Faculty Senate Resolution Number S-2018-18

To: Joe Bertolino, Ed.D., President, Southern Connecticut State University
From: Maria Diamantis, Ed.D., President, SCSU Faculty Senate

The attached Resolution of the Faculty Senate is entitled:
RESOLUTION Regarding the Restoration of the Original Implementation Plan for Faculty Creative Activity Travel Funds, 2018-2019.

This Resolution was approved by Faculty Senate on: May 2, 2018

[ ] This Resolution is presented for APPROVAL
[ X ] 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.

Maria Diamantis, Ed.D., President, Faculty Senate 5/14/18

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

ACTION OF THE UNIVERSITY PRESIDENT

To: Maria Diamantis, Ed.D., President, SCSU Faculty Senate
From: Joe Bertolino, Ed.D., President, SCSU

Resolution for Approval:
[ ] Resolution APPROVED
[ ] Resolution DISAPPROVED (Provide comments below or attach statement)
Comments

Resolution for Information:
[ ] Resolution NOTED (applies to Informational Resolutions only)
Comments

Joe Bertolino, Ed.D., President, SCSU
Date 5-14-18
SOUTHERN CONNECTICUT STATE UNIVERSITY

FACULTY SENATE

Faculty Senate Resolution on the Restoration of the Original Implementation Plan for Faculty Creative Activity Travel Funds, 2018-2019. (See original explanation and application cover page attached)

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 SCSU Faculty Senate is committed to shared governance;

Whereas academic strategic planning that began in 2002 in the context of shared governance resulted in a strategic commitment to increasing support for faculty travel and faculty creative activity;

Whereas the Senate approved a resolution for the creation of a Faculty Creative Activity Fund (S-10-03), a resolution that was approved by the University President on April 26, 2010;

Whereas the Senate appointed a Creative Activity Fund Committee to design an implementation plan for travel funds and research grants, resulting in the Faculty Creative Activity Travel Fund and the Faculty Creative Activity Research Grant Fund;

Whereas the implementation plan designed by the Creative Activity Fund Committee was approved by subsequent Faculty Senate votes following extensive discussion;

Whereas the initial implementation process was accomplished by the Creative Activity Fund Committee in direct, ongoing, and detailed consultation with the University Controller, the Office of the Provost and the Office of the Executive Vice President for Finance;

Whereas the principle for the distribution of the Faculty Creative Activity Travel Fund was designed to allow for a graduated application process to insure a more equitable distribution of this additional resource;

Whereas implementation occurred successfully in two successive academic years (2010-11 and 2011-12), with the orderly and transparent expenditure of the Faculty Creative Activity Travel Fund according to the approved procedures;

Whereas according to the above-mentioned implementation process approved by shared governance a faculty member could receive up to $3,300 in travel funds in academic year 2010-2011, ($1,100 AAUP funds and $1,100 per additional trip from the Faculty Creative Activity Travel fund for up to two additional trips) and up to $3,000 in travel funds in academic year 2011-2012 ($1,500 AAUP funds and $1,500 for one additional trip from the Faculty Creative Activity Travel Fund).

Whereas during the first two years of the implementation of the Faculty Creative Activity Travel Fund the average "carry over" of unspent AAUP funds was approximately $50,000;

Whereas the administration arbitrarily modified the implementation process in academic year 2012-2013, such that the amount a faculty member could receive for travel was reduced to a total of $2,000 per faculty member (including an initial $1,500 from AAUP funds and an additional $500 from the Creative Activity Travel Fund), and then further modified the process in 2013-2014, such that the amount a faculty member could receive was reduced to a maximum total of $1,500 (with each faculty member limited to the contractual limit of $1,500, and
Faculty Creative Activity Travel Fund Cover Page
(Please complete and attach this form to the front of your Travel Authorization Form)

Name
Department
Address
Email Address
Tel.

Determination of Eligibility: This Travel Authorization form submitted for funding against the Faculty Creative Activity Travel Fund meets one of the following eligibility guidelines. (Check as necessary and sign below):

1) I have not encumbered or expended AAUP funds and the attached Travel Authorization (TA) form is the first TA form that I have submitted this Academic Year.

2) I have already encumbered or expended AAUP Travel funds or Faculty Creative Activity Travel Funds during the current academic year and I am submitting the attached TA form for additional travel according to one of the following eligibility periods** (please read detail below)

*Individual faculty are eligible to submit only one TA form for funding against the Faculty Creative Activity Travel Fund during any one of the eligibility periods designated below. TA forms will be processed on a “first-come first-served” basis as long as funds remain.

**The eligibility periods pertain to when TA forms for additional funding can be submitted, but the travel can occur anytime after the date of submission up until June 30th 2012, according to the date of travel specified in the TA. In other words, while the TA form is submitted between December 15 and February 14 (the first period of eligibility for submission for additional funding), the travel does not have to occur between those dates.

(Please check one):

December 15, 2011 – February 14, 2012;
February 15 – April 14, 2012;

3) I have already encumbered or expended Faculty Creative Activity Travel Funds during the current academic year and I am submitting the attached TA form for additional travel according to one of the following eligibility periods (please check one):

February 15 – April 14, 2012;

Please note: The maximum allowable amount under this fund for any TA form is $1,500. Contractual guidelines regarding the purpose of travel and the submission of the TA form five weeks in advance of travel also apply. Submit all necessary supporting documentation. Additional Restrictions: Travel funded by the Faculty Creative Activity Travel Fund by must be completed no later than June 30th 2012. Faculty Creative Activity Travel Funds may not be used to supplement an AAUP-funded TA.

