

Chair's Meeting
Agenda
Wednesday, May 9, 2018
10:00 a.m., Dean's Conference Room

NOTES

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

New Business

1. Budget – MJBradley discussed with chairs the current budget concerns and the college's contribution to addressing the current shortfall.
2. Graduation – Reminder of Saturday, May 12 @ 10:00, Chairs are requested to submit number of faculty that are planning to attend to PReed by 5:00 p.m. Thursday, May 10.
3. Appeals Process – MJBradley discusses the importance of following policy as set forth in the Student Handbook.
4. Recruitment/College Open House (October 2 & October 18): Process – LGBryant discussed the plans for open house model replacing the Fall senior preview days. The move is planned for “during the week” open houses vs. Saturday preview days
5. Assessments – MJBradley shared with chairs information regarding the upcoming peer review assessments
6. Interim Session: Office Coverage – MJBradley requests that chairs ensure that offices are covered during summer interim sessions.
7. Scholarships – LGBryant shared scholarship document with chairs and requested that they ensure that they are filled
8. Fall Meeting Schedule – MJBradley requests that chairs maintain schedule for the Fall semester

Old Business

1. Projected department/unit goals for 2018-2019: Due May 23 to the Dean

Deadlines:

May 11, 2018 - 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 15, 2018 - Requisitions for small order items (*orders \$20,000 or less*) and all state contract items regardless of cost. *ASU Printing Services, Facilities Management, ITS, Parking Services and Sodexo requisitions can be entered until June 22.

June 22, 2018 - Confirming requisitions (paying invoices, registrations, membership, etc.). This includes grant accounts, ASU Printing Services, Facilities Management, ITS, Parking Services and Sodexo requisitions.

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.

Other: