

## **Faculty Advisory Committee to the Dean Meeting Minutes**

Tuesday, November 11, 2008, 10:00 – 12:00 p.m., Room 118 ASI Bldg.

**Attendance: FACD members:** Paul Heinemann, Eric Zenner, Troy Ott, Liwang Cui, John Vanden Heuvel  
Mary Barbercheck, Matt Kaplan, Bill Curran, Martin McGann

**Unable to attend:** Robert Beelman, Jeff Hyde

Paul Heinemann called the meeting to order. Discussed how the minutes could be reformatted to follow a more summary approach instead of a detailed outline of what was said. The committee agreed that a summary approach with bullet summary items would be a better format for the FACD minutes. Also discussed was the possibility of recording the minutes for better translation into a summary report after the meeting. This method was not agreed upon by the entire group. A suggestion was made to bring a laptop to record the minutes directly at the meeting. This approach seems more efficient and acceptable to the committee than recording the discussions. Also discussed was getting the FACD Website completed. Currently the website exists, but there is no information on it. Kathy Pletcher will follow up with IT to get the following items on the site:

- Meeting minutes (archived for one year)
- Meeting dates
- Committee members (with a live link to their emails for submission of agenda items by faculty)
- Committee's charter

Paul asked the group if there were any new issues or questions they would like to propose to the Dean at the meeting in December. The following two items were discussed and will be brought forward for further discussion with the Dean:

1. The faculty were directed to provide MapQuest or similar printouts from travel where personal mileage is being claimed. This directive came without explanation. Faculty in the departments who have received this (apparently not everyone has been informed yet) expressed strong concern as to why this is necessary and also expressed concern that this is just one more burden being placed on our time. It is especially difficult for those faculty who do extension travel. It is also difficult for those who travel in rural areas where there is no destination point available. It adds an additional burden on department staff who have to process the travel requests. Finally, it is viewed as a lack of trust on the part of the financial office. This new policy does not reduce the potential for those who want to cheat the system and adds more work for the vast majority (or perhaps everyone) who claims mileage honestly.

The FACD requests that this new policy be rescinded and the prior rules be followed. We understand the need for providing general information about where the travel occurred and a total mileage summary.

2. A more general issue, which was brought up last spring, is the increased burden on faculty for reporting on purchase requests, travel (see above), group meals, etc. Yet, we are not included in the decisions and the process leading to those decisions. Often, we receive no justification for these changes, just given directives. The attitude of the financial administration seems to be that the burden of documentation should be shifted from them to the department staff and the faculty. Given that this is the way the system seems to be working, has there been a consideration of how to calculate the increased time burden on faculty and departmental staff?

This additional burden takes away from the reason faculty are hired – teaching and research.

Shared examples of these issues were:

- Group Meal Paperwork in ERS is frustrating
- research budget purchases now have to provide more description for purpose
- the ERS system in general does not provide enough direction – therefore things get returned often and more than once
- the difficulty in attaining more cost effective air travel tickets due to the extra steps needed for special permission to purchase tickets outside the PSU travel office

Paul Heinemann suggested that a meeting be set-up so the FAC can communicate with the SAC leadership on these issues to unify our approach.

Paul Heinemann, Chair, FACD

Kathy Pletcher, Administrative Assistant