

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

