

## UCF Faculty Senate

### Budget and Administrative Procedures Committee

MEETING MINUTES – 2:00 pm, 30 September 2015, room PSB 445

ATTENDEES: K. Richardson (minutes, CREOL), R. Cassarello (steering liaison), J. Bedwell (Psych/CoS), K. Roozen (CAH), S. Kuebler (Chem/CoS), T. Wang (CBA/Mgmt), P. Bhardwaj (CoBA/Mktg), X. Gong (EECS/CoE), L. Wei (EECS/CoE), J. Harrington (chair, Phy/CoS), T. Clark (Acad. Affairs, ex officio), Wm. Merck (Admin & Fin., ex officio), E. Hernandez (Chem/CoS), B. Gros (CoM), L. Nalbone (Mod Lang/CAH), M. Butler (STLL/CEHP), T. Rotarius (HMI/COPAH)

GUESTS: Bill Martin (Facilities Planning & Construction), Lee Kernek (Facilities & Safety)

#### AGENDA ITEMS

- electronic timesheets
  - Library funding
  - grant/project overhead distribution
  - facilities improvement costs
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- Meeting was called to order at 2:05pm
  - Introduction of committee members and guests
  - Review of key issues for discussion – prioritization based on limited time prior to State of the University address (hard end prior to 3pm).
  - VP Merck – distributed and reviewed the current UCF operating budget, providing a general overview to explain what funds we were targeting for discussion; agreement to focus on Sponsored programs issue, first
  - It was agreed that likely we would not get thru the listing of key budget focus items at this meeting but Dr. Harrington would reschedule dates and define focus of future meetings
  - Dr. Kuebler asked where in the budget revenues from Royalties were shown as income, such as in the case of exclusive license agreements? (answer: to College auxiliary funds (in general) but such direction of revenue are always reconciled with rules as defined by UCF Foundation policy)
  - The question of status of investigation on electronic timesheets was raised. It was shared (T. Clark) that this had been looked at and despite there being a clear advantage and expected cost savings for online reporting, that the pricing to implement (~ \$500K) was high. HR is looking at suggestions for improvements to both PeopleSoft and Oracle systems; priority is being placed on position management first, then time and labor; it is expected that the review of time and labor components will

take 18 mos-2yrs. An interim system (Kronos) was suggested as a possible solution. It was shared by committee that this continues to be a drain on faculty/staff time and that other schools are making it work and we should look outside for other best practices that could be extended to UCF (i.e., such as that used at Cornell).

- Related to Facilities and Improvement (F&I), VP Kernek indicated that there was now in place a faculty work group with college-wide representation (and that there is an opening for a Senate B&A person); the committee is examining several topics including:
  - Education/issues
  - Reduction in costs for work to be done through process improvement (i.e., closed bids)
  - Contract language/labor burden
  - Adding to the number of available contractors, thru modifications to qualification process for suitable vendors
- Currently ~ 500 open projects and best practices put in place over the past year have resulted already in cost savings; UCF is putting in place mechanism for 'small jobs' to be done by in-house personnel, rather than having to go out for bid/external contractor in an effort to save funds; it was again shared that there are best practices at other institutions where this has been put in place (UNC, Cornell) which could be looked at for ideas for further improvement
- A representative to this faculty working group from the B&A committee (J. Harrington) was agreed on;
- Returning to the issue of budget, VP Merck shared that the University continues to look for new sources of revenue to close the gap between the actual costs and the State allocation of budget (which is currently ~15%). Reductions in costs provide some improvement but new revenues are needed. The issue of 'Naming opportunities' is being examined by an outside entity (IMG). Despite the performance funds received (~\$15M), these costs have been allocated and largely consumed by existing commitments and inflation.
- The meeting was adjourned at 2:55pm

Respectfully submitted, K. Richardson (October 10, 2015)