Signature

Date

[Note: The accounting string to be used in the Travel Authorization Form is as follows: FUND 115 ORG 289002 ACCOUNT [choose one: 732100 (in-State), 732105 (out-of-State) or 732110 (International)] PROGRAM 460000.]
Memorandum

January 13, 2011

From: Susan Cusato, President, Southern Connecticut State University Faculty Senate

To: All Full-time Faculty

Re: Announcement and Important Information concerning a new Faculty Creative Activity Travel Fund.

Colleagues,

I am pleased to announce the creation of a new funding resource that will support Faculty travel: the Faculty Creative Activity Travel Fund. The fund was created as a result of Faculty Senate Resolution S.10.3.

The new funding resource has two important dimensions that need to be clarified in order to facilitate your access to the funds.

1) The Faculty Creative Activity Travel Fund was created to provide additional support for faculty travel.* Hence, once our AAUP funds have been expended, Travel Authorization (TA) forms will be supported by the new Faculty Creative Activity Travel Fund, until those funds are also expended. (At the writing of this memorandum, we have already expended our AAUP funds so all TA forms would now be submitted for funding against the new fund.)

*With Faculty Creative Activity Travel Funds all trips are limited to $1,100 of funding. AAUP guidelines regarding the purpose of the travel and the required submission deadlines also apply. There is one important exception to these guidelines. The explanation of this exception follows immediately below in section 2.

2) The Faculty Creative Activity Travel fund was also created in order to provide additional funding for travel to individual faculty members. In order to distribute the limited funds to the largest possible number of faculty we have created the following guidelines: Faculty who have already encumbered or expended AAUP travel funds are eligible to submit TA forms for additional travel support during the following eligibility periods -- December 15, 2010 – February 14, 2011; February 15, – April 14, 2011; and April 15 – June 15, 2011 – assuming that funds remain in the account. Please note that Faculty are only eligible to submit one TA form for additional support during each of the designated eligibility periods. A Faculty member would not be eligible, for example, to submit two TA forms for additional support between December 15 and February 14. However, if a Faculty member submitted a TA form on December 15, they would be eligible to submit a second TA form on February 15, assuming funds remain in the account.

In order to submit a TA form for funding against the Faculty Creative Activity Travel, you will need to include the attached cover sheet. The cover sheet enables you to determine and affirm your eligibility under the new fund each time you submit a TA form.

Please be aware that the signature route for TA forms submitted against this new fund is as follows: Faculty Member; Department Chairperson; Dean; Academic Affairs. (This is the same process in place for AAUP-funded travel) The accounting string to be used is as follows: FUND 115 ORG 289002 ACCOUNT [choose one: 732100 (in-State), 732105 (out-of-State) or 732110(International)] PROGRAM 460000.

Nota Bene: All TA forms will be processed on a “first-come first-served” basis so I encourage you to submit your TA forms as soon as possible. Again, all TA forms need to adhere to guidelines concerning the $1,100 limit, the purpose of travel, and deadlines for submission.

I know you will want to join me in thanking all those who collaborated in the development of this new resource to support Faculty Creative Activity in pursuit of academic excellence, including the immediate past President of the Faculty Senate, Brian Johnson; the Faculty Academic Strategic Plan committee; the Faculty Senate Academic Policy Committee; and especially the members of the Faculty Senate Ad Hoc Committee on Creative Activity who developed the guidelines for the fund: Susan Calahan (School Health Education), Annette Madlock (Communication), Paul Petrie (English), and David Pettigrew (Philosophy). We are also grateful to Dr. Williams and Mr. Blake for helping us finalize the plan for the implementation of the new fund.

Ps. Since this is a new resource and a new process, please do not hesitate to contact David Pettigrew, of the Ad Hoc Committee, if you have any questions. Professor Pettigrew can be reached at x26778 or email: pettitgrewdl@southernct.edu .
with the Creative Activity Travel Fund expended first);

Whereas the decision regarding the allocation process of the Faculty Creative Activity Travel Fund resulted in the fact that there were no Faculty Creative Activity Travel Funds available for additional trips as originally intended;

Whereas the administration’s modification of the process in 2012-2013 resulted in a carryover of approximately $100,000 in unspent AAUP travel funds,

Whereas the identifiable decrease in travel funds for additional trips, along with the dramatic increase in unspent AAUP funds have negatively impacted the ability of SCSU faculty members to access travel funds and to attend more than one conference or workshop, and thus have reduced the strategic impact of the Faculty Creative Activity Travel Fund on the achievement of academic excellence;

Whereas previous efforts to restore the original implementation plan have been unsuccessful;

Whereas the founding Resolution called for the establishment of a Faculty Creative Activity fund calculated at 1/10th of one percent of the operating budget;

Whereas there has been no proportional increase in the Faculty Creative Activity Fund since its inception in spite of a substantial increase in the operating budget;

Whereas the University President tasked the Faculty Academic Strategic Plan Committee with developing an Academic Strategic Plan for the University's strategic planning process;

Whereas the Faculty Senate unanimously endorsed a Resolution on a "Strategic Vision for Academic Excellence" on March 28, 2018, calling for an increase in funding for travel for research and creativity (Goal 4. d).

Be it resolved that Faculty Senate Creative Activity Travel Fund be implemented in 2018-2019 according to the plan approved by the Faculty Senate and implemented in 2010-11 and 2011-12, in cooperation with the University Controller, the Office of the Provost and the Office of the Executive Vice President for Finance;

Be it further resolved that no further changes to that process of implementation be undertaken unless such proposed changes are discussed and voted on by the full Faculty Senate.