

Chairs' Meeting
Agenda
Wednesday, April 27, 2022
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, AWheeler, APimpletonGray, RTowery, KDavis, TArquitt

New Business

1. Advisory Board – Tristan Arquitt provided chairs with additional information and handout regarding an advisory board for the college. Emphasis was placed on these individuals not raising money but assisting with the future success of the college.
2. GA Allotment – MJBradley discussed with chairs the current allotment and discussion was had regarding. LGBryant requested that a GA, whether half or full be assigned to the HOWL transition program.
3. Final Exams – May 2-6, Monday-Friday – chairs were reminded to ensure that final exams are held during the specified exam week.
4. Summer Office Hours – MJBradley reminded chairs to ensure that departmental offices are covered during the summer months.
5. NSO – Thursday, May 26 – LGBryant shared information regarding event. College specific information session will be held in the student union auditorium and will last 1 hour on that date.
6. Low Enrollment – Discussion took place regarding recent email from academic affairs and the implication that low course enrollment will have financially for faculty.
7. Faculty Count - Commencement to Pam by April 28 – chairs reminded of deadline.
8. Graduation:
 - a. Jonesboro, May 7, 2022, 10:00 a.m., Centennial Bank Stadium
 - b. Beebe, May 7
 - c. Mountain Home, May 16
 - d. Mid-South, West Memphis, May 19
9. Department Updates
 - a. ELCSE – 5 of 6 open positions have been filled.
 - b. TE – Administrative specialist to retire (DEtter) in June. RYoung was recently promoted to Assistant Professor for earning doctorate.
 - c. HPESS – Administrative specialist (Karlee Barker). SDoig position will be posted in the fall semester.
 - d. P&C – Approved to search for JSmith vacant position, will start soon. Wilkinson has stepped down from coordinator position, KYanowitz will assume duties.
10. Other
 - a. Committees – LGBryant thanked chairs for recent appointments.
 - b. Departmental bank balances were shared with chairs.

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 04/30/22

April 28

- Projected Unit goals for FY 2022-2023 from deans and directors due to the Provost and VCAAR

May 6

- 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.)

May 7

- Commencement – Jonesboro and Beebe

May 16

- Commencement – ASU Mountain Home

May 19

- Commencement – ASU Mid-South, West Memphis

June 13

- 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 24**. (Printing Services, Parking Services, Facilities Management, ITS, IT Store)

June 24

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

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.