## Budgetary Affairs Committee (BAC) November 19, 2021 Draft Minutes

Zoom link: <a href="https://ufl.zoom.us/j/98394643096?pwd=L1FkYy9McThrUE">https://ufl.zoom.us/j/98394643096?pwd=L1FkYy9McThrUE</a>44eDgwNVdidHlZdz09

In attendance:

**HDOSE:** Corinne Manley, Cliff Haynes

SESPECS: Ashley MacSuga-Gage, Kristen Kemple

STL: **Sevan Terzian, Alyson Adams**Dean's office: **Glenn Good, Tom Dana** 

- Prior minutes approved (10/21); Motion made by Tom Dana, seconded by Ashely MacSuga-Gage. Passed.
- 2. Dean's Report on budget updates and issues
  - a. Update on the 5% reallocation project asked of each college our plan was accepted and we get to keep all our funds.
  - b. Tom shared budget report as of 10/28; budget is relatively flat (similar to last year). At this point (1/3 of year gone by) each school has spent less than 33% of their projected budgets. Overall we are slightly overspending at this point (62% remaining overall). Summer budget projections (instructor costs) would help us plan ahead further.
  - c. Summary "we are in good shape" (Tom Dana, 2021)
- 3. Examination of each School's merit policy/procedure
  - a. The policies are quite different, probably due to the diversity of programs across the entire college
  - b. School merit committees **vary in representation** of both tenure- and non-tenure track. Some people report that they never get the opportunity to serve and see this process from inside. Some report that approved/posted policies are not always followed.
    - i. OUR RECOMMENDATION might be to ensure that each School has a process that allows all faculty to be on the merit committee at some point. Schools might consider a 2-year commitment, or not. In addition, a designated Merit Committee Chair might help ensure that guidelines are followed.
  - c. Where are these posted? Tom reported that some are embedded in the School bylaws, and others are shared by Directors. Tom shared that School bylaws are here: <a href="https://education.ufl.edu/administration/academic-affairs/">https://education.ufl.edu/administration/academic-affairs/</a> The fact that these are hard to find is a transparency issue. No other schools seem to know where they are. CBA a few versions ago required By-laws to be posted on College websites.
    - OUR RECOMMENDATION might be to ensure that these types of documents are available more visibly, with similar process for all Schools. Could be password protected, or not.
  - d. Merit funds are allocated to the School, not to programs. In HDOSE, each program ranks faculty which could result in uneven allocation of money by actual merit/productivity.

- OUR RECOMMENDATION is that this might still be a School decision, but it
  might be helpful to know what other Schools do, and have discussions about
  options.
- e. Policies also vary related to ensuring that people are **evaluated on their assignments.**Annual reports do not cover many things that are essential parts of our assignments.
  Addendums can help to document the items that are not visible on the annual reports.
  Merit committees need to take load/assignments into account.
  - i. We did not get to discuss this in detail and did not determine a recommendation yet.
- f. SESPECS does not have an "opt out" policy if they do not wish to be considered for merit review. Should this be across all schools?
  - i. We did not determine a recommendation on this.
- g. OVERALL RECOMMENDATION TO FPC: There seems to be little guidance in the college constitution regarding Merit policies and procedures. In addition, our Constitution is a bit vague on where merit policies lie (BAC vs. FAC). Disparities between Schools should be identified and discussed. FAC deals with faculty policies, and since this is budget related, BAC should also discuss with FAC. Then, we should bring our recommendations on this topic to FPC.
- 4. TABLED: Update on other goals (if time)
  - a. Flowchart/document showing salary influences over time (Glenn)
  - b. Budget forum in spring (Alyson)
- 5. TABLED: Try to set Spring meeting days/times

**Next Meeting:** 

• December 9, 3-4pm