**Budget & Administration Committee**

**Meeting Agenda for September 6, 2023**

1. Call to Order

2. Roll Call

3. Approval of minutes from April 19, 2023 meeting (last meeting of FY 22-23)

4. Approval of minutes from August 23, 2023 charge meeting

5. Announcements and Recognition of Guests

1. Welcome guests
2. Welcome new and returning members

6. New Business

1. Assignment of minutes taker for committee meetings
   * 1. One person or take turns – Is there a motion?
     2. Discussion?
2. B&A has been assigned 7 topics this year (see attachment)
   1. Motion to set order?
   2. Discussion?
3. B&A has shared assigned topics with several other committees
4. Motion to determine good methods to work together?
5. Discussion?
6. Reminder that one of each Senate Committee’s tasks is to review and give feedback (either as an individual or to the Senate office for collation assigned topics) about draft policies in our area within 7 days of receipt of the email
7. VP Hector presentation of Budget Variables

7. Other Business?

8. Adjournment

Attachments: Updated 2023-24 B&A Topics list; Meeting minutes from 4/19/23 and 8/23/23

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

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