

Hello Budget & Administration Committee,

Our next meeting is Wednesday, September 21, 2:30-3:30. The Microsoft Teams link is at the bottom of the agenda.

One of our topics for this year is Workday. Attached please find an Excel file that Senate Chair Steve King shared with information he gathered from faculty concerning issues with Workday. Our work on Workday isn't limited to these topics but can help get us started.

The [Information Technology Committee](#) has also been tasked with looking at Workday. Their chair, Glenn Martin, reached out to me to suggest a joint meeting to team up in our approach. They will join us this month at our regularly scheduled meeting.

Budget & Admin Agenda, September 21, 2022, 2:30p.

1. Call to Order
2. Roll Call
3. Approval of minutes from February 2, 2022
4. Announcements and Recognition of Guests
  - a. Welcome back to Pamela Baker who rejoins the committee this year
  - b. Welcome to the Senate IT committee who join B&A today for a joint discussion of Workday issues
5. Unfinished Business: none
6. New Business
7. Other Business
8. Adjournment

**Helpful links:**

B&A committee website: <https://facultysenate.ucf.edu/committees/budget-and-administrative-committee/>

Committee guidance: <https://facultysenate.ucf.edu/committee-guidance/>

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

Meeting ID: 235 099 890 241

Passcode: LqQqdL

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

+1 407-440-1309,,518304417# United States, Orlando

Phone Conference ID: 518 304 417#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

## Faculty Senate Budget & Administrative Committee

Minutes for meeting of Wednesday February 2, 2022

Zoom Meeting: <https://ucf.zoom.us/j/91392212907?pwd=TEV4cGo2NUNESnNDNm5ySzRmczhuZz09>

- Called to Order 2:35pm
  
- Attendees: Tina Buck, Adam Wells, Pamela Baker, Pam Thomas, Keri Watson, Konstantin Vodopyanov, Nina Orlovskaya, Sandra Galura, Kausik Mukhopadhyay, David Mitchell, Bobby Hoffman, Missy Murphey, Nyla Dil, Gerald Hector (ex officio), Rebeca Richards (ex officio)
  
- Approval of minutes from December 2, 2021 meeting; so moved and approved as submitted
  
- Announcements and Recognition of Guests – no guests today
  
- Report from Chair Buck with some clarifications by Gerald Hector
  - Has attended one University Budget Committee (Dec. 3, 2021)
  - minutes are not yet posted on the senate page
  - At meeting was a discussion of auxiliary budget at meeting
  - Topics included for instance: how are camps or conferences accommodated? How should they be?
  - Historically, too many things have been considered auxiliaries
  - Committee is rethinking the way things are coded/funded/taxed
  - Adam Wells posed a question: how does this work with the push from deans/Colleges for departments to fund themselves? For example, a department hosts a conference or event; and revenue is potentially swept.
  - Gerald Hector thanked Adam for making him aware of this
  - Right now, the center often is covering costs for things that individual units host
  - We are flipping the system; Colleges will be responsible for revenue and knowing the “colors of money”
  - Auxiliary money is most fungible
  - Moving forward: every College needs to know its sources of revenue and be accountable for its own budget
  - Instead of Colleges spending to deplete their budget; it will work the other way; Colleges will get funding based on costs; revenue and expenses will be matched
  - David Michell posed the question in the chat: Related, our unit desires to re-start an executive masters program to generate revenue but we have been told the BOT is not approving these programs. Is this true? If so, aren't these conflicting messages?
  - Rebeca Richards replied in the chat: It is actually the Board of Governors that is not supportive of new executive programs. However, if you are 're-starting' the program it may already be approved. Can you please share more information on the program? My email is rebeca@ucf.edu.
  
