Faculty Senate FINANCE COMMITTEE

September 11, 2019

Present: Sanja Grubacic, Carol Stewart, William Faraclas, Maria Diamantis

Absent: Mohammed Tariqul Islam

- 1. Bill proposed the following dates and times. He proposed that if the committee doesn't have a reason to meet, we won't meet.
 - a. The chair proposed we meet on the Weds opposite the full Faculty Senate meets
 - b. The chair is only available until 1:00 PM on October 23rd
- 2. Committee meeting minutes:
 - a. Note taker: Carol
 - b. The minutes policy was reviewed. The committee decided to try having the minutes sent to Sophia Myers and Luke by Monday 9 AM. If we can't get them approved before Monday morning then it was suggested we send them anyway and they can be corrected at a later time if there are revisions.
- 3. The committee reviewed the charge from the FS Executive Committee
 - a. Bi-weekly reporting of remaining travel funds (unencumbered balances)
 - b. Choice # 1: Deb or Bill contacts Jay Chhabra the Friday before FS meeting and adds it to the President's Report for the week. *The committee chose this option*.
 - c. Choice # 2: Deb or Bill contacts Jay Chhabra the Tuesday before FS meeting and puts the \$ amount on paper to provide full FS
 - d. Choice # 3: Deb or Bill contacts Jay Chhabra the Tuesday before FS meeting and puts the \$ amount on a slide to project during the FS meeting
 - e. We need to know the starting amount (amount at the beginning of the academic year) and then every other week we will get an update on remaining funds
 - i. Per CBA \$2,405,102 has been appropriated for all four CSUs. Each CSU portion is determined by an amount proportional to the full-time membership at that university
 - ii. 40% shall be available for travel, 9% for faculty development, 40% for research grants and 10% for curriculum-related activities and 1% for retraining.
 - iii. Funds allocated for full-time travel, faculty development, or retraining that is not yet committed by February 1st, may be reallocated for use in any other category
 - *iv.* Funds allocated for FCARG may not be reallocated for use in any other category.
- 4. The committee discussed the current process:
 - a. A faculty member issues a Travel Authorization (TA) and the TA goes through the process of obtaining signatures. Once all the signatures are received, the TA goes to Accounts Payable where the funds are encumbered

- b. If the funds are encumbered but the trip is cancelled, a new trip planned and the amount encumbered is less than or close to the original amount, a revised TA is submitted by the traveler (need to confirm with Renee Knight)
- c. If the funds are encumbered but the trip is cancelled, a new trip planned and the new amount is *more than* the encumbered original amount, the original TA is cancelled and a new TA is issued along with new signatures (need to confirm with Renee Knight)
- 5. Faculty Creative Activity Research Grants:
 - a. Faculty are encouraged to submit FCARG grants and include travel in that grant
 - b. Fringe used to be paid for by President/administration now it is paid by FCARG (meaning the fringe amount is deducted from the fund; the amount per grant remains at \$2,500, but there are fewer grants awarded).
 - c. Because grants are awarded as stipends, the recipient is taxed (for "earnings") even if the recipient uses the award for materials, supplies, etc., and the award has fringe taken out. The committee will consider the possibility of distinguishing taxable awards with fringe liability from awards that should not deplete the fund with unnecessary fringe nor burden recipients with taxation they should not have to pay.