

Committee on Committees Minutes
March 19, 2018 1 pm
Woodward Conference Room 6184 (Health Science Center)

Attendees: Ashley Ghiaseddin, Amy Mashburn, Richard Scholtz, Laurie Bialosky, and Miriam Ezenwa.

1. Call to Order and Introductions

Ashley Ghiaseddin called the meeting to order at 1:03 p.m.

2. Approve January 22, 2018 minutes

The January 22, 2018 minutes were approved.

**3. SOP's (Standard Operating Procedures) – Richard Scholtz - Chair,
University Constitution & Regulations Committee (UCRC)**

The UCRC has made the recommendation that each Senate, Joint, and Presidential Committee develop an SOP. The UCRC would like for the COC to request that an SOP be provided by all Faculty Senate Committee and Councils during their periodic COC evaluations.

The Provost could recommend (not require) that each Joint and Presidential Committee prepare an SOP and would provide an example/template.

If the COC agrees, this will be relayed back to the UCRC and sent to the Faculty Senate Steering Committee for review prior to going up for a vote at Faculty Senate.

The COC will consider and discuss this item at the April COC meeting to obtain consensus.

Some considerations include:

- Establishing a time period for SOP's (i.e. prepared for periodic COC reviews?)
- Could this assist in increasing institutional memory?
- SOP's can detail procedures and facts of routine business actions taken, which are not currently (nor meant to be) detailed in the Faculty Senate bylaws.
- SOP's lengths (i.e. could be 1-2 pages.)

4. Council and Committee Reviews:

[University Constitution & Regulations Committee \(UCRC\)](#) – Richard Scholtz, Chair
(Report embedded [here](#).)

Richard Scholtz, Chair of UCRC, met with the Committee on Committees to provide the committee's annual report. They have changed the wording for several committees. For Bylaw 4(c)(4)(d), they have added the word 'next' prior to meeting in the phrases 'to the Information agenda to the meeting' so that we can conform to the Florida Sunshine Laws. They are adjusting the Bylaw for Parking and Transportation Committee to keep students as voting members.

No committee has requested the UCRC to interpret anything within the constitution as it pertains to their specific committee.

The UCRC is charged with annually reviewing proposed university regulations changes and uses a system of 'lights' assignments to order/prioritize the impact of regulations to faculty. This year, the parking registration fee increase regulation was red lighted as a potentially high impact to many faculty.

Budget Council - Meera Sitharam, Chair (Report embedded [here](#).)

Meera Sitharam, Budget Council Chair, submitted a written, annual report on the Budget Council which was read by the COC Chair. The report was reviewed by COC members. Council is hoping to bring transparency to the revenues that flow into the university from the UF Foundation which is a 501 (c)(3) public charity. The council continues to work with the University of Florida Budget Office on the **UF Financial Transparency Portal**.

5. Work on Draft of 2018 Committee on Committees Council Report to the Senate

Committee and council reports are being collated.

6. Adjournment

The meeting adjourned at 1:28 p.m.