

Minutes
Council of Department Heads
Monthly Meeting
September 24, 2013
Auxiliary Services Conference Room

Present

Members:

Darrell Ross (SA&CJ, Chair), Mike Griffin (Kin & PhysEd), Len Weld (Acct & Finance), Mark Smith (English), Kate Warner (MFT), Viki Soady (MCL), Barbie Radcliffe (MSR&DeafEd), Jack Rainer (Psych), Michael T. Schmidt (Art), Paul Riggs (History), Fred Downing (Phil/Rel), Attila Cseh (Mktg/Econ), Phyllis Holland (Mgnt/IB), Shirley H. Hardin (AFAM), James Peterson (PoliSci), Reynaldo L. Martinez Jr. (ACED, Past Chair), Brenda Dyal (Nursing), Jim Baxter (Chemistry), Greg Harrell (Math/CS, Secretary), Doug Farwell (Music), Ray Young (Comm. Arts), Bob Gannon (Biology), Ed Chatelain (PAG, Vice Chair)

Guests:

James LaPlant (Graduate School), Michael Black (Academic Affairs), Sue Fuciarelli (Finance & Admin), Terri Gerhardt (Business Services), Sheri Gravett (Academic Affairs), Provost David Danahar

I. Welcome and approval of the August 27, 2013 meeting minutes

Minutes approved with one correction (“inspire” on p. 1 changed to “aspire”).

II. Open forum with President McKinney

Not present.

III. Hiring justification forms, FTT instructors, & strategic plans - Interim Provost Danahar

Strategic Plans:

The university’s strategic plan is completed and must go to the BOR for approval. The Colleges are supposed to now develop a strategic plan, following by the departments. Departments need to identify four or five goals and state how they will meet those goals. The goals should be aligned with the university plan.

FTT Instructors:

New full-time temporary instructors should be here up to three years and no more. For FTT’s who have been here for 6 or 7 years, we must decide what to do with them. We need to put forward a responsible solution.

Another area that is being looked at is if FTT's are teaching the lower level courses, then what are tenure-track faculty teaching? What is the enrollment? Why are they not teaching service courses?

Justification Forms: (handout)

For new positions and re-hires, we must describe why the position is needed.

Discussion - Department Heads:

A) We are forced to hire FTTs because our approval process doesn't happen until November. By the time we can advertise, the applicant pool is weak. In addition the salaries are low.

Dr. Danahar: I want to expedite the process. The turnaround on my part is within a week. I am working closely with the finance area to see what the budget allows.

B) We need the budget to hire tenure-track instead of FTT's.

C) We need to have Michael Smith transition applicants through the PeopleAdmin process. After investing large amounts of time, we must still get help to get it to work.

IV. Office of Sponsored Programs & Marketing/Recruiting; Graduate School – Dr. James LaPlant

A) OSPRA (Office of Sponsored Programs & Research Administration) will have a membership in the grants resource center through AASCU starting October 1.

B) We will have a grant development specialist starting in October. He/she will work with faculty to identify funding/grant opportunities.

C) We will have additional funds to support faculty scholarship. We will extend the Faculty Research Seed Grant (FRSG) deadline.

D) We hope to have additional money in the Graduate School Scholarship fund, which is a smaller amount than the FRSG.

E) Ann Olphie is the Interim Director of the Office of Sponsored Programs & Research Administration.

F) Dr. LaPlant will be happy to attend a departmental meeting to learn more about your programs, recruitment, student performance, etc.

G) If money is needed to market your graduate program, send the request to Dr. LaPlant.

H) Discussed the handout "Graduate Faculty Status Category Changes." Proposed that temporary graduate faculty status will go from 1 year to 3 years. Also proposed eliminating Associate Faculty status, so we will only have Temporary (3 year terms) and Graduate (5 year terms) faculty.

V. Department Head Handbook – Dr. Sheri Gravett

Conflict Resolution Committee:

Shared conflict resolution pamphlet, card, and survey. The conflict resolution committee can help coach, mediate, and train in order to resolve conflict with/between students, faculty, staff, etc.

Department Head Handbook

We would like to develop a university-wide department head handbook. The College of A&S has a very good handbook, which was last updated in 2012. We need some volunteers to help with this.

VI. Purchasing – Theresa Gerhardt

- A) Will be putting a Powerpoint presentation on our web site with the full details. Also, a training session is available on September 27.
- B) Delegation of authority to sign contracts – do not sign a contract unless you have the authority to do so.
- C) Any contract for over \$2,499.99 must have an E-verify form completed. So the P-card will not allow a purchase for more than this amount. The Purchasing Dept. will have to set up a one-time purchase on the P-card when the total amount is more than this.
- D) Call the Purchasing office directly for help with state-wide contracts.
- E) Please enter the service request forms using ePro. It is a lot easier than passing around a goldenrod form. If you are having trouble, call our office and we will have someone come to you to help.
- F) For end-of-year purchasing, don't wait until the last minute. Plan ahead if you think you will want something, then go ahead and get bids on it.
- G) Vehicles: We must report mileage and fuel usage for all the vehicles every month to the state. Our vehicle pool is comprised of eight cars and a four-wheel-drive truck with a tow hitch. When doing the car cost comparison, you must check that your institution has a vehicle pool. Every faculty member using these vehicles must have a pin number to use the fleet gas card in the vehicles. There are no vans in the pool. The Athletic Department has two small buses. The state contract for rental vehicles is in the process of being changed. More info about this is forthcoming when it is available.

Discussion – Department Heads:

Department heads need to know what funding pools are open and when they are open.

Call Theresa at ext 5701 or 229-412-0417 (cell) if you are having trouble purchasing.

VII. Committee reports:

PBC – Dr. Viki Soady:

The PBC report from Viki is attached to the meeting agenda (handout) provided to everyone at the meeting.

VIII. Open discussion

Reynaldo Martinez:

Please visit the council's web site and verify your information is correct. If it is not correct, then contact Dr. Martinez.

IX. Adjournment

Next meeting scheduled for October 29, 2013 @ 4:00 pm

Respectfully submitted,
Greg Harrell
9-25-13