

***J. Crayton Pruitt Family Department of Biomedical Engineering
Faculty Meeting Agenda***

Wednesday, September 6, 2023

2:30 – 3:30pm

(Truncated meeting due to Hurricane Idalia)

Attendees: Allen, Ding, Fan, Fang, Ferrall-Fairbanks, Ferris, Gong, Keselowsky, Lewis, Mansy, McFetridge, Murfee, Nichols, Otto, Parker, Phelps, Porras, Rashidi, Stabler, Taylor, Williams

- 1. Call to Order** – assign attendance/note taker – Ben Keselowsky
- 2. Guests** – BME Fiscal Team, UF GO live demo (20 minutes)

Britt Moore – UF GO presentation (Travel requests)

If travel request not submitted 60d after travel, you will not be reimbursed

Suggested to submit 1-2 months ahead of travel due to backlog

New Travel Request notes:

- ONLY INPUT **PERSONAL EXPENSES**
- Third party – if covering expenses
- Business unit: (UFLOR) University of Florida
- Department: (19340100) EG-BIOMEDICAL
- Fund - (201) C&G – Federal Restricted → for all federal grants
- Source of fund – your grant/funding source
- Program – (2200) Individual or Project Research
- Budget reference – (CRRNT) Current Budget

Travel Expense/Reimbursement – still need to upload receipts or email. Two new email addresses:

1. BMEUFGO@bme.ufl.edu – this is for everything UF Go which includes travel, pcard and personal reimbursements. Please send all questions, receipts, etc. here.
2. Purchasing@bme.ufl.edu – this is for *all* purchasing and invoice payment requests and general purchasing questions (including myUF Marketplace)

From Ana Porras:

Here's the method to directly forward any receipts you get via email to your UF GO account:

- Make sure your email address is already verified with UF GO
- Forward the email that has your receipt to: receipts@expenseit.com
- In the subject line, **type your UF email address** (NOT the bme.ufl.edu one)

3. Approval of Agenda and Minutes – April 19, 2023 minutes emailed in advance – [approved](#)**4. Important Dates to Note** (mark your calendars!)Awards Deadlines (Ayse/H&A)

- September 29 – Senior/
Junior/Staff International
Educator of the Year

Events

- September 8 – Fall Welcome
- October 11-14 – BMES, Seattle
- October 17 – Alumni Connect
- October 31 – Halloween Party
- November 8 – Pruitt Research
Day
- December 8 – Holiday Party

Seminars (Ana)

- September 11 – Khalifa, Babbajani-Feremi, & Guarin, UF
- September 18 – Guillermo Ameer, NWU (Leadership)
- September 25 – Diba Mani, UF
- October 2 – Azra Bihorac, UF
- October 3 – Ankur Singh, Georgia Tech (joint)
- October 16 – Leopold Green, Purdue
- October 23 – Irene Davis, USF
- October 30 – TBD
- November 19 – Yu Shrike Zhang, Harvard (joint)
- November 13 – Aileen Huang-Saad, Northeastern
- November 27 – Vladimir Uversky, USF
- December 4 – Heidi Kloefkorn, Oregon State

5. Discussion Items

- 5.1. Items Requiring Action – Faculty Committee Election Results (2 mins) – [Dan- T&P chair; Mingzhou-Faculty Council Representative](#)
- 5.2. Administrative Updates (Natalie Wasykowski) (10 minutes) – [new BME Associate Director of Administrative Services](#)
- 5.3. Department and COE Updates and Discussion Items
 - 5.3.1. Chair Updates (Cherie) (15 mins) – [upcoming space audits](#)
 - 5.3.2. Any Late-Breaking Committee Chair Announcements

6. Adjourn