

University Travel Awards Committee

Meeting Minutes

May 1, 2019

9:00 a.m. – 11:00 a.m.

Millican Hall Room 395E

In Attendance: Morris Beato, Karl Chai, Desiree Diaz, Paul Gregg, Judith Kuhns, Lorraine Leon, Denisia Popolan-Vaida, Lee Ross, Jeffrey Rupert, Dipendra Singh, Jana Jasinski (Ex officio), Pauline Heinz-Strauss (Not voting), Frances Ragsdale (Not voting), Julie Dross (Not voting)

What occurred and what was discussed:

- Meeting started at 9:02 a.m. and called to order by Dr. Singh, followed by approval of meeting minutes from November 20, 2018. Motion was made to approve and motion 2nd, there was no further discussion, and minutes were approved.
- Rubric discussion was revisited if committee wants changes for the next cycle. After committee discussion of rubric, it will remain the same.
- Questions and discussion followed for the Travel Award applications for the current cycle and what to do with the over budget. There were 40 applications for the May cycle. One application was incomplete. Motion was made to remove, motion 2nd, there was no further discussion, and vote taken to remove was unanimous. Applications that have DataMart pending documentation would not be penalized if travel office is behind. For the over budget, Dr. Singh proposed a 5% reduction of all approved awards. Motion was made to approve the 5% across the board, there was committee discussion and added comment that 5% is fair across the board. All were in favor, there was 1 no vote, and motion carries to remove approximately 5% from all approved travel awards. Motion to approve qualified travel awards was made, seconded, and after discussion, motion carried.
- In other business, application was discussed that you can't use E&G to reimburse C&G funding, you can't mix funds. Question then was, what if department has zero money to have for faculty travel and what if we don't have to have a requirement, that department doesn't have to spend money to apply for TARFE. Committee discussed if they want to change, and if it would be allowable to those who have zero support. Chair concluded we tried, but the doors are all closed.

- Changes to the application were discussed. One pdf of the application and documentation will be requested, and it needs to be clear to faculty. There will be an additional page with a checklist for the documentation, to make sure all items are included in the application. Consensus was ok to put on webpage, and to give the opportunity to new applicants to fill out new form, if needed.
- Dr. Singh will be on sabbatical in the fall and asked Dr. Lee to take over as Chair in the fall meeting.
- Meeting adjourned at 10:16 a.m.