

Chairs and Directors Regular Meeting

October 20, 2021

**MINUTES**

**Attendance**

**Dean’s Office:**  E. Del Barco, R. Caldwell, S. Cruz, T. Dorman, T. Dupras, K. Feehrer, J. Froehlich, J. Steele,

L. von Kalm

**Chairs:**  F. Jentsch, X. Li, L. Mustaine, J. Schultz, G. Worthy, C. Yestrebsky, S. Zhang,

**Directors**: J. Bacchus, D. Beidel, P. Bohlen, M. Dagley, R. Littlefield, S. Masyada, M. Sigman, G. Tezcur

**Guests:** Joseph ‘Joe’ Alcala

* **Welcome Maggy Tomova**

Dr. Laurence von Kalm welcomed the new dean, Dr. Maggy Tomova.

Chairs, Directors and Associates introduced themselves.

* **IT Desk Response Joseph ‘Joe’ Alcala**

Joe gave an update on the IT desk support staff models about delivery and assistance time.

* Working diligently to address concerns.
* Several positions in the works that directly support this area.
* With the pandemic, lots of OPS funding trickled away.
* USPS positions are beginning to be unfrozen. This is enabling OPS positions to move into a professional role, with benefits. Savannah Graves was selected for a USPS position.
* The downside is that no real ground has been gained to add staff. There are four open positions – currently filled by OPS.
* Discussed IT Transformation Initiative. What does this mean for COS? Aiming to try to enhance support around LINUX, which has been an area of concern for COS.
* Some LINUX connected resources have found positions outside the university.
* MAC support discussed. OPS position was filled by someone from one of Apple’s tech support groups.
* **Service Enhancement Transformation (SET) Cruz**

SET is currently a rolling topic.

* Met with lot of chairs directors. Kicking off conversations over next 6 months.
* If anyone could not attend the meeting, Seresa can discuss 1:1 if needed.
* Look to next steps. Staff can see what position they would go into.
* Will shift people moving to business centers happen? Yes, towards end of fiscal year.
* Work Force transition team.
* Training begins with Work Day.
* Part of discussion on timing. COS has a dedicated Business Service for HR and Budget.
* When will university make that hire? It is currently ongoing.
* Created positions that people could apply for as a way forward to promotion.
* Chair/Director to review, etc. Will they lose any of that access? Gain more access with Work Day because of more security roles. Still have access to everything
* Will have more view than they do now.
* **1st Quarter Financial Status Report**  **Cruz**

Power Point showing details was shared with the group. Presentation attached to these Minutes.

* Academic units have different funding sources – recurring and non-recurring
* Tracking workbook – enables staff in departments to project costs.
* Explained different areas Operations – OPS – Auxiliary – Overhead, etc. Two buckets of non-recurring – Carry Forward, NR initiatives (unique to COS) - Based on salary savings.
* E.g., policy in place buy out of course must be charged to grant at 12.5% of their 9month salary, which gives savings in E&G returned to use on non-recurring.
* Monies from outside college throughout year. Develop plan in May and on July 1 know money coming in.
  + Additional pots will depend on units.
  + Lab Fees – for consumables. Every student fee expected to be spent on student.
  + Overhead. Internal Loan booked on our Overhead. Two proposals on table:

1. Sweep 50% college 50% department, or
2. 100% college 100% unit.
   * Leaning towards 50%. This would leave us a balance of $12M for university

