

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, June 26, 2003 – 8:00 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Daniel, Filip, Haggbloom, Metze, Nims, Spugnardi. Sharon Hartz and Susan Krisher were guests.

Ms. Hartz reported on the new policy and procedures for WKU Blue Slip food cards, to become effective July 1. She indicated that an online form (on the CEBS website) is being developed and will need to be completed and submitted to the Dean's Office prior to groups taking prospective faculty members out to eat. Once approval is given, Ms. Hartz will provide the WKU representative with a credit card to use, and limits will be placed on expenses that can be incurred for each meal. Any inappropriate charges will be charged back to the respective department.

Dr. Haggbloom spoke briefly on a possible student exchange program with Nepal, which is currently in the exploratory stage. Students would spend the first two years in Nepal taking classes offered by Western and taught by individuals who would be considered as adjunct faculty. The students would take the second two years of coursework on Western's campus.

Dr. Haggbloom discussed the issue of vacation and sick leave for grant employees, particularly relative to when an employee quits or moves to a permanent Western position. A committee is being formed to study this issue. Ms. Hartz suggested that it also be brought before the Benefits Committee.

Ms. Bryant reported that the University will be moving to a new telephone system effective Monday, June 30. All campus numbers will be five digits, beginning with a 5. This change will not affect outside calls coming in. Any phone that is currently digital will be replaced over the weekend. All analog phones are compatible with the new system and will not be replaced. The same commands will continue to be used (transfers, call forwarding, call pick up, etc.). If an individual chooses to switch to a digital phone, the monthly charge for the phone will increase from the current price of \$18 to \$24. Any particular questions should be directed to Telephone Communications.

As there was no further business, the meeting was adjourned.

Cathie Bryant, Secretary