

## **Faculty Benefits Meeting**

September 2, 2015

SU 108 3:15 PM

**Members in attendance:** Abdulla Al-Bahrani, Patricia Sunderhaus, Debbie Patten, Kimberly Allen-Kattus, Emily Shifley, John Farrar, Brad Scharlott, Gabe Sanders, Kimberly Clayton-Code, Ben Martz, Andrea Gazzaniga, Kajsa Larson, Jackie Wroughton, David Dunevant, Deb Engel Chilcote, Matthew Zacate, Melissa Moon, Justin Yates, Joan Ferrante, Perry Bratcher, and Jamey Strawn.

### **Call to order – Adoption of the Agenda**

### **Introductions**

Kimberly Allen-Kattus self-nominated and was appointed secretary for the Benefits Committee

Motion to approve April 2014 meeting minutes and seconded by Kimberly Clayton-Code was approved.

### **New Business:**

Chair Announced workshops to be offered by Benefits Chair, Matthew Zacate:

1. Overview of Faculty Development Awards to go over the types of awards, including requirements and conditions; the application process and timeline; and how applications are reviewed
  - Thursday, Sep 3, 3:30-4:30 pm in UC 135
  - Friday, Sep. 4, 12:00-1:00 pm in SU 108
  
2. Format of Faculty Development Award Proposals to go over the application format and review criteria in detail including frequently asked questions and common pitfalls.
  - Tuesday, Sep 8, 3:30-4:30 pm in SU 108
  - Wednesday, Sep. 9, 12:00-1:00 pm in SU 108

Committee members were requested to remind faculty in their respective departments of these events and were invited to join Matthew Zacate at the presentations to offer insights from their perspective to attendees.

Time Tables for Faculty Development Awards were reviewed and corrected: It was noted that Proposals were due electronically on October 6 at 4:30 p.m. (that is the first Tuesday in October) subsequent dates were also corrected. The committee was reminded that the due date is solid and members should advise members of their department to be mindful that even minutes count in submitting material on time.

Matthew also reminded the committee that applications would become available on Blackboard by October 20, 2015. Subcommittees would have one meeting to make recommendations on November 2, these will have to be finalized by November 4 (Wednesday)

The Benefits Chair then outlined the 2014-15 Development grant awards and described the year's budget for current year awards for 2016-17. It was noted that while the Fellowships award budget (\$90,000) was the same as last year, the 2016-17 Project Grants budget is has decreased from \$60,570 to the current \$56,000.

The chair reminded committee members that subcommittee membership and subcommittee sign up was confidential.

Matthew Zacate has requested that 3 committee members remain on reserve for unexpected ad hoc subcommittees

Sign up sheets were distributed for committee members who then were able to choose their preferences. These signup sheets will be reviewed by the chair to ensure that, in keeping with the Benefits guidelines 5 members from diverse disciplines could convene in each area: Fellowships, Grants, Sabbaticals and Faculty Senate Scholarship. The chair will also appoint chairs to the subcommittees.

### **Unfinished Business:**

The chair reviewed Committee tasks and outlined 2014-15 accomplishments. These include:

- Publication of successful applications as examples for current and future award applicants on the Benefit Committee website
- Interpretation and clarification of the phrase "This project provides academic references," in the application document. Last year committee members determined that this phrase was unclear and had been confusing to applicants who tended to interpret differently in varying disciplines.

The chair reviewed unfinished business from 2014-15. These include:

- Formalizing feedback on the faculty development award proposals
- Improving the Faculty Award Application and review process
- Generating a proposal to allow the transfer of funds between Summer Fellowships and Project grants.

(This suggestion came about to help recipient's of the Faculty Fellowships who had applied but not received project grants so that monies awarded could be used for the purchase of equipment rather than salary, relieving individuals in this circumstance of having to pay both sales and income tax on award monies. (This proposal has not yet been approved by the university, Matthew Zacate will consult Sue to see if this proposal is feasible.)

- Generating a proposal to limit the number of summer fellowships awarded to a single individual to one every third year. This limit is only for successful recipients, unsuccessful applicants can apply as often as they wish.

**Action item:**

The committee will review goals for this year and prioritize at next month's meeting.

Matthew noted that according to the Faculty Senate Constitution all Faculty senate meetings had to be announced at least one week in advance. Matthew listed the future meeting dates, times, and locations for the next 7 meetings.

Next meeting:

October 7, 2015 at 3:15 p.m. in SU 108.

Meeting adjourned

Respectfully Submitted

Kim Kattus