

**Minutes of the Administrative Council meeting**  
**April 12, 2012**  
**Dean's conference room, 331 Architecture Building**

**Attending:** Christopher Silver, Peggy Carr, Crystal Lee, Julie Frey, Robert Ries, William Tilson, Kristin Larsen, Tina Gurucharri, Paul Zwick, Meg Portillo, Martin Gold, Dawn Jourdan

**1. Approval of February minutes (All)**

- the minutes were approved with minor date changes

**2. Budget (Silver)**

Dean Silver outlined the realities of the upcoming budget and strategies for addressing the budget shortfall. DCP has, depending on the calculators used, a cut of 5.32-7%. Proposed strategies to deal with the shortfall include:

- radically curtailing the summer teaching budget through a reduction in courses taught, since summer courses end up costing the college money
- not filling future faculty vacancies. Currently there are two openings in URP but only one is being filled
- staff cuts are not anticipated but positions, like the front desk position, may not be filled when vacancies arise
- in future – 2013-14 – there will be four faculty retiring but even not filling those positions will not be enough to make up the shortfall. This may mean a possible cut in GTA allowances will have to be made
- all travel for units will be cut from state allocations although some can be made up from other funds
- even with these measures, we would still be \$400,000 short of what we needed to cut
- Crystal reported that part of the problem for next year is the deficit we will have at the end of this year, caused in part by a large amount being paid out for people going into DROP. The deficit we have this year will roll over to next year
- by June 30 we must have a plan to show we have done everything possible to cut spending
- Paul Zwick suggested that we look into the idea of variable fee waivers for students since some may not need as much as others. While this cannot be done right away it was agreed that this was a good idea to be looking into
- another suggestion was that there be no quarter time TA's and they do at least half time (2 courses) at least
- Researchers could be made to pay a higher contribution of the fee waiver – perhaps 70/30 researchers vs. college – until the situation improves in which case it would drop back to the current 50/50 ratio
- the issue was raised of doing away with all fee waivers and paying all TAs as OPS employees. This is something that can be done.
- fee waivers now cost the college ~\$600,000
- the suggestion was made to comprise a working group to review the budget, the impact on faculty and the impact that cutting summer programs, etc. would have on overall curriculum tracks
- it was agreed this is a good idea for long term planning purposes

### **3. Career Fair/Career Resource Center (Peggy Carr)**

- The ACC has agreed to try using the CRC career fair, rather than stage its own, for one year as a trial. As a result, Architecture and all of the Design programs will participate. BCN will continue to host its own job fair.

### **4. Rolling Display calendar (Peggy Carr)**

- a calendar has been created to allow reservations of the rolling display cases, which will be stored in room 307. A calendar allowing reservations of chairs and the ARC atrium will also be set up. Mary Kramer and Michelle Matchie in Architecture, and Theresa Jones and Chris Gaynor in the Dean's office, will be able to add reservations, although the system will be set up so everyone can see the calendar and gauge availability before requesting a reservation.

### **5. Recruiting (Peggy Carr)**

- there were 29 students and a number of parents at the freshman recruiting event in March. Feedback from students and parents was very positive

### **6. Commencement (Julie Frey)**

- faculty regalia will be available at the commencement ceremony. PhD regalia will be available at that separate ceremony as well.
- the DCP speaker arrives Friday May 4 and Dean Silver will hold a dinner for her and invited guests at his home at 7:30 pm
- the decision to hold the commencement at the Phillips Center will be reviewed for next year, given that the cost of renting the facility has been going up. A number of council members were not in favor of giving up the separate ceremony.
- the suggestion was also made that we collect students permanent (non-UF) email addresses when they apply for tickets, so we can continue to keep track of them as alumni

### **7. International Programs (Tilson)**

- Six HP and LAA students will be in Indonesia this summer at no cost to us
- several students will also stay on in Bandung to work on a restoration project
- Prof. Tilson is working on a proposal for a Faculty Service Learning award which would offer a cash award. Criteria are currently being developed and there will be some kind of community involvement aspect included. The plan is to present the criteria at the summer full faculty meeting with the award being presented at the Feb. Research Showcase.
- there are new opportunities being presented to students through the Singapore program, giving students an opportunity for funding to work on a project related to their thesis
- Exchanges – we are having a challenge keeping our numbers up with regard to the number of U.S. students participating in foreign exchanges, vs. the number of foreign students coming here. The international center is concerned about the lack of parity. Prof. Tilson plans to point out to them that the foreign visitors are an investment in our future, since they may come back to study in the graduate programs, they are not replacing any U.S. students and the diversity of students helps our students here.
- Architecture's Mexico summer program has 22 UF students plus two from UCF participating this year. The China summer program was well subscribed but several students have dropped out, forcing a restructuring of the budget.

## 8. Other business (all)

- Center updates due Ap. 16
- May 1 – draft evaluation letters due to faculty
- IND – at the recent IDEC awards Professors Candy Carmel-Gilfilen and Jason Meneely won major national awards
- BCN – Ravi Srinivasan was successful in getting a UF research Seed grant. These grants are extremely competitive and he is the first DCP professor to be granted one.
- the Santa Fe College/UF student transfer initiative that was originally turned down by the Provost has been received authorization to proceed. Meetings between UF and SFC are expected to take place around the end of April
- the Witters competition was recently held with eight teams of six people.
- at the recent AIA Orlando awards dinner, many of the award recipients were DCP alum
- Dawn Jourdan, chair of the Faculty Council, reported that her group is revising the DCP constitution and is asking committee members to meet with department chairs to bring them up to date. They are proposing that the new constitution be voted on at the full Faculty meeting in August.
- chairs were also asked to be sure to hold an election for any committee members that need to be elected to committees at the last faculty meeting of the spring semester.  
**Action:** Chris to send out a reminder to that effect.

**Next meeting:** May 3, 2012, Dean's conference room, 331 Arch.