



Office of Research & Commercialization

Faculty Travel Committee

2012 - 2013 Meeting Minutes

April 4, 2012 Start: 2:34 pm End: 3:06 pm

Present: Michal Masternak, (COM), Missy Murphey (LR), Angela Ritten (CON), Timothy Rotarius (HPA), Axel Schülzgen (CROL), Jeffrey Stout (ED) and Kuppalapalle Vajravelu (COS)
Absent: Ghada Baz (BA), Youngsoo Choi (RCH), Mingjie Lin (EECS), Jeffrey Rupert (CAH),
Others Present: Edward Jacobs-CFO (ORC)
Coordinator: Ami Zuclich (ORC)

Meeting opened with introductions of attending committee members, followed by a brief explanation on the purpose and benefit of applying for Funds to Support Faculty Travel. The need for a committee chairperson was discussed and Dr. Timothy Rotarius agreed to accept responsibility as the committee contact person and signature authority on notices of non-qualifying submissions. This motion was eagerly approved by all committee members present.

Discussions:

- 2012 meeting minutes and summary of 2012-2013 applications distributed for review.
- Review summary of 38 qualifying applications (down from 52 in 2012) and confirm sufficient funds to reimburse at 100%.
- Explanation and review of four non-qualifying applications
- Committee questioned the lack of awareness, as far as this fund being available and why more submissions/applications were not turned in.
- Questions were raised about the origin of this particular fund and whether the committee has the power to make any changes.
 - A. lifting the reimbursement limits (currently capped at \$350 for US travel and \$700 for international travel)
 - B. allowing other fund sources to be reimbursed (only E & G funds are eligible for repayment)
- Discussion and concern about "pre-qualification" for eligibility. All agreed with Dr. Schülzgen. This is not an acceptable committee action.

Noteworthy:

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. Ed Jacobs, CFO, will research the specifics behind the start of the Faculty Travel Fund and the possibility to review and revise its current criteria to better serve UCF faculty.

The College of Arts and Humanities held 42 % of all total submissions. Of 38 qualifying applications, 27 were for travel within the US, while 11 submissions were for international presentations.

The Faculty Travel website has been updated to reflect 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 38 qualifying applications, while confirming 4 applications did not meet the required criteria for funding. Non-Qualifying notification letters will be signed by Dr. Timothy Rotarius and distributed by ORC via hand delivery.

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