



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting
August 29, 2018, 2:15pm, CSB 221

MINUTES

Attendance

Dean's Office: R. Caldwell, S. Cruz, M. Dagley, T. Dorman, M. Erichsen, M. Johnson, Kathryn Matta
Chairs: D. Beidel, F. Jentsch, B. Kinsey (for K. Hamann), X. Li, E. Mucciolo, L. Mustaine, J. Schultz (for T. Dupras), G. Worthy, C. Yestrebsky, S. Zhang,
Directors: R. Littlefield, Michael Sigman
Guest: Keira Sullivan

Introduction

Erichsen

Millie Erichsen introduced Kathryn Matta as the College's new Associate Director of Advancement. Kathryn earned an MBA degree at the Rollins College Crummer Graduate School of Business, a bachelor's degree in marketing from the University of Florida and studied abroad at the Università Commerciale "Luigi Bocconi" International Business program. She comes to UCF from Rollins College where she has held positions as program manager and assistant director of alumni programs. Prior to her career in higher education, she had more than 5 years of sales management experience in the hospitality industry in Colorado and Florida. Kathryn has a strong reputation for collaboration and building relationships with both internal and external stakeholders. Kathryn's office will be in the College of Sciences Dean's Office, Room 211. You can reach her at phone number 407-823-3684 and email address Kathryn.Matta@ucf.edu Kathryn said she was happy to be with the College of Sciences and to feel free to contact. She will be making individual unit visits soon.

Sponsorship Opportunities

Handout

Keira Sullivan

Keira Sullivan, Director of Academic & Administrative Sponsorship with the Knights Partnership Alliance discussed partnerships which might include sponsorships. She indicated that sponsorships are viewed as "Financial or in-kind support of an activity or program that provides certain rights and benefits to the sponsor." Keira reported that she works solely for Administration and Finance but works closely with the UCF Foundation team.

All revenues from sponsorships remain in COS and specific to the unit. All sponsorships need to align with university philosophies.

Various aspects of sponsorship were discussed and Keira invited the Chairs and Directors to feel free to contact her should they need assistance. Her email is Keira.Sullivan@ucf.edu and she can be reached at 407-823-2351.

- Seresa reported that as of August 28, there is a new version of door access software – DNAfusion. This system uses cardholder employment and enrollment data from PeopleSoft. Once a person is no longer employed/enrolled, access is removed
 - Physical Sciences and COS buildings will be shifted in the new system soon
 - Semester-by-semester graduate contracts cause access to be removed during break; annual agreements help
 - Volunteers do not have ID
 - ✓ Identify them as a volunteer
 - ✓ Have a Volunteer Agreement on file
 - ✓ Visitors will get ID with a volunteer agreement
 - Reads PAF and auto shuts down
 - Summer will be different – process as volunteer
 - Can remove access manually
- Concerns expressed
 - About chemical access/inventory
 - About cost - \$17 a key and cannot be transferred

Announcements

- Robert Littlefield indicated the NSC is sponsoring a doctoral seminar series for faculty
 - Co-sponsored by Anthropology, COS, Graduate Studies, Faculty Excellence
 - Information is attached to these Minutes
- Teresa Dorman
 - Indicated that there is interest in pulling together faculty who oversaw undergraduates in classroom with learning assistance.
 - Information will be forthcoming
- There is a new Curriculog system
 - Please note, Maria and Teresa not trainers – they are learning with all
 - Looking for feedback
 - Chair director final approvers for your areas
 - Requesting PIN# - if not heard from Danielle Hutson – let her know
 - Some may have believed it to be spam since # requested
 - Any issues – please let Teresa or Maria know
- Syllabus Policies
 - Discussed new university syllabus policy
 - Units are free to establish standard
 - Please contact Lee Anne if you believe system is not catching pre-requisites

- Melissa Dagley
 - Discussed compliance issues – minors on campus
 - iSTEM conducts eight summer camps for children and young adults
 - If coordinating camp workshop, feel free to contact Melissa to assist with rules
 - Level 2 DCF background check may be required; college is checking
 - Office of Compliance working on training

- Millie Erichsen
 - UCF Foundation Annual Campaign not running this fall
 - Moved to March 2019
 - Can make gift now – Millie and Kathryn willing to help
 - Lots of gift in kind opportunities
 - Count towards your campaign

Meeting adjourned 3:40pm

Reminders

Chair/Director ONLY

September 12, 2018, 1pm, CSB 212

Chairs/Directors REGULAR

September 26, 2018, 1pm, CSB 221