

University Travel Awards Committee

Meeting Minutes

November 29, 2019

9:00 a.m. – 11:00 a.m.

Millican Hall Room 395E

In Attendance: Morris Beato, Karl Chai, Desiree Diaz, Romain Gaume, Paul Gregg, Lorraine Leon, Denisia Popolan-Vaida, Sandra Sousa, John Venecek, Jana Jasinski (Ex officio), Julie Dross (Ex officio), Frances Ragsdale (Not voting)

What occurred and what was discussed:

- Meeting started at 9:05 a.m. Members and visitors were given a spreadsheet with specific data noted for each application submitted for TARFE November 2019 Cycle.
- Dr. Diaz explained the rubric. Introduction of committee members took place and Dr. Jasinski explained that only E&G money can be used to reimburse E&G money and that we can only reimburse E&G money (not C&G).
- Dr. Jasinski discussed that the prior committee determined the rubric. Applications were made available for review to the committee on SharePoint. Spreadsheet with applications have had preliminary screening and pre-assigned rubric which then the committee reviews. Reimbursement is to the department for faculty travel (not to the individual).
- Motion was made to accept the meeting minutes of the May 1, 2019 meeting and the motion was seconded. Dr. Diaz called for vote. Motion was approved.
- Discussion was had about an individual applicant on the spreadsheet as this application had some outstanding questions. A motion was made to disqualify this applicant due to insufficient documentation. The motion was seconded. A vote was held (2 abstain and 6 in favor). Motion passes.
- There were several applications that were still missing DataMarts as travel was recent and UCF travel is currently 6 weeks behind in processing. Dr. Jasinski explained how the committee handled this in the past by giving them a preliminary approval and once DataMarts were secured, they would be reimbursed. Committee agreed to this.

- Discussion was had on how to handle the requested amount verses the money available. The committee was at a \$2,197. 67 deficit. After disqualifying the one applicant the committee was left with a \$1,642.95 difference.
- A motion was made to exclude those that earned 14-16 in the rubric and then take an across the board percentage cut from the rest of the applicants. This motion was seconded. A vote was held and 1 was in favor and 8 opposed. Motion failed.
- A motion was made for an across the board cut of 6.17% to all applications in order to equalize the budget. A vote was held and 8 were in favor and 1 opposed. Motion passed.
- A discussion was had about only the Chairs and or Directors receiving a letter as to which applications were accepted and approved for the Travel Award funding reimbursement. It was decided that we would also copy the faculty so that they would be advised as well.
- It was also discussed and we will email a copy of the rubric to the committee for review.
- We will get back to Dr. Diaz per her question regarding how many people were funded when they had the 3 tiers versus how many are currently funded.
- Meeting adjourned at 9:58 a.m.