

FINANCE COMMITTEE

Meeting Minutes (Unapproved) February 19, 2020

Present: William Faraclas, Sanja Grubacic, Carol Stewart

Absent: Mohammad Tariqul Islam, Marie Diamantis

1. Minutes of February 5th were approved with the minor correction: Carol Stewart's name was left of those committee members who were present
2. Bill worked on a draft copy of the Faculty Creative Research Grant instructions/application to propose adding/editing the following:
 - a. **Statement on Applicant Eligibility** – Discussion on the following sentence “*Faculty on unpaid leave are not eligible to apply*”. Since the application due date is the first Weds in October with the project start date the following July 1st (of the following year) – should this sentence be revised to allow faculty on unpaid leave to apply? Bill will take this discussion to the Executive Committee.
 - b. **Procedures for Review of the Proposals by the University Grants Committee** – Discussion on increasing the number of SCSU grant members from 7 to 10 members. The breakdown would increase as well: four (4) from Arts & Sciences, one increased to two on the following (2) from Education, (2) from Health and Human Services and (2) from Business.
 - c. **Proposal Components and Rules for Submission** –
 - i. Award (#3): This section was revised to propose awards can be received in one of three ways: 1) a stipend to support research time; 2) as a spending account (P-card) to support research materials, services and/or travel; or 3) a combination of stipend and spending account
 - ii. Budget: This section repeats the Award section above
 - iii. Discussion on clarity of spending funds. If someone misjudges or miscalculates the dollar amount needed for materials, any excess left over is forfeited. For example, a faculty member estimates \$100 needed for transcription services only uses \$70, the remaining balance left of \$30 will be forfeited if not spent.
 - d. **Joint proposal condition (#7)**: Proposal to add \$2500 award *will be divided equally between faculty who filed it*. Also, “joint proposals *must* specific the individual contributions and adequate level of participation...”
 - e. **Number of proposals in which a given faculty participates (#8)**: Proposal to add “*during each application year*” to the sentence.
3. The Finance Committee proposes to change/extend the FCARG:
 - a. Deadline date (application submission date) from the 1st Wednesday in October to the 1st Wednesday in December
 - b. Grants Committee recommendations date from 2nd Monday in November to last Monday in February
 - c. SCSU Provost approves recommendations from the 1st Monday in December to the last Friday before Spring Break