

Chairs' Meeting
Agenda
Wednesday, April 28, 2021
10:00 a.m.

<https://astatecall.zoom.us/j/91018692987>

NOTES

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

Virtual Guests: Bowyn Hendrix; Ana Osorio; Cynthia Barnhill; Christian Canizales; Colton Miller; Grady Majors; Sydney Hickerson; Pamela Bowie; Teresa Dunton

New Business

1. Recruitment and COEBS Programs – Pamela Bowie, Director of Admissions and MJBradley led the meeting, personal and program introductions among participants took place. Discussions regarding “highlights” and beneficial points of each program took place followed by questions and answers among the group.
2. Transfer Preview Day – Friday, April 30 – BHendrix provide the chairs with an update regarding the event.
3. Graduation – May 8, 10a.m. – MJBradley reminded chairs of event.
4. Low Enrollment – Summer Course Spreadsheets – MJBradley requested that chairs ensure that their administrative specialist are aware of the minimum enrollment numbers.
5. Advanced Programs – CAEP Site Visit – MJBradley reminded chairs of an email that will be going out soon to all advanced faculty.
6. NSO – June 15 – LGBryant provided
7. Department Updates
 - a. P&C, KBiondolillo reported that her educational psychology position is ongoing.
 - b. TE, RTowery reported that he is unsure if his administrative assistant will return. RTowery is now a member of the ASUN education advisory committee.
 - c. HPESS, PFinnicum reported that he has hired an administrative assistant (Brookey Kilgore), Doig line is on hold, a few facility projects are ongoing.
 - d. ELCSE, JHenley reported that she is still attempting to hire and administrative assistant. May 7th will be her last day.
8. Other
 - a. MJBradley shared that safety information will be needed. LGBryant reported that PGraham will be completed template.
 - b. MJBradley shared an update regarding “Day of Giving” event and that the college was fully funded during this event.

Deadlines:

April 1 – 30

- 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 04/30/21

April 30

- Undergraduate and Graduate Curriculum Council Meetings

May 4

- Advanced Programs CAEP visit

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.