2009-2010 Committee
John Loegering, Ag and NatR, chair
Sharon Neet, Arts, Humanities, and Social Sciences
Venu Mukku, Math, Science and Technology
Ken Johnson, Business
Tom Baldwin, SVCASA (non-voting)

13 October 2009 – Kiehle 105
2:15 – 3:00 pm
Present: Loegering, Neet, Mukku, K Johnson

Minutes
1. Welcome & committee charge
2. Funding and available funds
   a. FY2010 – assume $15,000/year, + any carryover from last year (I’m checking).
3. Review of applicants for funding. Eight requests with $11,3360 in expenses
   representing a total funding request of $6750. Requests are all $750 unless noted
   and from Castle, Grave, Huglen, Lim-Thompson, Loegering, Katy Smith, Svearsky
   ($1500), and Vivion.

1 December 2009 – Hill 105
10:00 – 11:00 am
Present: Loegering, Neet, Mukku, K Johnson

Minutes
1. Review 2 applicants: S. Brorson, Walker; approve both for $750 each.
Minutes
1. Welcome
2. Funding and available funds
   a. Note funding summary for FY09 and FY10 below. We assume $15,000/year based on a verbal commitment at the end of FY08 by Dr. Baldwin. However, only $10,000 was added to the account in each of the past 2 years. I contacted Dr. Baldwin and he quickly committed to rectify this with a $10,000 addition to the fund in an email to Loegering on 7 January 2010.
   b. FY2009 -- $10,000/year + $3523.01 carryover = 13,523.01
      i. 14,112.21 in expenses = Ending Balance: -589.2
   c. FY2010 -- $10,000/year - $589.2 carryover = $9410.80 beginning balance
      i. $6750 granted in October = $2660.80 available for future rounds.
      ii. $1500 granted in December = $1160.80 available for future rounds.
      iii. $10,000 added in January = $11,160.80 available for future rounds.
      iv. $4235 granted in February = $6925.80 available for future rounds.
3. Several faculty members submit expenses in excess of their allocation. This is for FY09. What should we do if anything?

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4. Review of applicants for funding. Five requests today: Aakre ($85), Dingmann ($750), Mukku ($750), Neet ($750), and Wieland ($1500). All were approved.

December – account balances

FY 2009 (last year)
Beginning Balance: 3523.01+10,000 = 13,523.01
PD approved: 16805
Actual expenditures: 10,362.21 + 3750 in next FY = 14,112.21
Ending Balance: -589.2

FY 2010 (this year)
Beginning Balance: -589.2 +10,000 = $9410.80
PD approved to date: 8250
Actual expenditures:
Ending Balance: 605.80 remaining for 1 February.
An additional $10,000 should be added per communication with Dr. Baldwin.
Minutes
1. Welcome
2. Funding and available funds – Loegering checked into some irregularities in FY09 & FY10.
   a. Note funding summary for FY09 and FY10 below. We assume $15,000/year based on a verbal commitment at the end of FY08 by Dr. Baldwin. However, only $10,000 was added to the account in each of the past 2 years. I contacted Dr. Baldwin and he quickly committed to rectify this with a $10,000 addition to the fund in an email to Loegering on 7 January 2010.
   b. FY2009 -- $10,000/year + $3523.01 carryover = 13,523.01
      i. 14,112.21 in expenses = Ending Balance: -589.20
   c. FY2010 -- $10,000/year - $589.20 carryover = $9410.80 beginning balance
      i. $6750 granted in October = $2660.80 available for future rounds.
      ii. $1500 granted in December = $1160.80 available for future rounds.
      iii. $10,000 added in January = $11,160.80 available for future rounds.
      iv. $4235 granted in February = $6925.80 available for future rounds.
      v. $3266.50 granted in May = $3659.30 carryover.
   d. FY2011 – Assumed $15,000/year + $3659.30 carryover = 18659.30
      beginning balance
      i. $1500 granted in May 2010 = $17,159.3 available for future rounds.
3. Several faculty members submit expenses in excess of their allocation in FY09. This was discovered as part of an internal audit completed this spring

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NEW POLICY: Any travel expenses exceeding the proposed and approved amount will be the responsibility of the faculty member’s home department.
(Approved unanimously)

4. Applicants for funding in FY2010 were all approved unanimously: Aakre ($340), French ($750), Maiga ($750), Overgaard ($676.50), Westrom ($750). Total = $3266.50
5. Applicants for funding in FY2011 were approved unanimously contingent on fund availability in the next fiscal year: Melby ($750), Loegering ($750). Total = $1500.
   a. Election of Chair for next year. Loegering was elected by unanimous acclamation.
Faculty Assembly reports

18 September 2009
The Faculty Development Committee will meet for the first time in early October to review proposals for travel awards. Travel awards are reviewed following 4 deadlines: October 1, December 1, February 1, and May 1. Interested faculty should complete the application form and return it to me per the instructions on the form. In an effort to reduce waste, applications are to be submitted electronically whenever possible (hardcopies of supporting documents can still be mailed via campus mail).

