

Administrative Council Meeting
Agenda
Wednesday, April 14, 2021
10:00 a.m., Dean's Conference Room 330
<https://astatecall.zoom.us/j/91301724979>

NOTES

Attendees: MJBradley, LGBryant, PFinnicum, KBiondolillo, JHenley, ABowser

New Business

1. Preview Day, April 17, 11:00-1:00 at First National Bank Arena – LGBryant updated event details.
2. New Student Orientation – June 15, 2021; 1:00-3:00 COEBS Academic Session – LGBryant shared upcoming NSO dates (Honors – May 19, COEBS – June 15, and Virtual – June 30)
3. Budget- MJBradley shared handouts with chairs and directors. Discussion of requisitions, carry-over accounts, balances, fiscal year deadlines, etc.
4. Faculty Honors Ceremony April 16 at 1:30 in Centennial Hall; invited attendees & livestream option; invitation came from Madeline Prestidge – MJBradley shared updates regarding this event.
5. Classified Performance Appraisals – April 1, 2021 through April 30, 2021 – MJBradley reminded chairs of deadlines.
6. Projected Goals for FY2021-2022 – April 22; send to Pam and cc MJB & LGB – Chairs and Directors reminded of deadline.
7. Strategic Plan Update worked on Goals 1 & 2; schedule to continue work April 21 & May 5 – work continues regarding the college strategic plan.
8. Update of Graduate Assistant Stipends/Criteria – LGBryant discussed stipends
9. Department Updates
 - a. ELCSE – JHenley reported that KDavis will serve as interim chair, TSingleton will serve as interim doctoral program director. CAEP response for advanced program has been received.
 - b. HPESS – PFinnicum has hired an administrative assistant, Brookey Kilgore. Health Promotion is looking to go online in spring 2022. A few HPESS building projects ongoing.
 - c. Psych & Coun – KBiondolillo reported that on June 30, APimpleton-Gray will be serving as interim chair. RCole has stepped down as director of online program.
 - d. TE – RTowery – Classroom renovations are ongoing. Summer schedule is being modified slightly.
 - e. Childhood Services – JANalley – no report.
 - f. PEP – ABowser – admission changes have been approved, no longer requiring Praxis I/ACT for entrance. Projecting 200+ placements next spring. Title II report is due at the end of the month. Exit evaluations scheduled for April 30. June 2 meeting with school partners.
 - g. ERZ – JClogston no report.
10. Scholarships – LGBryant reminded chairs to fill all open privately-funded scholarships.
11. Other
 - a. KBiondolillo updated chairs and directors regarding program viability task force.

Deadlines:

April 1 – April 30

- Classified Performance Appraisals
- Departments and colleges should fill any vacancies on the department and College PRT Committees, elect their university PRTC representative and forward the name of replacements to Office of the Provost/Academic Affairs and Research by 4/30/21

April 22

- Projected Goals for FY 2021-2022

May 7

- Requisitions for items requiring quotation bids (orders from \$20,000-\$74,999.99 and not on state contract). (Purchases exceeding \$20,000 and less than \$74,999.99 in total cost, including freight charges, but excluding sales tax.)

June 11

- Requisitions for small order items (orders \$20,000 or less) and all state contract items regardless of cost.
*On-campus purchasing requisitions can be entered until **June 23**. (Printing Services, Sodexo, Parking Services, Facilities Management, etc.)

June 23

- Payment (Confirming) requisitions (paying invoices, registrations, membership, etc.). This includes grant accounts, on-campus purchasing requisitions (Printing Services, Sodexo, Parking Services, Facilities Management, University Police, ITS.)

Requisitions must be entered and **approved in Banner** by **NOON (12:00 P.M.)** on the deadline date. All requisitions received after this date will not be processed.