

Chairs' Meeting
Agenda
Wednesday, March 7, 2018
10:00 a.m., ED 330

NOTES

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

New Business

1. HLC Visit – Chairs discussed recent visit, sessions, pros and cons, and shared experiences.
2. University Planning Committee – MJBradley shared updates from UPC meeting on February 26, 2018. Discussion regarding Phase I budget status and Phase II budget status. Minutes from previous meetings were provided.
3. Honors Banquet – April 9 (Slideshow – LGBryant) – LGBryant shared information regarding banquet. Deadline for chairs to submit departmental award recipients by Monday, March 12.
4. Spring Break – March 19-24 – MJBradley requested that chairs provide any possible vacation dates during this time and to notify PReed via email.
5. Huron Report – March 13 @ 4:00 in Reng Student Union Auditorium – MJBradley encouraged chairs and faculty to be present.
6. Performance Based Scholarship Letters – LGBryant shared the need to contact recipients; chairs agreed that they would notify departmental award winners to confirm, requesting confirmation email from recipient.
7. Merit Sheets – MJBradley informed chairs that she would send merit sheets via email soon.
8. Evaluations – MJBradley asked if chairs have received email regarding self-evaluations and requested that chairs complete them ASAP.
9. Off Budget Requests – MJBradley asked chairs to ensure that requests are submitted to PAppaji by March 8th.
10. Department Updates – Chairs shared departmental news.

Old Business

Deadlines

March 7th

- Self-review of current year (2017-2018) unit goals are due to the Dean from chairs and directors

March 9th

- Dean receives applications and recommendations from the College PRTC for 3rd-year Comprehensive Pre-tenured Reviews

April 6th

- Requisitions for items requiring formal bids (orders exceeding \$75,000 and not on state contract) must be received in the Procurement Office

May 11th

- 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 15th

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

June 22nd

- Confirming requisitions (paying invoices, registrations, membership, etc.). This includes grant accounts, ASU Printing Services, and Sodexo requisitions.

Other