

CEBS Administrative Council Meeting Minutes
September 17, 2015
9:30 a.m.

Present: Sam Evans, Sylvia Dietrich, Jill Sauerheber, Janet Applin, Tony Kirchner, Jackie Pope-Tarrence, Pitt Derryberry, Margie DeSander, Tom MacMillin, Tony Norman

Guests: Marc Archambault and Jessica Carver

Development – Mr. Marc Archambault, VP of Development and Alumni Relations and Mrs. Jessica Carver, Director of Development shared information relative to their roles in supporting college and department fundraising initiatives. Mr. Archambault expressed interest in meeting with unit heads on an individual basis to explore ways to enhance faculty interests while still meeting expectations of the donors. Prior to his meeting with unit heads, Mr. Archambault requested that they (unit heads) email him 2-3 priorities of their particular unit.

Budget – The total amount of carry forward funds coming back to each department is still unknown. When funds do become available, departments will receive 1/3 of their total during the initial distribution. More discuss will follow at a later meeting.

Staffing (Spring Semester) – Phase II of the staffing plan was discussed. Dean Evans needs Phase II staffing requests from unit heads no later than September 21.

Spring Semester Scheduling – Dean Evans asked unit heads to be mindful of spending for part-time faculty as the funds are not sufficient for those types of positions.

Space: Utilization of building space was discussed.

Confucius Institute (CI) Building: Dr. Janet Applin is serving on a committee to determine how best to utilize space in the new CI building. The CEBS faculty and staff will have some collaborative interests in related teacher education initiatives.

International Program Opportunities: Andrea Cheney will visit with the CEBS' Administrative Council at next week's meeting.

Recruitment: Events are ongoing throughout the semester. Dean Evans reminded

unit heads that departments need to be present at the events. Andrea Ford is working on the new recruitment handout. More information will be discussed at a future meeting.

Continuances are due to Dean Evans on September 20. A signed recommendation letter is required from the committee. Unit heads with non-continuances were advised to speak with Dean Evans in advance.

As there was no further business, the meeting adjourned.

Respectfully submitted,
Tammy Spinks