

# UCF Faculty Senate Budget & Administrative Committee Meeting Minutes

## Meeting Information:

**Date:** 09/25/2024      **Time:** 2:30 – 3:30 PM      **Location:** Zoom (Virtual)

<b>Meeting Called By:</b>	Faculty Senate	<b>Attendees:</b>	Buck, Tina
<b>Type of Meeting:</b>	Preparation		Davis, Jean
<b>Chair:</b>	Amanda Major		Major, Amanda
<b>Co-Chair:</b>	Pete Sinelli		Mann, Dipendra
<b>Note Takers:</b>	Amanda Major and Pete Sinelli		Martin, Glenn
			Richardson, Kathleen
			Singla, Dinender
			Butcher, Lonny
			Filler, Dennis
			Harrington, Maria
			Mack-Shelton, Kibibi
			Sinelli, Peter
			Wang, Ze (absent)
			Wells, Adam
			Hector, Gerald

## Agenda Items:

Topic	Discussion Facilitator	Time Spent
<input type="checkbox"/> Welcome and Mission Reminder	Amanda Major	5 min
<input type="checkbox"/> Provost Johnson - FY24-25 Strategic Investment Funds	Provost Johnson	20 min
<input type="checkbox"/> Conversation with VP Hector	VP Hector	15 min
<input type="checkbox"/> Review Policy 2-107.9 Contract Signature Authority	All	5 min
<input type="checkbox"/> Prepare for 10/23 Interim Vice Provost	Amanda Major	5 min
<input type="checkbox"/> Reference Charge: Faculty Training Requirements & Technology Transitions	Amanda Major	1 min
<input type="checkbox"/> Schedule of B&A Committee Meetings		
<input type="checkbox"/> Open Discussion and Next Steps		

Welcome and Mission

- Welcome
  - Our initial meeting occurred on Aug 28
  - Interim Vice Provost Joel Cramer with Faculty Excellence will speak to our committee on 10/23/2024, 2:30 – 3:30 PM
  - VP Hector to present on 12/18/2024, 2:30 – 3:30 PM – Topic to be determined
- Mission of Budget and Administrative Committee
  - **Mission:** The Budget and Administrative Committee evaluates and recommends policies and procedures concerning university budget with special emphasis on the academic budget.
  - **Charge of committee this year:**
    - Faculty Training requirements — Each year, faculty spend significant amounts of time completing repetitive and overlapping training programs to meet various statutory and regulatory requirements. The Compliance and Ethics Advisory Committee identified well over 100 different possible training requirements across campus. What can be done to combine, consolidate, plan, and organize the various training programs to minimize the administrative burden on faculty? This is especially burdensome for adjunct faculty members, who receive no compensation for the extensive training required just to teach a single course.
  - **Charges in 2023-2024:**
    - Mapping hiring procedures and practices
    - University budget update
    - Faculty 9 month to 12-month paycheck calculator
  - **Charges in 2022-2023:**
    - Ongoing Workday Issues
    - Support the UCF Strategic Plan-Innovation and Sustainability
    - Reduce the time to hire faculty and staff
    - Foreign Influence Screening Procedures

#### FY24-25 Strategic Investment Funds

- Provost Johnson addressed the B&A Committee
  - Available funds
    - \$35 M new recurring
    - \$15M new nonrecurring
    - \$14M nonrecurring “faculty recruitment and retention
    - =\$64M TOTAL
  - Planned use of funds
    - \$16M faculty salary program
    - \$22M nonrecurring salary (or one-time) program for the salary program
    - \$19 M is for new faculty hires, research staff, GTAs
      - Bulk of which will go to engineering and computer science and technical fields
      - 2M will go toward outside the technology fields
    - \$1M for seed funding and equipment refresh and 6M for startup
    - \$6M Nonrecurring startup

