

Faculty Meeting

117 Herrick Hall

Friday, September 12, 2008

2:00 p.m.

PRESENT: Melody Anacker, Ninia Baehr, Larry Baker, Katie Bark, Elizabeth Bird, Jim Carter, John Christopher, Nancy Colton, Cheryl Ehresmann, Jeanette Hall, Alison Harmon, Debby Haynes, Dan Heil, Ryan Johnson, Bethany Letiecq, Lynn Marlow, Mary Miles, Mark Nelson, Greg Olson, Sandy Osborne, Lynn Owens, Lynn Paul, Rozan Pitcher, Beth Rink, John Seifert, Adina Smith

MEETING CHAIR: Tim Dunnagan

I. Opening Remarks (2:10 pm)

Tim greeted everyone to the meeting and then gave Dean Larry Baker the floor, to give some college updates and extend a save the date invitation to all HHD faculty and staff for a College Fall Celebration on Friday, October 24, 2008 from 6:00 – 10:00 p.m.

II. Understanding the Process

- A. Rules change without notice and we have to work within these rules
- B. We understand that it is a confusing system. Lynn and Cheryl can help with this.

III. Budget

- A. Our budget can vary
 - 1. Costs are unknown – Ex: Romney
 - 2. Scholarships
 - 3. Admission short falls – We get more money as student credit hours increase.
 - 4. Our workloads

IV. Index Changes

- A. Auditing trail can be confusing with a lot of index changes.
- B. It is a challenge to deal with index changes and pending grants
 - 1. Avoid index changes if possible (talk with your program officer)
 - 2. Minimize purchases if your charging to another index
 - 3. Don't spend money until the grant is at MSU and has money in it

V. End of Year Budget

- A. We have to take 2 million dollars on the state account & 2-4 million on G & C. We need to zero out our budget at the end of the year hard to send much money during the last 45 days of the year. Many charges don't come in until the end of the year.

VI. Travel

- A. Lynn walked through 3 travel forms (<http://www.montana.edu/ehhd/hhd/travel.htm> on the right hand side of the website) that must be filled out prior to and following travel.
 - 1. You need to obtain pre-approval for both in-state and out of state travel through the in-state/out of state justification form.
 - i. Out of state justification must be submitted 3 weeks prior to travel.
 - ii. Travel forms must be submitted 3 weeks prior to travel in order to get a cash advance.

2. You need to complete your travel expense voucher when you return. You need to have receipts taped on the paper and labeled. If this doesn't happen, Lynn will return this to you and it will take longer for you to get reimbursed.
3. Use the department P-card whenever possible (tickets, rooms, conference fees, etc.). We do not pay for memberships.
4. If this is not done you will not get reimbursed