* Any discussion about eliminating student fees?
* Lost about 80% fund in Auxiliary. Lag in reimbursement. Will separate Auxiliary from Foundation activity, giving a picture of what is spendable.
* Negative revenue is the amount they swept.
* UCF Apps question – 1-year – maybe 3-year program. Not told what plan is for next years.
* **Temporary Coverage for Budget/HR Team** **Cruz**
* COS is down three personnel – Hollesha Foster, Jovin McCormack, and Ashley Hilyer. Ashley took a position in the Provost’s Office as Associate Director, Accounting & Budgets.
* An email has been sent out explaining coverage.
* A list of who handles what will be shared with these Minutes.
* Divide things with both teams.
* Will let everyone know when it goes live.
* Will not affect current employees.
* **Teams Calling Migration** **von Kalm/Caldwell**
* We are moving away from Skype to Teams for Business.
* Sent out link about transition to Teams.
* If not already on – please get on. March 2022 will be switched.
* Richard – questions about transitions.
* Let Richard know if any issues.
  + Phones will be replaced at no cost
  + Will come on move day and pick up and replace – will schedule in advance.
* Will shared drive go to Teams? Yes, redirect for One Drive.
* Excel docs – looking into it. Maybe SharePoint but not sure.
* **International Doctoral Screening and Admission Process**  **von Kalm**
* Since last discussed, at least half has been walked back and since then walked forward.
* Attended two meetings – and story is consistent.
  + As applicant applies, there will be a two-step screening.
    1. One step is employment verification and education. Done by external vendor.
       - Process middle November
    2. Denied entities in applicant information - that person will probably be excluded.
* Make sense to do this step first.
* Period of approval could take 2 weeks to 2 months. At that point, the program will have the option of going ahead and making offer. Cannot make offer until process concluded.
  + Cost of this process will be $250,000 to $1M. Includes faculty, post-docs, GRAs
  + Gerald Hector indicated that the university cannot fund.
  + Funding will come off top of Overhead, from Graduate Studies. Everyone will pay – all the way to the PI.
* There will be a voucher system.
  + Each unit will get a quota of screening use. Will not get additional screening if paid for or not.
  + Using pre-pandemic data - # of admission offers to international students. Allows for attrition.
  + COS will get 101 vouchers. Will look to see how many admissions offers made.
  + Made 101 in 2019 and got 80 accepts
  + GRA will be screened. GTA will not be screened.
  + Will talk to program directors. Vouchers not used please recycle back to COS.
  + Domestic students – simple screen – no vouchers – just for international
* Screen part first will be done by contractor, if denied entry will be done by Graduate Research.
* Some other institutions are becoming more engaged. Not sure yet how they are managing.
* UF now actively engaged.
* Not yet sure about Instructor/Lecturer. Driven by intellectual property.
* Tenure track involving research would be included
* If they spend time in a country on list, will find out in next two months.
* Pre-screening questions provided. Will send by Friday.
* 6 programs in COS that will be significantly impacted.
* Engineering and CREOL is worse and CREOL too.
* Get into screening by mid-Nov. Existing will start a little later.
* **Annual Call for STEM Camps** **Dagley**

The Center for Initiatives in STEM (iSTEM) has two opportunities they want to make faculty aware of:

1. Started planning **Summer 2022 STEM camps** for middle to high school age students. If you as an individual or as a group of faculty/instructors/lecturers are interested in offering a program in your discipline or participating in a larger COS program, please reach out to discuss available opportunities. Will be adding items to the existing summer calendar from now until late December, but do not wait to contact us!
2. If you are applying for external funding, please take advantage of the services we can provide within iSTEM. Our staff can assist with letters of collaboration, educational plans, identification of partners across the institution, developing K-12 or undergraduate outreach programs or even discussing how your work can fit into one of our existing opportunities.

For either opportunity, feel free to email Dr. Melissa Dagley ([melissa.dagley@ucf.edu](mailto:melissa.dagley@ucf.edu)) directly.

* The 2022 camps being held in person.
* Open to all departments in COS.
* Would like to offer a “Camp Connect” for COS. Each dept has a day or half-day so you are only responsible for one day in the week.
* Typically, camp is one-time, not recurring and can be offered in a multi-week (3-week, 2-week) or 1-week format. Can discuss all options.

**Academic Analytics del Barco**

* Dr. del Barco reported that the university has contracted with a company offering business intelligence data. By accessing public databases, the tool can identify employee matches on key metrics of scholarly activity: articles, citations, books, conference proceedings, grants, honors, and awards. Reports and visualizations provide scholarly activity summaries for departments and Ph.D. programs. Scholarly productivity can also be viewed on a comparative scale based on national benchmarks for the discipline.
  + Check how you do in your own field or discipline or how they compare to each unit.
  + Generate reports for COS. Can compare with other science college.
  + Could use for evaluation purposes.
  + Limited to products that have been sent out publicly. Not all grants shown.
  + Individual faculty cannot access on their own, but chairs can.
  + Cannot do without input from Chairs/Directors.
  + Chairs don’t have access to individual data.
  + Dr. Jana Jasinski has agreed to get access to data.
  + Meet with us first and be trained to access data and how to best use. How to weight and report, etc.
  + Will have a group meeting – show what has been prepared for COS.
  + Can SEDONA talk to this system? Not yet known. Company is flexible.

Meeting Adjourned 2:35pm

Respectfully submitted,

Maggie LeClair

***Reminders***

Chair/Director ONLY

Chairs/Directors REGULAR