Submitted by John Loegering (chair) for Sharon Neet (Arts, Humanities, and Social Sciences), Venu Mukku (Math, Science and Technology), Ken Johnson (Business); and Tom Baldwin, SVCASA (non-voting).

October 2009
The Faculty Professional Development Committee met 13 October and reviewed 8 proposals for travel awards. Seven were funded at the $750 level, one was funded at the $1500 amount.

Travel awards are reviewed following 4 deadlines: October 1, December 1, February 1, and May 1. Interested faculty should complete the application form and return it to me per the instructions on the form. In an effort to reduce waste, applications are to be submitted electronically whenever possible (hardcopies of supporting documents can still be mailed via campus mail). Instructions and proposal application form are at http://www.umcrookston.edu/academics/facultyassembly/fdc/index.html

Submitted by John Loegering (chair) for Sharon Neet (Arts, Humanities, and Social Sciences), Venu Mukku (Math, Science and Technology), Ken Johnson (Business); and Tom Baldwin, SVCASA (non-voting).

November 2009
The Faculty Professional Development Committee will meet 1 December at 2:00 pm to review proposals for travel awards. Please submit proposals by NOON on 1 December (NOTE THAT THIS IS A FEW HOURS EARLIER THAN THE TYPICAL DEADLINE BUT WAS REQUIRED TO MEET THE COMMITTEE’S SCHEDULES)

Travel awards are reviewed following 4 deadlines: October 1, December 1, February 1, and May 1. Interested faculty should complete the application form and return it to me per the instructions on the form. In an effort to reduce waste, applications are to be submitted electronically whenever possible (hardcopies of supporting documents can still be mailed via campus mail). Instructions and proposal application form are at http://www.umcrookston.edu/academics/facultyassembly/fdc/index.html

Submitted by John Loegering (chair) for Sharon Neet (Arts, Humanities, and Social Sciences), Venu Mukku (Math, Science and Technology), Ken Johnson (Business); and Tom Baldwin, SVCASA (non-voting).
January 2010
The Faculty Professional Development Committee met 1 December and approved 2 applications. To date, faculty have received $8250 in professional development funds. Approximately $11,000 remains available.

An audit of FY09 expenses revealed several faculty members submitted expenses in excess of their allocation.

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Submitted by John Loegering (chair) for Sharon Neet (Arts, Humanities, and Social Sciences), Venu Mukku (Math, Science and Technology), Ken Johnson (Business); and Tom Baldwin, SVCASA (non-voting).

March 2010
The Faculty Professional Development Committee met 1 February and approved 2 applications. Approximately $6925 remains available.

Travel awards are reviewed following 4 deadlines: October 1, December 1, February 1, and May 1. Interested faculty should complete the application form and return it to me per the instructions on the form. In an effort to reduce waste, applications are to be submitted electronically whenever possible (hardcopies of supporting documents can still be mailed via campus mail). Instructions and proposal application form are at http://www.umcrookston.edu/academics/facultyassembly/fdc/index.html.

Submitted by John Loegering (chair) for Sharon Neet (Arts, Humanities, and Social Sciences), Venu Mukku (Math, Science and Technology), Ken Johnson (Business); and Tom Baldwin, SVCASA (non-voting).

April 2010
No report was submitted.
May 2010

The Faculty Professional Development Committee met May 4, 2010. All members attended. Loegering reported on a reviewed the last two fiscal years of funding. Several irregularities were noted and resolved. Several faculty members submitted expenses in excess of their allocation in FY09.

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As a result, we have adopted a NEW POLICY: Any travel expenses exceeding the proposed and approved amount will be the responsibility of the faculty member’s home department. (Approved unanimously)

We approved 5 applicants for funding totalling $3266.50. We anticipate a carryover balance of $3659.30. We also approved two applicants for travel in FY2011 contingent upon available funds ($1500). Both applicants travel before the next proposal deadline.

John Loegering, Ag/NatR was elected chair for next year by acclamation.

A complete and detailed annual report is available at http://www3.crk.umn.edu/academics/facultyassembly/fdc/

Respectfully submitted by John Loegering (chair) for Sharon Neet (Arts, Humanities, and Social Sciences), Venu Mukku (Math, Science and Technology), Ken Johnson (Business); and Tom Baldwin, SVCASA (non-voting).