

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

Wednesday, August 21, 2024  
3:00 – 4:30pm

**Attendees:** Allen, Bolch, Bowe, Ding, Fan, Ferris, Furtney, Geiger, Gong, Keselowsky, Lewis, Mansy, Murfee, Nichols, Parker, Phelps, Porras, Rashidi, Schmidt, Sharma, Stabler, Taylor, Wasykowski, Williams

1. **Call to Order** – assign attendance/note taker
  - Minutes recorded by J. Nichols. Meeting started at 3:05 pm
2. **Guest** – none
3. **Approval of Agenda and Minutes** – May 15, 2024 minutes emailed in advance
  - Ferris moved to approve. Porras seconded. Minutes approved.

4. **Important Dates to Note** (mark your calendars!)

Events

- 9/4 – Fall Welcome
- 9/19-20 – SFB, Atlanta
- 9/23 – Pruitt Research Day / Alumni Connect
- 9/29-30 – ABET Site Visit
- 10/23-26 – BMES, Baltimore
- 10/31 – Halloween Party
- 12/6 – Holiday Party
- 12/12 – Holiday Faculty & Staff Potluck
- 3/8/25 – BME Education Outreach Day

Seminars (Ana)

- 8/26 – Sarah Sharpe, Exponent
- 9/9 – TBD
- 9/16 – TBD
- 9/23 – Chelsea Magin, UC Denver (PRD)
- 9/30 – Kevin McHugh, Rice
- 10/7 – Alice Tomei, Miami
- 10/14 – Karin Jensen, Michigan
- 10/28 – Zoran Nenadic, UC Irvine
- 11/4 – Erin Lavik, NIH/NCI
- 11/18 – Xin He, Chicago
- 12/2 – Aniruddh Sarkar, GA Tech

Awards Deadlines (Jamal)

- 10/10 – UF Superior Accomplishment

- Events were summarized.
- Pruitt Research Day
  - Attendance and abstract submissions are strongly encouraged.
  - There will be an alumni panel. Suggestions for alumni panelists should be sent to Kyle Allen. Local suggestions are particularly welcomed.
  - Faculty and postdocs are encouraged to volunteer to judge Pruitt Research Day posters.

- Suggestion was made to have BME development officer (Jeff) come and provide perspective on vision and role given that he is still relatively new to the department.

## 5. Discussion Items

- **Safety Minute (Blanka)**
  - No updates from College/University at this time.
  - Safety Council is always looking for new students to participate. Encourage your lab students to contribute. This is a synergistic role with Lab Safety Officers.
  - Supporting a culture of safety was discussed in the context of facilities renovations and regular alarms (namely hoods) going off in NEB. BMS door alarms were also mentioned.
- **Items Requiring Action – Faculty Votes for HWCOE Committees for 2024-2025 (Cherie)**
  - HWCOE Faculty Council – Dr Ding reappointment
  - HWCOE Curriculum Committee - Dr Mansy reappointment
  - BME Committees were announced and balance of service load was discussed
    - Faculty were encouraged to reach out to committee chairs for information to learn more about college and university resources (e.g., Research Committee Chair [Allen] can provide information on support for large grant initiatives; Sabbatical Committee Chair [Bolch] can provide sabbatical application advice)
  - Ding unanimously voted/approved to serve on HWCOE Faculty Council
  - Mansy unanimously voted/approved to serve on HWCOE Curriculum Committee
- **Administrative Updates: HR Appointments and Hiring (Natalie)**
  - Slides will be circulated to all faculty. The following was discussed:
    - PhD Travel Awards through Office of Sponsored Research
      - Graduate students are eligible for 2 per year available; \$400 each time)
      - Suggestion made to add page to BME website with grad and undergrad fellowship / award opportunities
    - Overhead (211) Account Audits are currently occurring. This happens every Fall.
    - FAR – Faculty Assignment Report (Little FAR) [not Faculty Activity Report – Big FAR]
      - Remember that this reflects anticipated effort (not certified effort)
      - Faculty received an e-mail to see and approve this information.
    - Overhead – Cpay Allocations
      - A fiscal change was implemented to facilitate tracking of PhD students funding when an “Employee” does not have a secured funding source (i.e., switching students between grants). This will enhance transparency to faculty regarding how their trainees and staff are being paid.

- Note: Cpay is a flag indicating that this is a placeholder charge that needs to be updated to a new and firm funding source.
- HWCOE minimum wage for students/staff is \$15 per hour
- UF Engaged Structure will change 9/1/2024
  - This change applies to TEAMS staff.
  - Evaluations are now bi-annual. These are mandatory.
- Emergency Management – Essential Personnel
  - E-mail Natalie if you need to update your lab essential personnel lists
- Human Resources
  - Hiring – See flowchart to inform grant team, Janie, Natalie, and Hollie.
  - Termination – email Janie, Hollie, and Natalie *before* termination
  - Important Notes:
    - **Graders** are hired for 1 semester only. If you want to retain a Grader for more than 1 semester, you must tell the department ahead of time.
    - **Incoming PhD students** are assumed to start in August. If you want a PhD student to start at any other time (e.g., earlier in summer), you must communicate with the department.
- Research Administration with the Department
  - RA team is still training pre/post award
  - Deadline Reminder:
    - DSP deadline is 9 am day prior to submission
    - BME deadline is 2 days prior to the DSP deadline
    - Goal: Budget finalized one week prior
- Department and COE Updates and Discussion Items
  - ABET (Lee, Chris)
    - No updates.
  - Seminar Hosting and Communications (Ana, Emily)
    - Host is responsible for generating itinerary
    - Host is responsible for distributing advertisement to non-BME departments
    - Read calendar invitations for seminar-related information
  - Chair Updates (Cherie)
    - No updates
- Any Late-Breaking Announcements

None

## 6. Adjourn – 4:31 pm