

**Minutes**  
**College of Education Faculty Council Meeting**  
**Wednesday- May 06, 2009**  
**9:30 a.m. – 11:00 a.m.**  
**Dean's Conference Room**  
**COED 205**

Members Attending: Mary Lynne Calhoun, Adam Harbaugh, Scott Kissau, Richard Hartshorne, Jeff Passe, Michael Green, and Hank Harris.

- 1 Call to Order
  - a. No Minutes to approve because the April 09 meeting was cancelled.
- 2 Travel Issues – *Richard Hartshorne*

Richard addressed some travel issues that faculty members have brought to his attention.

  - If a boarding pass is missing, then the reimbursement is considered taxable income. The dean stated that there is a new draft of the travel manual and we are obligated to follow state policy. The dean also added that if you prepay, then you don't need the documentation.
  - Another issue that was brought up was the travel department questioning any additional days added on beyond the conference dates. Sometimes meetings or travel issues cause additional days. The dean recommended that you document that reason for additional days when you submit your paperwork to travel.

The dean will collect the areas of frustration with travel and forward them on to the appropriate person.
- 3 Dean's Report – *Dean Calhoun*
  - a) The dean would like your advice or concerns about shifting from paper to electronic submission. It has been brought to the Leadership Council. Volunteers would pilot the program next year. Richard Hartshorne and Bruce Taylor have volunteered to do it both ways, paper and electronic, so reviewers could try it both ways. Workshops could be offered. Several issues were discussed such as website security, the need for printing, and the tampering of documents. The pilot will give us more information.
  - b) A handout of proposed meetings was distributed.
  - c) The dean reported that our operational audit found that the issuance of tokens to part time faculty would need to be discontinued. It is not an allowable expense from state funds. The tokens would need to be reported as compensation. The dean will send a letter to Part Time Faculty through the chairs explaining with regret that we can no longer give out tokens. Michael Green asked what if it was included in their compensation package. The dean will look into that issue.
- 4 Election of Faculty Council Chair & Secretary for 2009-2010
  - Council Chair – Kok-Mun Ng was elected through secret ballot and Kelly Anderson was elected as Vice Chair through a show of hands.
  - Secretary – Scott Kissau was elected through a show of hands.

A discussion followed on whether to revise the bylaws on the holding of Chair and Vice Chair being held by tenured faculty.

5. Other Business

Adam thanked Jeff Passe for all of his help. A round of applause followed for Jeff.

6. Adjournment – the meeting was adjourned at 10:30.

**Next Faculty Council Meeting: Fall Semester 2009**