



FACULTY SENATE

Financial & Physical Planning Committee

March 4, 2024, 2:00 – 3:30 pm

Microsoft Teams

Minutes

Present: Thomas Borchert (Faculty Senate President), Jane Knodell (CAS), Lisa McGee (LCOM), Guillermo Rodriguez (CAS), Krista Shea (CNHS), Andrey Ukhov (GSB)

Absent: Chloe Elkort (SGA), Pending (CALs), Dan DeSanto (LIB), David Kaufman (RSNER), Maureen Neumann (CESS), Greg Rowangould (CEMS), Pending (GSS), Beth Zigmund (LCOM)

Guests: Claire Burlingham, Erin Fitzgerald, Patty Prelock

The meeting was called to order by Chair Guillermo Rodriguez at 2:00pm via Microsoft Teams.

1. **Approval of the December 2023 and the February 2024 Minutes.** The minutes were not voted on.
2. **CTP (New Travel System), Patty Prelock, Claire Burlingham & Erin Fitzgerald.** The Provost provided background around the new CTP contract. UVM had a centralized travel agent until the early 2000's when internet travel sites and apps took over. In 2011 there was a tsunami, and near nuclear meltdown in Japan and UVM realized its duty of care.; at this time there were 66 unaccounted faculty. It took UVM over a month to locate and determine they were safe. Compliance continued to be low and in 2020 the pandemic heightened the duty of care responsibilities. This is when the decision was made to expand PeopleSoft travel authorizations to include all overnight travel outside the state of Vermont. The travel authorization process was unpopular, and compliance remained poor along with technical difficulties. Factors they looked at when determining the new system included.
 - Eliminating travel authorization requirements while meeting the duty of care.
 - Best use of financial resources for the university both in academic units and procurement and travel offices.
 - Enhance infrastructure to support Catamount Global.

UVM has access to the vendor because they are a member of the Higher Ed Consortium. Benefits of the new system include.

- 24-hour customer service
- Still allowed to use frequent flyer miles.
- Contracts with airlines help us reduce the cost of fares.
- Group travel reservations.
- Allows for usage for visitors to the university.
- Unused tracking and transferring within UVM employees.
- Will be able to track the carbon footprint of all the travel through CTP.

Some of the questions the committee had included:

- The term of the contract is 3 years. Each booked ticket has a \$5 charge, unless you have an agent assist you and that is a \$25 fee. There was a one-time \$3,000 fee to set up UVM employees' access. The fees are added to cost of ticket at time of purchase.
- Basic Economy has been blocked because of all the added fees. There are drop down lists that provide reasons for larger vehicle, more expensive flights etc. no extra authorization is needed.
- How will UVM track the success of the new program?
- How will this work in areas where US based travel systems don't work?
- Permission is required to have someone else book on your behalf.
- ADA preferences can be added to the profile.
- Hotels are not required to be booked through CTP.

To receive the transcript or to watch the video please e-mail the Faculty Senate office at facsen@uvm.edu.

3. Chair Update. The following FPPC terms will end on June 30th, 2024, Jane Knodell (CAS), Andry Ukhov (GSB), David Kaufman (RSENr), and Beth Zigmund (LCOM). Election information has been sent to the colleges.

4. New / Old Business.

- The April meeting will have the Dean of LCOM and the Director of Athletics.
- At the May meeting there will be a discussion on housing and the university master plan.
- Andrey gave an update on the Benefits Committee. They are currently discussing travel benefits for medical procedures.
- UVM branding and new logo.
- Jane will update the committee at the next meeting on United Academics and the report they have on the overall health of the university finances.

5. Adjourn. The committee adjourned the meeting at 3:00pm.

The next FPPC meeting will be April 1st, 2024, from 2:00 to 3:30 on Teams.