



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting
September 26, 2018

MINUTES

Attendance

Dean's Office: R. Caldwell, S. Cruz, M. Dagley, E. del Barco, T. Dorman, T. Dupras, M. Erichsen, J. Greene, M. Johnson

Chairs: T. Dupras, K. Hamann, F. Jentsch, X. Li, E. Mucciolo, L. Mustaine, G. Worthy, C. Yestrebsky, S. Zhang,

Directors: P. Bohlen, B. Lindsey, M. Sigman

Guests: Olivia Escalona, Carmen Brache

Risk Management

Olivia Escalona & Carmen Brache
Risk Management, University Compliance,
Ethics & Risk

- A copy of the presentation is attached to these Minutes
 - Discussed student insurance and various scenarios
 - Please call or email Olivia if you have any questions – Olivia.Escalona@ucf.edu
407-823-0648

By-Laws Documents

T. Dupras

1. An email has been sent out regarding new requirements (following the Faculty Senate Resolution) for department by-laws documents. Most Department Chairs have responded – some are in process, editing, or have existing. Please make sure that document issued by Faculty Excellence is followed for required criteria. Please send a copy to Tosha Dupras. She and the Dean will review and send to Faculty Excellence for approval. Jana Jasinski indicated that Faculty Excellence would prefer by end of academic year. Zack and Tosha are tracking.
2. Assessment has started. Zack and Tosha will be sending out email reminders to programs that have not yet started or finished their Results submission. They are about a month out from original deadline with results. Handouts were shared. Handouts showed each unit's progress. System for submission of plans is not yet operational - working out bug. Should be working by next week. Zack will let everyone know.

Development Updates

M. Erichsen

- By now, most of the units should have met with Kathryn Matta
- Peter Dowling is no longer with College. If you were working with Peter on any projects, contact Millie. Position should be posted this Friday or next. Prefer alum with event management experience
- Will be travelling with Dr. Graham Worthy on Coastal Road Tour
- Save-the-Date – **Thursday, Nov 1, 11:30am** –Annual Scholarship event luncheon with CAH In Morgridge International Reading Center. Inviting students and donors. CAH is showcasing some of their student talent. Please help us do the same with COS students. Please share ideas with Millie.
- Homecoming and Presidential Inauguration all that weekend
- Save-the-Date – Distinguished Alumni Awards - **Thursday, November 8, 6pm**, Morgridge International Reading Center

Diversity Breakfast

M. LeClair

- The Diversity Breakfast is being held on **Monday, October 15, 8am-10am**, Pegasus Ballroom
- 7 seats are available
- Maggie will send email
- Asking for donations for Knight's Pantry

Budget Status

S. Cruz

- Seresa shared individual unit budget charts
 - Hope this process is helpful
 - Using PeopleSoft, internal workbooks, and tracking sheets – in particular OPS to accurately project costs
 - Please note: Dotted line planned (s soon as budget transfer completed); Grey dotted was last year's expend
 - Showed Auxiliary & Overhead – focus on green cash associated with account
 - Carry Forward plan – take a look and see where you are and how much you have accomplished
 - BOG calling for mid-year report – please look at it now – let Seresa know if it has changed
 - An offer letter is needed in order to encumber funds

General Announcements

1. If a faculty member speaks to any government entity – NSF, NIH, etc. – they cannot indicate they are representing the university (or speaking on behalf of the university) unless tasked to do so
2. Risk Management issues discussed further. Please collect specific scenarios and share with Tosha and Teresa. Graham suggesting connecting with Chase Mason Risk Management

3. If you have a donor you wish to be able to view a UCF game, the College has cabana seats.
Please contact Millie

Meeting Adjourned 2:55pm

Respectfully submitted,
Maggie LeClair

Reminders

Chair/Director **ONLY**

46th Annual Employee Awards

Chairs/Directors **REGULAR**

October 10, 1pm, CSB 212

October 19, 2018, 2:30pm, Pegasus Ballroom

October 24, 2018, 1pm, CSB 221