



Office of Research & Commercialization

Faculty Travel Committee
2011-2012 Meeting Minutes
April 6, 2012 3:35 pm

Present: Ghada Baz (BA), Missy Murphy (LR), Jeffrey Rupert (CAH),
Axel Schülzgen (CROL), Kuppalapalle Vajravelu (COS) and Bill Wienke (ED)
Absent: Youngsoo Choi (RCH), Debra Hunt (CON), Mingjie Lin (EECS) Timothy Rotarius (HPA), Dinender Singla (COM)
Others Present: Edward Jacobs-CFO (ORC)
Coordinator: Ami Zuclich (ORC)

A motion was made by Dr. Kuppalapalle Vajravelu and seconded by Dr. Bill Wienke to open discussion about the duties and responsibilities of a committee chair. Accepting responsibility as contact person for the committee and signature authority on notices of non-qualifying submissions, Dr. Kuppalapalle Vajravelu agreed to take the position and it was accepted by a unanimous show of hands.

Discussions:

- Discussion on slight revision to applications, suggested by Dr. Timothy Rotarius (during a preview meeting on 4-5-12)
- Core explanation on where funds come from and the reason for reimbursement and criteria
- Summary of applications for travel year (March 16, 2011 ~ March 15, 2012) distributed for review.
- Committee noted funds available and funds requested.
- Review summary of 52 qualifying applications (up from 42 in 2011) and confirm sufficient funds to reimburse at 100%.
- Committee questioned the lack of awareness, as far as this fund being available. New committee members plan to bring this information back to their own departments and colleges.
- Distribution and visual confirmation by all members on three non-qualifying applications and one double submission. (only one trip per travel year can be submitted)

Recommendations:

Suggestion was made to double check on the title of 'Instructor' listed as a selection on the application. Will be deleted if found to be irrelevant to tenure and the funds available.

Reiteration was made on the need to bring information back to the department in hopes that more will support their faculty with travel expenses if they felt they would be able to retrieve a portion of the costs back.

The Faculty Travel website will be updated to correspond to the current travel year already in progress.
(March 16, 2012 ~March 15, 2013).

A motion was made and seconded acknowledging reimbursement to the departments of 52 qualifying applications, while confirming 3 applications did not meet the required criteria for funding. Transportation costs were not covered by E&G funds in all 3 cases.

Non-Qualifying Notification Letters will be signed by Dr. Kuppalapalle Vajravelu and distributed by ORC via hand delivery.

Meeting adjourned: 4:15 pm

A handwritten signature in blue ink that reads "Ami Zuclich".

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