

Faculty Senate Resolution Number _____

To: Joe Bertolino, Ed.D., President, Southern Connecticut State University
From: Deborah Weiss, Ph.D., President, SCSU Faculty Senate

The attached Resolution of the Faculty Senate is entitled:

RESOLUTION Regarding _____

This Resolution was approved by Faculty Senate on: _____

- This Resolution is presented for APPROVAL
 This Resolution is presented for INFORMATION

In accordance with the CSU-AAUP Contract (Article 5.10), "When the Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) school days of receiving the Senate's recommendation. "

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

Deborah Weiss, Ph.D., President, Faculty Senate Date

cc: Robert S. Prezant, Ph.D., Provost and Vice President for Academic Affairs

ACTION OF THE UNIVERSITY PRESIDENT

Resolution for Approval:

- Resolution APPROVED
 Resolution DISAPPROVED (Provide comments below or attach statement)

Resolution for Information:

- Resolution NOTED (applies to Informational Resolutions only)

Joe Bertolino, Ed.D., President, SCSU

Date

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE
RESOLUTION REGARDING YEAR-ROUND DISTRIBUTION OF CBA TRAVEL FUNDS

Whereas, Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence;

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, The CSU-AAUP CBA Travel Fund ["Travel Fund"] supports Faculty attendance at professional seminars, workshops, conferences or educational exchanges (CSU-AAUP Contract Article 9.5.1);

Whereas, Participation in such academic gatherings enhances the ability of SCSU Faculty members to achieve excellence as scholars in their particular disciplines;

Whereas, Professional seminars, workshops, conferences or educational exchanges happen throughout the year;

Whereas, CBA travel funds are administered on a fiscal year basis, but are made available on an academic year basis per the CBA, resulting in confusion about travel during the period between the end of the spring semester and the beginning of the fall semester; and

Whereas, A clearly articulated process for travel reimbursement throughout the year will serve the University by supporting faculty use of travel funds as intended by the CBA; now, therefore, be it

Resolved, That to ensure access to available travel reimbursement for full- and part-time faculty members throughout the calendar year, the Office of Finance and Administration, in consultation with the Faculty Senate Executive Committee, shall develop an accounting mechanism to place unspent CBA travel funds from the concluding fiscal year into summer travel accounts for full- and part-time faculty members; and be it further

Resolved, That reimbursement of authorized faculty travel that occurs between July 1 and the day before the new fall semester begins shall be drawn from these accounts until the fund is depleted; and be it further

Resolved, That of CBA travel funds that remain unencumbered at the end of the concluding fiscal year, initially ninety percent (90%) shall be moved into the respective full- and part-time summer travel accounts, and ten percent (10%) shall be temporarily held in reserve until the accounts are reconciled; and be it further

Resolved, That after the concluding year travel accounts have been reconciled, the remaining portion of the ten percent (10%) held in reserve, along with additional amounts of encumbered funds that were not claimed, shall be moved into the summer account; and be it further

Resolved, Within four weeks of the first day of the fall semester, funds remaining in the summer full- and part-time travel accounts shall rollover to the new academic year full- and part-time travel accounts and be made available for encumbrance.

Notes

- The CBA provides funds for travel reimbursement. Separate lines are maintained for full-time and part-time faculty members.
- For each group (FT and PT), the CBA travel account consists of money from two sources: an allotment defined in the contract that becomes available on July 1 of each year (“new monies”), and, when available, unspent monies from the previous year’s allotment (“rollover monies”). Both monies are available to the University on July 1 as part of the fiscal year budget. However, according to the CBA, the “new monies” are not available for use until the first day of the fall semester.
- Rollover monies shall be made available to reimburse faculty members with approved authorizations to travel during the interim period between the last day of the spring semester and the first day of the fall semester. If not exhausted during the interim period, rollover funds shall be moved forward into the rollover account to support faculty travel in the new academic year.
- For each group (FT and PT), monies from the two sources are placed in separate, indexed accounts (one for rollover monies, the other for the new allotment), but are used for the one purpose defined in the CBA. For orderly processing of travel expenses, the rollover Index is drawn down first.
- For the purposes of the resolution supported by these notes, rollover monies shall be made available during the period between the last day of the spring semester and the first day of the fall semester to support faculty travel during that period. At the end of that interim period, remaining rollover funds shall become available for the academic year.
- Generally, faculty members who have been approved for travel reimbursement are expected to reconcile their Travel Authorizations (TAs) within 30 days of return from travel.
- If a member cannot reconcile completed travel within 30 days for a valid reason, the member is expected to submit a written request to the travel office for an extension.
- If a member’s approved trip is canceled, the member will inform the travel office immediately so the requested travel funding can be unencumbered.
- Approval of travel-reimbursement requests is contingent on availability of funds. There is neither a guarantee that combined funds from “rollover” and the new allotment will be sufficient to cover all travel requests during the academic year, nor during the summer period, dependent on the number of requests and the per-member travel reimbursement caps.