



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting  
April 10, 2019, 1pm, CSB 221

## MINUTES

### Attendance

**Dean's Office:** R. Caldwell, S. Cruz, M. Dagley, T. Dupras, M. Johnson, J. Steele

**Chairs:** F. Jentsch, K. Hamann, X. Li, E. Mucciolo, L. Mustaine, T. Matejowsky (for J. Schultz),  
G. Worthy, C. Yestrebsky, S. Zhang

**Directors:** P. Bohlen, R. Littlefield, M. Sigman

**Guest:** Su-I Hong

- Presentation on UCF Chair/Director Survey Su-I Hong
  - Su-I Hong presented findings from the survey which included discussion on:
    - ✓ Challenges that chairs face
    - ✓ Differences by department size
    - ✓ What chairs/directors need to do their job
    - ✓ Forms, administration, timesheets, grade changes, etc.
    - ✓ Streamlining processes so faculty can focus on teaching and research
    - ✓ Process Improvement Committee
  
- COS Faculty Recruitment & Retention Dupras/Yestrebsky
  - Email has been sent out - through Faculty Excellence
    - ✓ Thanked Cherie Yestrebsky for her help
    - ✓ Spreadsheet sent out to collect data on what each department does for faculty recruiting, transition, and retention. Some chairs have sent back their information
      - Fernando Rivera is leading this initiative for Faculty Excellence – a consortium of 12 universities are working together to improve representation of women in stem disciplines and to promote stem faculty diversity
    - ✓ PowerPoint attached to these Minutes
    - ✓ First step - understand what we are doing and what we have access to – form sent out has two parts: recruitment & transition
    - ✓ Annual mentoring program for incoming new faculty discussed
    - ✓ Transition – smooth and welcoming entry into an institution and campus community
    - ✓ Outreach before they arrive?
    - ✓ Start with paperwork that they are coming here – may be different for each department
    - ✓ Transfer grant might be an issue
    - ✓ Mailing lists
    - ✓ Email with employment agreement
    - ✓ Please let Tosha Dupras know of anything specific that you do for retention; professional development; advancement
    - ✓ Not limited to gender, diversity, stem, etc.

- UCFIT Survey Update

Dupras/Caldwell

- Tosha Dupras and Richard Caldwell spent time meeting with departments and their associated staff
- The survey included a January to January timeframe
- Survey presentation showed:
  - ✓ 90% customer satisfaction
  - ✓ Response time not as good
  - ✓ Incidents – 2,013 – Three staff have left
  - ✓ Hired new techs
  - ✓ Time to repair up – incidents gone down
  - ✓ 2,242 requests – 80 request jumps
  - ✓ JP working on initiative for Linux support staff
  - ✓ Stephen working for downtown also
  - ✓ Valencia contributing funding
  - ✓ Doing more with less
  - ✓ Improved in March
  - ✓ Computer support downtown for faculty, classrooms, and staff
- Jenny Steele discussed tech fee proposals. Updated checklist attached to Minutes
  - ✓ If notified by May 6, she can ensure the requisite tickets are submitted for walkthroughs

- Budget Update

Cruz

- Information shared:
  - ✓ Portion of carry forward returned to College – for start-ups or renovations – not returned to units
  - ✓ Given less than 24 hours to respond – had to align with BOG and hiring BOT directives supersede
  - ✓ We will get growth money owed next fiscal year
  - ✓ This is important for college to pay for increasing cost to continue
  - ✓ New Budget Model will be developed, unknown implementation date
  - ✓ Strategic enrollment plan

- 3<sup>rd</sup> Quarter Financial Status Update

Cruz

- Financial Status Report – presentation
  - ✓ By unit
  - ✓ Will share with units
  - ✓ All spent to \$-0- by June 30- one specific carry forward account
  - ✓ GAA – have balance – please talk with Seresa Cruz to utilize cash balance
  - ✓ Separate overhead between PIs
  - ✓ Any university requests regarding student fees – equipment fees, please loop Seresa Cruz in
  - ✓ Important to go through quarterly – managing budget properly
  - ✓ Melissa Dagley can help with deciphering youth protection program

Respectfully submitted,

Maggie LeClair