Minutes of the Budget Review Council
March 12, 2014
PPD Main St. Conference room

Jean Sweitzer, Director of Finance and Administration, Dentistry
Andrea Burne, Assoc. Dean, PHHP
John Haven, Director, Finance and Budget, Vet Med
Todd Fraser, Assoc. Director, Nursing
Wayne Tharp, Sr. Assoc. Dean, Medicine
Kimberly Browne, Director, Budgets & Finance, IFAS/CALS
David Richardson, Sr. Associate Dean, CLAS
Deb Staats, Assoc. Dean, LAW
Tom Dana, Assoc. Dean, Education
Susan Luther, Business Mgr., Journalism
Bill Heitman, Budget & Planning Mgr., Engineering
Norb Dunkel, Asst. VP & Director, Housing/Student Affairs
Bill Millard, Exec. Associate Dean, Pharmacy
Michael Reid, Dean, HHP

Support Staff
Matt Fajack, VP/CFO
Jim Ferrer, Asst. VP Finance, CFO
Stephanie Nielsen, CFO Office
Mike McKee, Assoc. VP/University Controller
Brian Keith, Asst. Dean, UF Libraries
George Kolb, Director, Research
Amy Hass, Assoc. Counsel, Office of the General Counsel
Bonnie Cauthon, Business Mgr., UFIT

Guests
Alan West, Associate Sr. Controller, Office of the Controller
Cheryl Bell, Associate Controller, Treasury Management
Brad Bennett, Sr. Associate Controller, Office of the Controller
Suzanne Gable, Office of the Controller
Dr. Leonardo Villalon, Dean, UF International Center
Susanne Hill, Executive Director, UF International Center
Patricia Schwauweker, Business Manager, UF International Center
Rob Adams, Chief Information Security Officer, UFIT
Brandon Vega, Business Applications Manager, UFIT
Cynthia Brochu, Business Manager, College of Fine Arts
Tracy Phillips, Business Manager, College of Health and Human Performance

The meeting was called to order at 3 p.m.
Presentation by UF International Center

Dr. Leonardo Villalon, Dean of the UF International Center, presented the comprehensive review of his department, which is charged with managing all international agreements and collaborative ventures of UF, processing documentation for, and supporting, international students and visiting scholars, organizing all UF study abroad programs, organizing international outreach and supporting UF’s goal of internationalizing the curriculum across campus. As part of its SACS accreditation process, UF has made internationalization its priority in its five year Quality Enhancement Plan. Although the Center’s budget request has not increased, there was a request for more concession funding which it uses for events to attract international students. Dr. Villalon also noted that the Internationalization effort is now being funded separately from the regular budget, but in future years will need to be absorbed into the Center budget, requiring an increase in funding requested. Other anticipated future requests include funding for two TEAMS positions in Program Development, funding for a Communications specialist and money to increase the salaries of employees, many of whom he says currently earn in the low ‘30s’.

Presentation by Bursar’s Office and Treasury Management

Alan West, Sr. Associate Controller in the Office of the University Controller, outlined the functions, structure and responsibilities of both offices. No budget increase is being sought for FY 14-15. He also noted that automation, changes to procedures like payments to participants in research studies, and decreases in staffing levels over the past few years, have brought about savings in the overall budget of the two departments.

Presentation by UFIT

Bonnie Cauthon (Business Manager), Brandon Vega, Business Applications Manager and Rob Adams, Chief Information Security Officer, presented their request for a total $500,000 increase to the UFIT budget. The funds are requested to pay for three priority requests:

- $205,000 to fund the new Document Management System to be used in PeopleSoft and by the new Students Record system. The system will also support the UFIRST system for Contracts and Grants, will automate processes now being done on paper, save departments money because they won’t have to buy individual licenses for certain software, and will address a number of security vulnerabilities in the current software. The current software being used by UF is no longer supported by IBM.
- $45,000 for a new Web Contact Management system to replace the current Wordpress system. The system will allow non-technical users to update their web sites while providing strong security.
- $250,000 for software to prevent against phishing email attacks. In just the first three months of this year, 129 UF accounts have been compromised because of phishing attacks, including a number where staff had their paychecks diverted. There were a reported 400 million attacks on the UF system last year and this software would be an additional, third module of the protection software now used to protect UF users.
Next meeting

The next meeting is March 19, 2014, 3:30-5 pm in the PPD Main St. Conference room. Presentations will be made by the Division of Sponsored Research, UF Human Resources, the UF Controller’s office and Enrollment Management.