

Faculty Travel Committee Meeting
Meeting Minutes
April 6, 2010 at 3:30 pm

Present: Debra Hunt (CON), Cynthia Hutchinson (ED), Timothy Rotarius (HPA), Dinender Singla (COM)
Others Present: Edward Jacobs-CFO (ORC)
Presiding: Ami Zuclich (ORC)

Meeting called to order: 3:30 pm

A motion was made and seconded to select Dr. Timothy Rotarius as Acting Chair by committee attendees based upon approval by Provost Hickey.

Discussions:

Concern was raised over wording of previous "Denial" letters. Request was made by Dr. Rotarius to strike any negative inference in letters informing those Colleges that submitted applications for funds which does not meet the criteria for reimbursement. It was unanimously agreed upon that all letters would be considered Award Letters; any submission that does not meet the specified criteria would be notified as such and awarded \$0.00.

Declining numbers of applicants was noted. 2010-61 application submitted 2009-90 applications, 2008-109 applications and 2007-122 applications. Budget and VP approval for E&G spending for travel perhaps the cause

Summary of Application: 61 total requests for Funds to Support Faculty Travel, 4 of which were presented, discussed and unanimously agreed upon by all present committee members as not meeting the criteria.

1-No transportation costs were paid by the department

2-No E&G funds were spent

2-No presentation, Committee viewed the delivery of a regional report to an executive board as an administrative role.

4- Late submission with no documents as backup to any E&G support by the department.

Overall Review-

2009-2010 Budget- \$33084.00

Qualifying Funds - \$20455.35

Edward Jacobs expects the resulting balance to be rolled over to support 2010-2011 Funds for Faculty Travel.

Qualifying funds will be distributed at 100% to each supporting E&G account.

Evelyn Ramirez, Assistant Director, Accounting, will handle journal ID transfers for each qualifying department.

Award Letters to be signed and sent by Ami Zuclich, Faculty Travel Coordinator.

Award Letters with \$0.00 amounts will be sent to Dr. Timothy Rotarius for his signature, returned to Ami Zuclich for delivery to the appropriate department.

Meeting adjourned: 3:58pm

Ami Zuclich

~ORC Faculty Travel Coordinator

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CC Dr. Thomas O'Neal