

Minutes of the September 2013 Faculty Council Meeting
Tuesday, September 3, 2013, 5 PM
Hugh Hill Conference Room

Officers Present:

President – Nancy Hardt
Secretary – Jean Cibula
President Elect – Caprice Knapp

Treasurer – Frank Bova
Vice President – Kevin Brown
Past President- David Quillen

Department Representatives Present:

Steve Anton – Aging
Sonia Deshmukh – Anesthesiology
Sue McGorray – Biostatistics
Volker Mai – Epidemiology
Peggy Wallace-Molecular Genetics & Micro
Diego Rincon Limas – Neurology
Sanford Boye – Ophthalmology
Carolyn Carter – Pediatrics
Peter Sayeski – Physiology
Kfir Ben-David – Surgery

Maria Zajac-Kaye – Anatomy
Kevin Brown – Biochemistry & Molecular
Hajar Kadivar – CHFM
Kelli Komro – HOP
Gregory Murad – Neurological Surgery
Susan Semple-Rowland – Neuroscience
Kevin Raisch – Otolaryngology
Brian Law – Pharmacology
Suzanne Mastin-Radiology
Vincent Bird – Urology

Department Representatives Absent:

Robyn Hoelle – Emergency Medicine
Emily Weber LeBrun – OBGYN
Elizabeth Brownlee-PA School
James Byrd – Psychiatry

John Hiemenz – Medicine
Robert Matthias – Orthopaedics
Marguerite Hatch – Pathology
Judith Lightsey – Radiation Oncology

Invited Guests: none

1. President Nancy Hardt called the meeting to order at approximately 5:00PM; the August minutes were approved. All members introduced themselves for any new members present at the meeting.
2. Dr. Hardt made the following announcements:
 - a. Town Hall Meeting will be September 25 @ 5pm in C1-15; theme is promotion and tenure, as well as COM finances
 - b. Dr. Michael Good, Dean, College of Medicine will host a faculty appreciation reception, October 11 @ 5pm in the ARB courtyard
 - c. Dr. Michael Good, Dean, College of Medicine will also be holding a “State of the College Address”, date and time to be determined.
 - d. Dr. Joseph Fantone, Senior Associate Dean of Educational Affairs, will be a guest speaker at the October 1 Meeting to discuss upcoming LCME Accreditation (Liaison Committee on Medical Education)
3. Old Business
 - a. Faculty Enhancement Awards: applications due to COM committee on 9/24/13 and to the Provost on 10/4. Three years employment at UF required; tenure is not required.
 - b. Leave adjustments (look in myufl.edu My Self Service// Payroll and Compensation// My Leave History to locate up-to-date leave balances)
 - Previous 1-year extension to utilize vacation hours above the threshold of 352 hours will expire on 12/31/2013. In turn, all vacation hours over this amount will be converted to sick leave.
 - Going forward, vacation accruals will only be allowed up to 352 hours (compared to the previous level of 480 hours), and vacation cash outs at the time of resignation will be limited to 200 hours (compared to the previous level of 352 hours).
 - c. Promotion, Tenure, and Benefits continue to be a priority
 - d. Chair Evaluations will be starting again in January; the 2013 survey, although response from faculty was limited, has been incorporated in to the Dean’s evaluations this year. Dean Good also is asking for action plans to address issues raised in the evaluations. We are considering a similar process to provide feedback to the various deans (assistant and associate).

4. New Business

- a. Dr. Sanford Boye, Dept of Ophthalmology, made the announcement that Dr. William Driebe, Chair of the department will be stepping down October 1st, 2013, Sonal Tuli, M.D., will serve as the interim chair, a national search will take place.
- b. Flexible benefits: will continue to be reviewed as a possibility once HR completes raise and bonus processing; there is widespread concern and discussion about the erosion of benefits, particularly with the implementation of GatorCare and its impacts on recruitment and retention.
- c. Dr. Frank Bova, Faculty Council Treasurer, discussed the College of Medicine and Department Financial Reports. If you missed the meeting and would like a copy, please contact Rachel Westwood (email rwestwood@ufl.edu)
 - i. Each department received an actual budget report that was department specific, ending June 2013. Also received were the definitions of terms and the College of Medicine actual budget report ending June 2013.
 - ii. See below for definitions of terms used in the budget reports

5. The meeting was adjourned at 6:00PM

The next Faculty Council meeting will be held Tuesday, October 1, 2013 @ 5PM in the Hugh Hill Conference Room.

Minutes recorded by Rachel Westwood, Administrative Assistant and edited by Dr. Jean Cibula

DEFINITIONS FOR THE BOTH THE “COLLEGE OF MEDICINE” AND “DEPARTMENT” FINANCIAL REPORTS

Clinical Revenue (patient billing and contractual agreements) – revenue generated by faculty and staff by providing medical care. The medical care can be provided directly to patients such as care provided in the University of Florida (UFP) ambulatory clinics, the Shands Hospital inpatient setting or at other medical facilities (such as the VA). The medical care can also be provided indirectly through providing consultation or advice on medical protocols such as done in the position of a Medical Director at a medical facility.

