



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting
December 20, 2018

MINUTES

Attendance

Dean's Office: S. Cruz, E. del Barco, T. Dorman, T. Dupras, M. Johnson, J. Steele

Chairs: K. Hamann, F. Jentsch, X. Li, L. Mustaine, G. Worthy, J. Schultz, C. Yestrebky,
S. Zhang,

Directors: P. Bohlen, D. Beidel, M. Dagley, R. Littlefield, M. Sigman,

Guests: R. Caldwell, D. Siemen, A. Santoni

Facilities Operations

D. Siemen
Facilities Operations

- A copy of the presentation is attached to these Minutes
 - Discussed departments goals
 - Reviewed Organizational chart and noted L. Kernek is out for next two months
 - Reviewed responsibilities of the Facilities department
 - Reviewed accomplishments for the past year
 - Reviewed plans and goals for future
 - Please call or email Duane Siemen if you have any questions – duane.siemens@ucf.edu
407-823-3010

Assessment Update

T. Dupras

- A copy of the handout is attached to these Minutes
 - Handout for which programs have not handed in their results
 - Deadline is January 21
 - Plans are also past due
 - Emails have been going out for those coordinators
 - UCF Board looking for feedback on process
 - Email or call Tosha Dupras if you have questions –tosha.dupras@ucf.edu
407-823-6725

Partnership with Hanover Research

E. del Barco

- A copy of the presentation is attached to these Minutes
 - Company we have engaged to assist us in obtaining more external funding
 - Will help us identify grants that best benefit COS
 - Assist in grant writing and research for faculty that needs assistance
 - Starts January 1, 2019
 - Have sent a list of projects done in 2018 for them to review and suggest where best benefit to reach out to in future
 - How many can do per year – depends on size of project
 - Need to prioritize what is best to start with
 - Company can come in and do training if needed
 - Follow-up email to be sent after first of year with how to details
 - If need to purchase other services Hanover offers – can review in future

Carryforward Update

S. Cruz

- S. Cruz, D. Johnson met with T. Clark, Provost Office to discuss what carryforward UCF would be reallocated from the COS
 - Confirmed, obligated –1.6M - includes our hiring plan
 - Committed/planned 1.0M will be reallocated to university/college
 - Seresa will send out final carry forward plans
 - Any amount listed as contractual must be done by June 30, 2019
 - Please call or email Seresa Cruz if you have any questions – seresa.curz@ucf.edu
407-823-0363

Financial Status Review

S. Cruz

- S. Cruz reviewed the non-recurring resources and the recurring resources in each unit
- The information was sent to you via email prior to this meeting

General Announcements

1. F. Jentsch – heads up – with some vendors we are doing business with, they are requiring our computer systems to be in compliance to continue doing business. F. Jentsch has received a notice regarding this. i.e. Federal contracts, HIPPA. R. Caldwell to investigate. F. Jentsch to send the email notice D. Johnson to review. D. Beidel has also received notice.
2. Asked if waiver allocations and budget allocations talk to each other – not on GEM sheets

Meeting Adjourned 3:05pm

Respectfully submitted,
Kerry Knapp

Reminders

Chair/Director ONLY 1/23/19
Chairs/Directors REGULAR 1/16/19