



# Faculty Senate

## Budget and Administrative Committee

Minutes for meeting of Wednesday, September 23, 2020, 2:30 p.m.  
Zoom Virtual Meeting

1. Call to Order: Steven Collins
2. Roll Call
  - a) *Luca Argenti, Pamela Baker, Steve Collins, Nyla Dil, Bobby Hoffman, Hans Hagglund, David Mitchell, Missy Murphey, Nina Orlovskaya, Pamela Thomas, Keri Watson, Danielle Webster, Tina Buck, Sandra Galura, Jackie LaManna, Wally Milon, Konstantine Vodopyanov, Rebeca Richard, Joseph Trubacz*
3. Approval of Minutes – Motion to table the vote to approve minutes till next meeting – Nina Orlovskaya / motion was seconded.
  - January 15, 2020
  - February 19, 2020
  - September 9, 2020
4. Select Volunteer to Take Minutes – Sandy Galura
5. Announcements and Recognition of Guests
  - a) *None*
6. Old Business
  - a) Questions for Joseph Trubacz, Interim Chief Financial Officer and Rebecca Richards, Senior Assistant Vice President, Academic Budget Planning and Administration in follow-up to last meeting's budget overview.
    - Will slides be made available? - They will be made available on the website or sent out to the committee.
    - Concerns expressed over cuts to the library databases, Endnote, Covidence critical to support growing programs and increased student enrollment. The following additional information was provided by Rebecca, Joe, and Tina Buck:
      - What has been brought forward is a 3% cut across everyone – all departments with a potential additional 3% cut from non-academic units, potentially impacting the library with a cut of 6%.
      - Governor vetoed the Interlibrary Loan Program funding.
      - Provost has met with all academic units – redistributions that could improve a cut on the library have not been finalized.
    - Does the library negotiate the costs with publishers?
      - Pricing is a tiered system based on several factors including the size of the university, research level.
      - Packages come in negotiated bundles.
      - Teams of librarians work with publishers to negotiate prices.
    - Invitations have been extended to Frank Allen from the library and Mike Sink from

IT to discuss further in future meetings.

- b) Addition budget discussion focused on the calendar for budget – answers were provided by Rebecca Richards
- Budget is developed in Spring (May/June).
  - Approved by the Board of Trustees prior to July.
  - First of the academic year, operating budget/initial allocations provided.
    - Temporary allocations trued up (September/October) – these are usually related to positions.
    - Cash is distributed on a biweekly basis from the state
  - Unique to 2020-2021, the state is holding back 1 ½ % per quarter= 6%; if nothing is done with this 6% holdback, we will get this money back in June
  - Lottery monies distributed to universities in March

## 7. New Business

- a) Initial discussion of topics to be considered this year and setting the committee's priorities. Topics include, but are not limited to:
- i.* Library budget – see above discussion
  - ii.* Monitoring Enterprise Resource Planning System Upgrade
    - Two questions were posed:
      - Who will be the primary users of the new ERP system?
      - What model was used to calculate the impact/return on investment? Answer provided by Joseph Trubacz – primarily working with two vendors – Oracle and Workday. Each company calculates costs slightly differently. We were quoted 100 million which we new would be excessive. Proposal presented to the UCF Board of Trustees that was approved was for 50 million of which will come from carryforward dollars. Currently UCF still trying to negotiate down – it is hoped in another month the final amount will be firm with the goal of final costs to be under 50 million.
    - The intent is for data to be available out of the new ERP by June/July 2020.
  - iii.* Summary Salary Procedures
    - Concerns expressed over processes and mechanisms around summer funds /timing of assignments/expectations of faculty.
    - Some units have 12 -month plans of study. Uncertainly persists until late in the spring around summer assignments/salaries.
    - Comments provided by Rebecca:
      - Summer practices vary across units – processes are decentralized with ultimate decisions made by the Dean of the department.
      - Much of the summer costs are covered by carryover and are not a regular budgeted item.
      - Given student growth, 12-month plans of study, should be occurring as a regular budget item.
  - iv.* A new policy for carry-forward money
    - Steve sits on the broader university Budget Committee which will be recommending a new policy.
    - Committee members are asked to each get with leaders in your college to get input /recommendations for carry over.

- Need a policy in place, that is adhered to, so colleges can plan accordingly rather than be faced with uncertainty and variation.
  - Intent of carry-over is for one-time purchases (such as ERP); cannot be used for salaries.
- v. Other topics of interest to the committee
- Concern expressed over the limited resources in proportion to growing student needs.
  - Department supported by student workers with frequent turnover.
  - Intent is to invite Department Head Adam Myer to a future meeting to assess the budgetary needs of the department.
- vi. Miscellaneous Questions:
- Plans for new buildings?
  - Continuing education department – is there a budget for organizing conferences.