- = \$64M TOTAL
- Members engaged in Q&A with Provost Johnson
  - Allocation within the \$19M includes research staff, GTAs, new faculty, etc. – computer science, optics and photonics, medical tech at 2.5M
  - Only \$2M of the money for new faculty hires will be outside of the “engineering and tech” sectors, which translates into 12-15 new faculty hires across ALL other colleges and programs. All of these will be T/TE positions.
  - Faculty members will be brought in over a 2- to 3-year period: a set for the Fall, following Fall, and a 3<sup>rd</sup> Fall
  - BOG restricts UCF spend of funds in the technology direction, and UCF has strength there. Need a well-defined direction with a good return for spending in areas determined by the academic unit.
  - Refresh in equipment acknowledged and appreciated but also request to consider a faculty refresh, with the mix of junior faculty and seasoned faculty hired and investment in current faculty.
  - Investments are targeted in the academic and research areas, at the core of UCF.
- Members engaged in conversation with VP Hector
  - Now that we have systems in place, VP Hector knows where the cashflows in the university are. The university is determining when funds are needed and the timing.
  - Recurring expenses require finding a recurring source to fund it with no tuition increase.
  - When are they planning to do a Howard Philips Hall renovation? It’s on the list but not high, at #18 out of 30 across the SUS. BOG uses a scoring mechanism. (See the PECO-Preliminary Selection Group document that VP Hector sent subsequent to the meeting.)
  - Deferred maintenance is a debated topic at BOG meetings.
    - A recent “Facilities condition assessment” found that UCF needs \$70 million a year to maintain the existing buildings / infrastructure and does not have the money.
    - There is a new policy that UCF must set aside 2% of value of a building to be built for deferred maintenance, and then the funds aren’t fungible. This is shown in carryforward plans.
    - POM funds aren’t being issued anymore.
  - In regard to advocating for resources, advocacy should flow through the academic side of the university. VP Hector is neutral on priorities.

#### **Review Policy 2-107.9 Contract Signature Authority**

- What suggestions or comments do we have? A vote was taken. Committee members that were present unanimously voted to move the revised policy forward. A question arose about the authority of the Vice President for Health Affairs and Dean of the College of Medicine and that there is such a thing as criminal justice incentive pay.

#### **Reference Charge & Interest Faculty Training Requirements**

- On Aug 28, we had a conversation to begin exploring ways to streamline and improve the training process for faculty while still meeting.

- Compliance and Ethics Training Plan rev Spring 2023 document that will be sent with minutes list compiled by the Compliance and Ethics Advisory Committee, a University-wide committee.

**Prepare for Interim Vice Provost Presentation on 10/23**

- Interim Vice Provost Joel Cramer with Faculty Excellence, will speak to our committee on 10/23/2024, 2:30 – 3:30 PM.
- What questions should we ask? Amanda will create a shared document for the B&A Committee members to brainstorm questions. **The meeting was adjourned.**

(The rest of this document was not covered during the meeting but available for reference on the agenda.)

**Simple Syllabus Implementation Clarity/ Change Management for Technology Transitions**

- Seeking methods to ensure a smoother adoption process for new tools (e.g., Simple Syllabus, Interfolio, Leganto) and roll out of procedures for their use.
- Seeking to understand policy 4.403 in relation to the implementation of Simple Syllabus. Is it required by statute? Is populating Simple Syllabus with their syllabus information optional? Is populating Simple Syllabus with only a summary all that is required? Is Simple Syllabus tied into the UCF Student Outcomes system? Are technical issues with the system resolved? Is the "official" syllabus of record for grade disputes? Is Simple Syllabus just a repository or part of a policy change? Was it implemented through the regular policy approval process (open comment, etc.)?

**Other Concerns of Committee Member(s)**

- If UCF Global falls under our purview, then improving approval times for international travel is needed.

**Schedule for B&A Committee Meetings (Available for reference)**

- Schedule for Fall 2024

Date	Speaker	Topics
8/28/2024, 2:30 – 3:30 PM	Chair Steve King	Confirm Chair and Vice Chair & Receive Charge
09/25/2024, 2:30 – 3:30 PM	Provost Johnson	FY24-25 Strategic Investment Funds Preparing for Joel Cramer’s presentation
10/23/2024, 2:30 – 3:30 PM	Interim VP Joel Cramer	Streamlining training for faculty, understanding the necessity of Simple Syllabus as it relates to <u>policy 4.403</u> , and smoother change management for digital transitions in general were the main topics.

11/20/2024, 2:30 – 3:30 PM		
12/18/2024, 2:30 – 3:30 PM	VP Gerald Hector	TBD