

Minutes
Administrative Council - College of Education and Behavioral Sciences
Monday, April 25, 2005 – 1:00 p.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Keaster, Daniel, Brotherton (for Baker), Ecton (for Fiene), Haggbloom, Hughey, Metze, Mikovch, Powers. Ms. Sharon Hartz was also in attendance.

Considerable discussion was held regarding budget issues. Department heads were asked to provide information to Ms. Hartz relative to any deficits in the student worker lines. Information should also be provided to Ms. Hartz (by Tuesday) on graduate assistant needs for the summer. Dr. Evans noted that a rationale will be required to carry over any 2003-04 unspent funds.

Dr. Evans reminded department heads that time and effort reports should be submitted as soon as possible. Also, effective July 1, the policy on carryover money will be terminated.

Brief discussion was held on (1) hiring an individual to help with web pages and web-based instruction and (2) graduate assistant salaries. Dr. Metze reminded everyone to submit their technology needs as soon as possible. He expects to have sufficient funds from e-train to hire a technology person for two years.

It is expected that all budget information will be shared with Administrative Council members at the April 28 meeting.

Council members agreed to keep graduate assistantships at \$7500 through June 30. Dr. Evans also indicated that we need to review indirect expenditures for any amounts that can be interaccounted. Ms. Hartz said a review is needed on funds for supervision of practicum students.

Dr. Evans will try to get all the information to department heads after the April 26 Council of Deans meeting.

As there was no further business, the meeting was adjourned.

Cathie Bryant, Secretary