explore other topics if deemed a priority by members, provided the committee is willing to assume the extra workload.
- **Resolution topic: Library Funding (Steering 10):** This was a primary topic of discussion during the September 25th meeting. A motion was put forth by Steve Collins to accept the current topic description and accept this topic as the first committee priority item for the Budget and Administration Committee in the 2019-2020 academic year. The motion was seconded by Keri Watson. The modified description was approved as written and accepted as the first committee priority topic.
- **Resolution Topic: Building Maintenance (Steering 11):** –This steering topic is carried over from 2018-2019 academic year. The revised description was read to committee members. A motion to approve the revised description was made by Steve Collins and seconded. The motion was approved unanimously.

- **Summer Courses and Funding (Steering X)** - This new topic was identified during the September 25th meeting and brought to Steering Committee by committee chair, Shawn Putnam. Grammatical errors were corrected in the original draft. Specifically, there is concern related to how carry forward funding for summer is determined and allocated, resulting in delays in scheduling of summer courses. Summer school course availability is a priority with the push for 4-year graduation. There was discussion that this spending has historically been the domain of the Deans and actual spending on summer session is unclear. There was discussion of the stress this creates on the Deans when faced with many other decisions regarding finances. There were concerns voiced that the process is fundamentally flawed and requires examination. David Mitchell moved to approve the topic description as amended; the motion was seconded by Steve Collins and unanimously approved by committee members.
- **Digital Time Sheets** - There was a question related to status of committee action on digital time sheets as a potential committee topic. Dr. Putnam provided a review of committee discussion on this topic during the September 25th meeting. There was a feeling that the topic would take care of itself without committee improvement as of automated timekeeping is moving forward at the university level. The committee can choose to add this as a business topic later in the academic year if desired. This was information only, and no vote was taken.
- **Topic Prioritization** – There was discussion related to prioritization of topics. A motion to prioritize topics as: (1) Library Funding; (2) Summer Course and Funding; and (3) Building Maintenance was made by Steve Collins and seconded. The motion was approved unanimously by committee members.

Other Business:

- No other business items were brought forth by committee members.

Adjournment:

- There being no further business a motion was made by Steve Collins and seconded to adjourn the meeting at 3:02 pm.

Respectfully submitted by Jacqueline LaManna.

Faculty Senate Budget and Administrative Committee - Revised Issues List

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	approved B&A (priority #1)
X	B&A (19-20)	Summer Courses & Funding	Summer classes have historically been paid for from that year's unspent funds, which has resulted in an inability to plan the schedule until relatively late in the spring semester. This doesn't allow either students or faculty to sufficiently plan ahead. Given the increasing importance summer classes are going to play in helping UCF increase four-year graduation rates, a formal process is needed to identify and explore alternatives to the current system. For example, given that UCF has a large amount of carry-forward funds available, perhaps some of this money should be set aside so that summer classes could be scheduled sooner. Additionally, there appears to be little transparency about how summer money is allotted. A Faculty Senate committee would be well served to consider what steps would be necessary to improve transparency regarding the expenditure of summer money.	B&A 9-25-19	approved B&A (priority #2)

11	B&A (19-20)	Building Maintenance	<p>Faculty and Staff located in non-teaching buildings are being told that building maintenance is the responsibility of the department. This includes declining equipment maintenance and replacement of such equipment that was built into the building before (i) Faculty and Staff were relocated or transferred into the building and/or (ii) the building was redesignated as non-teaching building. In addition, the corresponding costs (and/or quotes) for maintainance are questionably high. For example, the painting of an office wall or the replacement of a light switch commonly corresponds to a quoted maintainance cost exceeding \$1000.00 and \$250.00, respectively. A transparent process / flowchart is needed for dissemination of how the maintainance budget and costs are allocated/determined for a UCF building that is desgated as (1) Education/classroom [only], (2) Research [only], (3) Administration [only], (4) Mix [Research & Education], and (5) Mix [other].</p>	Harrington 4-9-18	approved B&A (priority #3)
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