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