



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting
July 1, 2020, 1pm, Zoom

MINUTES

Attendance

Dean's Office: R. Caldwell, S. Cruz, M. Dagley, E. Del Barco, T. Dorman, T. Dupras, J. Steele, L. von Kalm

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

Directors: P. Bohlen, K. Hamann, B. Lindsley, S. Masyada, M. Sigman

• Covid Update

- Discussion on testing, parameters, space and room issues
- Faculty form for teaching remotely or face-to-face discussed. Answer form truthfully – does not mean it cannot be changed
- Treat as scenario – may change. Administration checking numbers

• Budget Update

Cruz

- Start of new fiscal year. Seresa Cruz presented an introduction to the new budget design
 - ❖ Presentation will be shared
 - ❖ The new model and old model will run in parallel through first year. Have been working with Keira to develop model for college
 - ❖ Paying for services. As year progresses will know more about drivers determining the cost of each service. What is shown today may change depending on drivers
 - ❖ After each meeting with Huron, revenue and drivers have changed. Evolving process
 - ❖ Tuition dollars split 80%; instructor 20%, on student program of study
 - ❖ Discussed appropriation
 - ❖ Three activities: Instruction, Student Completion, Research Activity. Receive 100% overhead, minus bond payments
 - ❖ Seresa Cruz walked through actual numbers and indicated Restricted and Unrestricted Based on 2018/19, so numbers will change
 - ❖ What is spent next fiscal year will establish base line as to what it costs COS. Includes removing global and PMBF
 - ❖ Budget transparency achieved
 - ❖ Facilities expenses (maintenance and repair) discussed
 - ❖ Can units petition to pay less if area not performing well? This will be part of the discussion moving forward
- NSCM (as of today) is now under the College of Sciences. An email going out this afternoon and a Town Hall meeting is planned. Working with CAH budget person to finalize everything

- **Other Budget Information**

- Governor approved 2020-2021 budget. A 6% hold back on state appropriations and tuition. 3% in addition to the 3% that we are already holding back. Not cut but held back
- Nursing Center vetoed
- Budget reduction based on carry forward – final UF originally cut \$10M – then \$0; USF and FAU \$0 cut. UCF originally cut \$12.7M, then changed to \$7.3M cut
- Freezes continue until we know more
- Will share as more becomes known

- **Fall 2020 Updates**

Dorman

- Dr. Dorman thanked everyone for help in fall semester planning
- Saved every iteration, so if other shift to occur, will not start from scratch. Just revalidate.
- Jenny Steele discussed precautionary measures for fall
 - ❖ Plexi-glass barriers may be needed in addition to social distancing. Facilities has stock of two types of shields: one has mouse hole, one solid. Can request if needed. Use in high traffic where distancing difficult, like advising areas. Email
 - ❖ Will reach out to everyone
 - ❖ Hand sanitizing stations and wipes will be available for faculty and staff offices. Will request for labs
 - ❖ General purpose classrooms should have wipes and sanitizers
- Enforcing masks discussed. Written into Student Code of Conduct. Task Force working on this
 - ❖ Employee side: OK to ask to put mask on. Report to COS HR or integrity line
- Dr. Dorman indicated that reassigning general purpose rooms is almost complete
 - ❖ Faculty can check their courses in schedule to find room
 - ❖ Working with individuals to ensure dedicated spaces for accommodating needs
 - ❖ Have to get capacity evaluation to determine actual COVID capacity
 - ❖ Jenny working with facilities and your offices directly
 - ❖ If room not found to fit size, discuss rotating, etc. As we learn of those, will follow up
- Exam tool, Honor Lock available beginning of summer. Remote examination proctor help and then option for Honor Lock which is a stronger browser, more technologically advanced. There is a cost per student. Already being used a little across campus. Email forthcoming
- Fall 2020 add drop deadline will go back to Friday
- What happens if we have to go back to lock-down? Consider FA20 as the current *plan*. Need to be fluid to respond to a possibly changing situation
- Student messages will be going out on a regular basis so they should be kept informed about changes

- **Diversity & Inclusion Update**

Dupras

- Received information about what many of our units are doing about diversity and inclusion
Several letters have gone out in response
 - ❖ Several units have developed, or are developing, statements on web pages
 - ❖ Some have action plans, some are general statements
 - ❖ Dr. Dupras and Dr. von Kalm are working on plans to set in motion this year. Hope to create a Diversity & Inclusion Advisory Board for Dean's Office. Input sought from units and will also include students and staff in effort. Also looking at curriculum and GEP, tenure documents, and hiring procedures
 - ❖ Dr. von Kalm stressed the importance of visible, clear-cut statements on web pages to encourage underrepresented students and candidates to apply
 - ❖ Topic will be discussed further at standing meetings
 - ❖ Faculty Fellow position discussed
 - ❖ Dr. Lindsley indicated that NSCM had established a faculty position to work on these efforts. Position at Assistant Director level and given release time

- ❖ Dr. Jen Sandoval is in University Faculty Excellence office. She is focused on these efforts. She and Dr. Dupras have already met to discuss next steps
- ❖ For job advertisements, OIE statement cannot change. However, key is how departments/schools describe their units
- ❖ OIE added staff to help support searches
- ❖ Dr. Negy inquiry still ongoing
- ❖ Laurie will share statements which have been received to date

- **General Discussion**

- If Chair/Director plans to take leave, please send email to Dr. Dupras and copy Maggie
 - Adjunct exceptions (large request) have been submitted for fall. Waiting on response
 - Dr. Deichen submitted a guidance document (to be released) a week ago for classroom procedures regarding Covid-19. Awaiting approval
 - Testing for Covid-19 still ongoing on campus. Some inconsistencies with regard to appointments, test results, etc.
 - External testing procedures not going well
- Dr. Dupras wished to thank Dr. Dorman for all her help with fall registration/scheduling issues
 - Dr. Dupras thanked everyone for their help and patience during this difficult time

Meeting Adjourned 2:50pm

Respectfully submitted,
Maggie LeClair

Reminders

Independence Day Holiday
Chair/Director **ONLY**
Chairs/Directors **REGULAR**

July 3
July 15, 1pm, Zoom
July 29, 1pm, Zoom