- Old Business
  - Accommodation of J1 visiting scholars
    - UCF Global arranges visas
    - Problem: no place to host visiting scholars for several weeks; hotels are expensive, dorms require the whole semester, short-term rentals near campus are not ideal; local faculty hosting can be awkward; regional housing shortage

- Kausik Mukhopadhyay replied that he has first-hand experience with this issue; new state law makes it more difficult to hire international scholars and graduate students; finding accommodations falls to faculty; which is not faculty area of expertise
  - Nina Orlovskaya adds that housing a graduate student can lead to conflicts of interest
  - Adam Wells asks if there are any fixes
  - Kausik Mukhopadhyay replied that it was easier because his candidate already had a visa; still challenging; additional screening process; takes a while to clear the candidate; candidates with families are even more challenging
  - Maybe some of graduate housing (Knights Landing for instance) could be block reserved for post-docs
  - Gerald Hector will talk to Adrienne Frame about housing options
  - Tina Buck: we could write a resolution
  - Adam Wells: we may need to wait until the next senate season
  - Also need to think about visiting scholars and job candidates
  - Does the university own any residential real estate?
  - Plan to pick this issue back up next year and continue to research to draft a resolution in the fall
  - Monitor Enterprise Resources Planning system upgrade
    - Presentation last meeting
    - Nothing pressing at this time
  - New Business
    - No new business
  - Other Business
    - Committee Policy Review Responsibilities
      - Don't forget to review the policies; only have 7 days to review
      - They come quickly often on a Friday night, so we review these via email
      - We have had a small response rate, but it is important to get the feedback, so please try to look at these when they come through
    - Nominations for Vice Chair for Fall 2022
      - Adam will be on parental leave in the fall and unable to Vice Chair
      - New chairs will be elected next fall
  - Adjournment at 3:26pm
- Motion to adjourn by Pam Thomas; seconded by Missy Murphey

workday issues from faculty

## OVERALL

SET transition made a distinction between HR and finance roles,  
HR teams are new and don't understand finance side of their role...  
What grant to charge for personnel etc  
Left brain/right brain connections are gone

Faculty time now spent on workday and administration  
less time on actual research or other missions  
can this be solved by setting things to be delegated if desired?  
currently hard for faculty to get what faculty need (grant budgets)  
can see how admin will be able to get what admin needs

## TOP TWO ISSUES

### Budget reports

Grants and contracts  
takes multiple reports and 15-20 minutes to get balances on individual grants  
requires units to get info from central to get info to create the reports  
Must have one click style reports in 5-6 key areas  
budget summary for all grants  
detailed transaction report for each grant  
how people are paid, from what grant  
forecast ability for all grants based on payroll etc

### Training

Training modules highly ineffective  
need training that actually address the problem with actual solution  
updated when new fixes come online  
better job aides  
Need better "experts" on campus  
user group is NOT enough  
"please review Job Aide" : job aide doesn't deal with actual problem  
for example: business reason dropdown menu  
research and laboratory  
but research is only for research travel???  
how is anyone going to know that  
  
If something is "fixed":  
have heavy user faculty and staff tested it?  
Is new training now available to show the fix?  
How is the fix and new training for it communicated?

### Delegation is essential

PIs with major research projects don't need to be admin assistants  
personally doing mundane time consuming tasks

### Punch outs

simply don't work  
Amazon finally able to work and get shipped correctly  
Fisher: no way for orders to be delivered if ordered by a central office  
5 character space limit for an address  
line for shipping address if not the requestor is essential

### Travel

Why is there pushback on business reasons  
Why is there pushback on hotel costs in major cities  
if a questions stops the process, have to start from scratch, step 1 again  
incredibly frustrating and time consuming for all involved

(PI, central admin, dept authority)

if we do this once for a repeating travel function, we MUST be able to repeat

#### Need common forms

Lack of universally agreed and used forms to hire, set up pay etc  
Supply Request Form (SRF), purchasing, invoicing etc

#### Clock In issues

People with a mobile job have significant issues  
Facilities / engineers/ instrument care/ multiple locations  
Can we create geo-fence exempt group?  
based on some authority and agreement

#### Research active Faculty cannot do this on their own.

workday design works for a simple solution, one grant or source of revenue  
and with a small team of people  
but that's not what we are in research intensive areas

#### Health insurance issues

process is difficult and cannot be done en masse  
grad student, postdoc and staff issues