

**CLAS Finance Committee Minutes**  
**Monday April 5, 2021**  
**1:55pm – 2:45pm**

<https://ufl.zoom.us/j/95007920881?pwd=cVVCVXB2SDFEbGVhbHVaNW5EVHFIZz09>

Attending:

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

1. Approval of minutes from March 25, 2021 meeting available at <https://gov.clas.ufl.edu/files/Minutes-3-25-21.pdf>

Approved by voice vote.

2. Discussion of workload profiles

FC discussed Chairs' requests for additional workload profiles.

- Chairs will be asked to “match the position to the closest profile.” They may use the “comments” column to indicate significant deviations from the standardized profiles.

3. FC discussed the “Instructions for departments” document and “New spreadsheet for departments” document.

4. FC discussed the “FC integration of comments for departments” document.

5. Action items

- Create final drafts of workload profiles
- Create final draft of OPS assignment descriptions
- At final FC meeting on April 22, discuss rotation of committee members for 2021-22.