Call to Order: Shawn Putnam, chair, called the meeting to order at 2:30pm

Attendees:
Physical: Collins, Steven (CoS); Ng, Boon (CoN); Putnam, Shawn (CECS); Watson, Keri (CAH)
Online: Bohil, Corey (CoS); Hoffman, Bobby (CCIE); Kong, Anthony (CoHPS); LaManna, Jackie (CoN); Mitchell, David (CCIE); Ng, Boom (CoN); Sugaya, Kimi (CoM); Wohleber, Ryan (CoGS)

Approval of Minutes: Budget and Administrative Committee Minutes for October 9, 2019.
- Motion to approve the minutes made by Keri Watson, seconded by Steven Collins.
- Approved unanimously.

Old Business:
- No old business items were brought forth by committee members.

New Business:
- Budget and Administrative (Steering 25): Shawn Putnam provided committee members with background of the new topic #25 - Proportion of Administrative Budget to Instructional Budget. Administrative cost has reached the top, but Board of Trustees (BOT) currently does not have a true calculation of Administrative Budget vs. Instructional Budget. For example, it was mentioned that UCF instructional costs (instead of administrative costs) currently include salaries of Deans and Department Heads.
  - More transparency is needed for the new budget model.
  - Bobby Hoffman mentioned that UCF budget details are available as a public record (see “UCF Facts” online).
  - The committee agrees that we should move Steering 25 in parallel with Library Funding (Steering 10).
  - A motion was put forth by Tina Buck that the Budget & Administrative Committee to look at the current budget numbers and make suggestions on budget redesign. The motion was seconded by Bobby Hoffman.
  - The committee agrees that we should assign someone to work on the current description and topic. Shawn Putnam suggest a sub-committee of 3 or more members to investigate national ratio of Administrative Budget vs. Instructional Budget. Tina Buck, Keri Watson, and Ryan Wohleber volunteered to make initial research (e.g., VP salaries, instructional budget ratios, adjunct salaries, college annual spending, library budget, etc.). Corey Bohil and Steven Collins have also volunteered to look at other sources. An update will be provided at the Dec 18,
2019 meeting, and we plan to have a final report ready by the Jan 15, 2020 meeting.

- In relation to “transparency” of budget assignment, the committee agrees that we may look at “best practice” examples of other universities nationwide. Shawn Putnam suggested that it will be beneficial if at least one more committee member can attend future BOT Meetings as well as Budget Remodel Meetings. Volunteers are needed.
- Shawn Putnam plans to share more information pertaining to the above items he currently has with the committee after this meeting.

Other Business:
- No other business items were brought forth by committee members.

Adjournment:
- There being no further business a motion was made by Keri Watson and seconded by Steven Collins to adjourn the meeting at 3:34 pm.

Respectfully submitted by Anthony Kong.