

MEMORANDUM

Date: September 19, 2019
TO: Budget and Administrative Committee
FROM: Shawn Putnam
Chair, Budget and Administrative Committee

Meeting Date: Wednesday, September 25, 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 11, 2019***
4. **Announcements and Recognition of Guests**
5. **Old Business**
 - Discuss potential topics (of interest to UCF body) for future B&A Meetings / Agendas
6. **New Business**
 - Discuss assigned topics: *i)* B&A 2019-20 and *ii)* B&A 2018-19 via the Steering Committee.
7. **Other Business**
8. **Adjournment**

Budget & Administrative Committee Minutes
September 11, 2019
ENG.II, Room 202A

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

Attendees: Barden, Sejal (CCIE); Bohil, Corey (CoS); Collins, Steven (CoS); Hoffman, Bobby (CCIE); Kizildag, Murat (Rosen CoHM); Kong, Anthony (CoHPS); LaManna, Jackie (CoN); Milon, Wally (CoB); Mitchell, David (CCIE); Ng, Boon (CoN); Putnam, Shawn (CECS); Vodopyanov, Konstantine (CREOL); Watson, Keri (CAH); Webster, Danielle (CoHPS); Crudele, Dennis (Intm. CFO, A&F); Richards, Rebeca (Dir., AAs-BP&A); Harris, Christy (*guest*; Assoc. VP-FA)

Approval of Minutes: Minutes of March 20, 2019 were approved.

1. Old Business

1a - Resolution 2019-2020 Creative School for Children

Chair Putnam explained that the Committee needed to formally adopt one of three previously proposed resolutions regarding Creative School for Children programming and facilities. Bohil made a motion to adopt version "A", as distributed to members in the committee packet; LaManna seconded. The motion passed without discussion nor any opposition.

2. New Business

2a - Overview of UCF's Legislative Budget Process— *Dennis Crudele*

UCF Interim CFO Crudele presented an overview of the legislative budget process and updated the Committee on several ongoing financial initiatives. He stated that the UCF Forward and UCF Restores programs have been submitted to the state legislature for supplemental funding during the 2020 legislative session. He indicated that the current budget model for the university does not meet current needs and expressed a desire to reform it during the course of this fiscal year via a university task force that will include representation from the Committee. He also updated the Committee on the new state law that prohibits carry-forward balances for many university operational accounts. He stated that he did not anticipate a reduction to summer course offerings due to this change. Finally, he stated that the university is considering the implementation of a new cloud-based ERP system.

2b - Overview of UCF's Academic Budget Process – *Rebeca Richards*

Rebeca Richards, Budget Director for UCF Academic Affairs, explained her role in the university's budgetary process to the committee and responded to questions.

2c - Discuss potential topics (of interest to UCF body) for future B&A Meetings / Agendas

- New business topic (2c) was not discussed due to lack of time.

3. Other Business

n/a

4. Adjournment

The meeting adjourned at 3:41 p.m.

Assigned Topics for 2018-2019 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
5	Budget & Administrative	Faculty Collaborative Commons.	A Faculty Collaborative Commons where faculty can eat, meet, and collaborate. A Faculty Excellence exceptional budget request was denied.	Steering 4-5-18	
11	Budget & Administrative	Departments Financially Responsible for Building Maintenance.	Faculty located in a non-teaching building are being told that building maintenance is the responsibility of the department that is not funded for building maintenance. This includes declining equipment built into the building before faculty where moved.	Harrington 4-9-18	
2017-2018-6	Budget & Administrative	Creative School Accessibility. www.csc.sdes.ucf.edu/enrollment/	The school has a waiting list of 200. The preference is for students to get slots first. The increase in faculty has resulted in an increased need for accessibility to the Creative School. The facility is at maximum capacity. Discussion: No new faculty hires were able to enroll and waiting list is longer. Is it possible to create a new school for faculty? Is it possible to develop the Creative School downtown as we build the campus?	Steering 4-6-17	

Budget and Administrative Committee
Steering Assigned Topics for 2019-2020 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
10	Budget & Administrative	Library Funding	The University Library funding has been flat, as with other units. FY 18-19 resulted in \$200,000 less for acquisitions. Concerned that the Stars Digital Library is in jeopardy.	Steering 4-4-19	
16	Budget and Administrative	Digital Time sheets	All faculty and undergraduate assistants are required to complete a paper timesheet resulting in additional workload and paper waste to complete. The time sheet should be digitized to reduce waste and time.	Senate 3-21-19	
2017-2018-6	Budget & Administrative	Creative School Accessibility. (www.csc.sdes.ucf.edu/enrollment/)	The school has a waiting list of 200. The preference is for students to get slots first. The increase in faculty has resulted in an increased need for accessibility to the Creative School. The facility is at maximum capacity. Discussion: No new faculty hires were able to enroll and waiting list is longer. Is it possible to create a new school for faculty? Is it possible to develop the Creative School downtown as we build the campus?	Steering 4-6-17	Still Discussing

Steering Discussion regarding #10

Noted that the Stars Digital Library will be covered by Auxiliary funds this year. Possible budget cuts have implications for future years. Discussion followed that the Library is the only unit that has representation on the Senate and that administration has a procedure for requesting funds and this could be seen as a conflict of interest. Others noted that acquisitions are vital to research and this is a perennial problem. The issue isn't concerning Librarian salaries, it is in direct support of the universities research mission and faculty. Questions raised as to why the Library funding is flat and if cost increases are built into the budget. Vendors can increase costs anywhere from 5% to 20%, which is difficult to budget. The university needs a long-term solution in funding the Libraries. Outside of objective criteria by administration to determine funding, the faculty have a subjective opinion concerning needs. Would like to see the Budget and Administrative Committee involved in those discussions and make recommendations to administration. The administrators are being more transparent with budget information.