

CLAS Finance Committee Agenda

Monday April 22, 2021

11:45am – 12:35pm

<https://ufl.zoom.us/j/91232595966?pwd=bTNBVnlIS2pYVDJRdWx1bWltem9wdz09>

Attending

Committee Chair Eric Potsdam, Shifra Armon, Gillian Lord, Tarek Saab, Christine Overdevest, Student Representative Fahad Qazi, Jon Martin, John Palmer, Rebecca Butcher, Catherine Tucker, Associate Dean Chris McCarty, Uma Sethuram

1. Approval of minutes from April 5, 2021 meeting
available at <https://gov.clas.ufl.edu/files/Minutes-4-5-21.pdf>
Approved by voice vote.
2. Final review of Workload Profiles
FC approved Workload Profiles with minor revisions in wording for labs and graders.
3. Review of Instructions to Chairs
 - a. FC discussed how best to clarify to chairs that the number-of-people column need not correspond 1:1 with FTE /per person effort column (since some assignments are fractional).
 - b. Examples will be added to the Instructions to Chairs document to assist chairs in coding their requests.
 - c. FC discussed best practices for transparency as the OPS budget recalibration process continues.
 - d. The Office of the Dean will distribute to CLAS chairs and directors the finalized *OPS Budget Request Spreadsheet* accompanied by the finalized *OPS Workload Profiles*, *Description of Profiles*, and finalized *Instructions to Chairs* documents. The 20-21 FC will be credited for its advisement role in the creation of these documents.
4. Update on committee member rotation
 - a. Temporary adjustments to the rotation of faculty on and off FC will be implemented in order to restore the original 3-year rhythm of rotation and proportional representation by Natural Sciences, Social Sciences and Humanities.
 - b. A replacement will be assigned for Gillian Lord, who will be on leave in 21-22.
 - c. The new FC chair will be elected at the first Fall 2021 meeting.
5. FC was thanked for its service.
6. Action items
Outgoing chair Eric Potsdam will update all documents, submit a final report, and file these documents in Canvas for next year's FC.