Research Revenue – funds spent to support research efforts by faculty and staff. The funds include federal, state and local grant funds; funds for clinical trials, and industry support of research. Research revenue is recorded on the reports when the funds are expended to do the research – not when the funds are awarded. Research revenue includes use of royalty funds, indirect cost returns as well as use of residual funds from grants.

State Funds for Education - State General Revenue is allocated by the University of Florida to the College of Medicine via the University's Responsibility Centered Management (RCM) process. The College of Medicine then allocates the State General Revenue it receives to the departments.

Funds for Housestaff – funds provided by Shands and VA to cover the salaries and benefits of housestaff. Funds for Housestaff is recorded on the reports when the funds are expended.

Revenue from Donations – funds spent from donations. Donations include gifts from donors, both individual and corporate. The funds are considered gifts if there is not deliverables required and no services provided to receive the funds. These funds generally are deposited in the University of Florida Foundation. Revenue from donations includes nonendowed gifts and interest earned on endowed gifts. Revenue from Donations is recorded on the reports when the funds are expended not when the funds are received.

Dean's Commitment Funding – funds received by departments from the Dean's office to fund specific commitments/projects as approved by the Dean.

Other Revenue – revenue generated that does not fit the above listed categories. Other Revenue includes student fees generated to support the Student Health Service and fees generated by service auxiliaries.

Faculty salaries & benefits – all expenses associated with the salaries and benefits of the faculty. This expense item includes salary paid to faculty while on vacation and sick leave; additional duty pay, on call pay, incentive payments, etc.(see footnote 1). The benefits are the fringe pool rate that the College pays the University to fund the benefits of the faculty including health insurance, life insurance, workmen's compensation, and retirement contributions.

Housestaff salaries & benefits – all expenses associated with the salaries and benefits of all UF housestaff practicing at Shands, VA and other locations. This expense item includes salary paid to housestaff while on vacation and sick leave; additional duty pay, etc. The benefits are the fringe pool rate that the College pays to the University to fund the benefits of the housestaff including health insurance, life insurance, and workmen’s compensation.

DEFINITIONS FOR THE “COLLEGE OF MEDICINE” FINANCIAL REPORTS ONLY

All other salaries & benefits – all expenses associated with the salaries and benefits of all staff including administrative, research, and clinical staff employed by the UF College of Medicine. The clinical staff includes physician extenders employed directly by the College and the UFP staff employed in the clinics and the billing operation. The clinical staff does not include staff employed by Shands.

Salaries and benefits expense includes salary paid to staff while on vacation and sick leave; special pay, etc. The benefits are the fringe pool rate that the College pays the University to fund the benefits of the staff including health insurance, life insurance, workmen’s compensation, and retirement contributions.

Non Salary Expenditures – expenses incurred within the Dean’s office, departments and clinics that are not related to personnel salary and benefit costs. Non salary expenses include: travel costs, equipment costs, dues and subscriptions, malpractice insurance, office supplies, phones, equipment rent, medical supplies, etc.

University Overhead – University Overhead includes the negotiated F&A rates charged to grants as well as allocated costs by UF. It also includes the UF Foundations’ fees on gifts and investments.

DEFINITIONS FOR THE “DEPARTMENT” FINANCIAL REPORTS ONLY

All other salaries & benefits – all expenses associated with the salaries and benefits of all staff including administrative, research, and clinical staff employed by the UF College of Medicine. The clinical staff includes physician extenders employed directly by the College. The clinical staff does not include the UFP staff employed in the clinics and billing operation. UFP clinic and billing staff salaries are included in the “Clinic Costs” and “Billing & UFP Administrative Costs”. The clinical staff does not include staff employed by Shands.

Salaries and benefits expense includes salary paid to staff while on vacation and sick leave; special pay, etc. The benefits are the fringe pool rate that the College pays the University to fund the benefits of the staff including health insurance, life insurance, workmen’s compensation, and retirement contributions.

Non Salary Expenditures – expenses incurred within the Dean’s office and the departments that are not related to personnel salary and benefit costs. Non salary expenses include: travel costs, equipment costs, dues and subscriptions, malpractice insurance, office supplies, phones, equipment rent, etc. This expense category does not include clinic and billing nonsalary costs. These costs are recorded in the “Clinic Cost” and “Billing & UFP Administrative Costs” category.

Clinic Costs – expenses incurred in operating the UFP ambulatory clinics including clinic staff salaries and benefits, medical supplies, rent, phones, etc.

Dean’s Overhead Charge – the Dean’s office charges 5.45% of patient billing (clinical collections) to cover the Dean’s office overhead costs.

Billing & UFP Administrative Costs – the expenses incurred in operating the patient billing department and the UFP administrative department.

- a. **University Overhead** – the University finance and administrative charge to grants. In addition, the Dean’s office is charged a RCM allocation by the University.