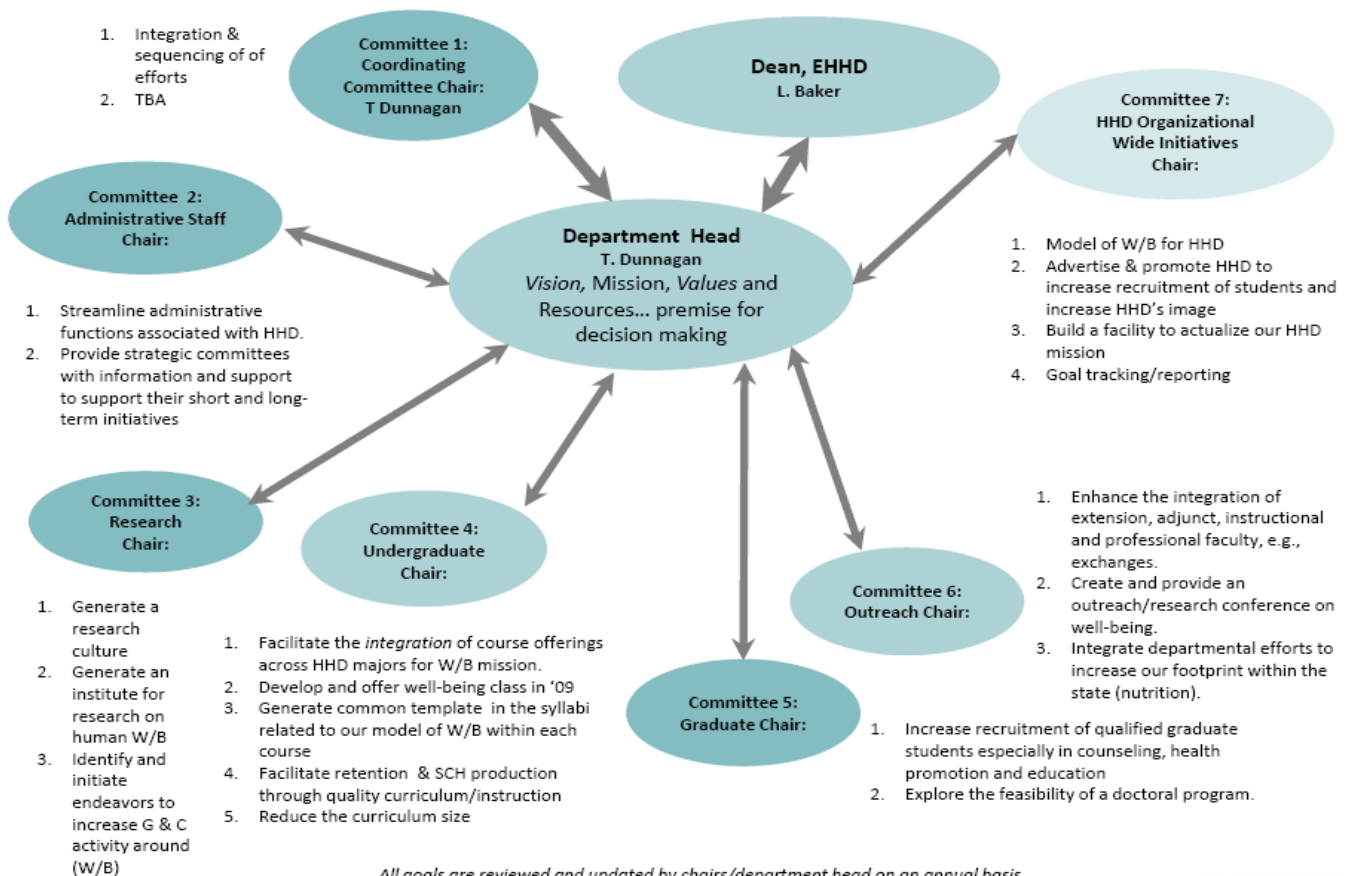
VII. Committee Appointment Votes

- A. **Faculty Senate Representative** - John Christopher has finished his term. Everyone present submitted a vote for any tenure track person and Christina Campbell was voted in for this 3 year term as faculty senate representative.
- B. **Two Promotion and Tenure Committee Members Needed for 09/10** – Currently we have Mary, Craig and Suzanne. Tenured faculty that are not eligible are Lynn Owens and Sandy Osborne who are on the College Committee and Craig Stewart who will chair the committee next year. Everyone present submitted a vote for an eligible tenure faculty and Christina Campbell and Holly Hunts were voted in to the promotion and tenure committee.
- C. **Recent Appointments**
 1. College Promotion and Tenure – Dr. Dan Heil, 1 year term
 2. Grievance Committee – Dr. Bethany Letiecq, 2 year term

VIII. HHD Structures

- A. Tim made a special thanks to Lynn Owens for her hard work as undergraduate coordinator.
- B. Review of structures based on the retreat and Isaac's model.
 1. There was a consensus that Isaac's model was well liked, very clear, and easy to see who to go to depending on the question or problem.
 2. Tim presented a power point to review a few key concepts from the retreat.
- C. Tim presented a model representing HHD Strategic Planning Committees:

HHD Strategic Planning Committees... planning, execution and advice... 8/08-7/09



1. Concerns
 - i. Where do new classes fit in?
 - ii. We need cross communication so everything does NOT go to Tim.
 1. Input from the dean should not only go to Tim.
 2. The diagram needs to be much more fluid
 - iii. When will each committee meet? Is there time during faculty meetings?
 1. Work within each committee to decide when to meet and how often.
 - iv. We need to see the functions of the committee.
2. Thoughts
 - i. Like it! Not a huge time commitment, but you are still able to get involved.
 - ii. Helps us decide who to go to when we have questions.
 - iii. In each committee, the outcomes are tangible and people know what direction we are heading
 - iv. Chair may get a small stipend for this responsibility pending approval from the provost's office.
3. Ideas
 - i. Have a place on the website where faculty can log on to see each committees management team, ideas, and decisions.
 - ii. Prioritize your interests to decide which committee you will be on (goal is 1 per person).
 - iii. Put the program leaders in the undergraduate committee because that is pretty much what they already do.
 - iv. A timeline would keep initiative work in committees.
4. Decision
 - i. This is tangible and reasonable for the scope of work.
 - ii. DO IT! Good base start!
5. Next Steps
 - i. We need a better drawing the portrays cross communication better.
 - ii. Website page for committee updates
 - iii. Prioritize what committee you want to be on:
 1. Research
 2. Undergraduate
 3. Graduate
 4. Outreach
 5. HHD Organizational Wide Initiatives

IX. Meetings for Fall Semester

- A. 1.5 - 2 hour long meetings once a month
- B. Early as possible in the afternoon on Fridays
- C. Expected to be at each meeting unless you are out of town.
- D. Faculty meetings for the remainder of the Fall 2008 semester will be from 2:00 – 3:30:
 1. October 3rd
 2. November 14th
 3. December 5th

Meeting Adjourned: 4:40 p.m.