

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, October 28, 2010 – 9:30 a.m.
Dean's Conference Room, TPH

Present: Evans, Poe, Norman, Caldwell, Carter, Haggbloom, Kirchner, Metze, Powers, Schlinker, Smith (for Powers)

Handouts – Handouts were distributed, and brief comments were made relative to windows in office doors.

Part-time Funds – Funds will be added to our budget. Units will be charged for part-time personnel and then reimbursed by the Dean's Office.

PD Monies – Faculty should be reminded to spend PD accounts.

Carry-Over Funds – A portion of those funds have been received.

New Building – A meeting with the furniture company has occurred. It will be arriving in three stages. Faculty probably won't need to pack up until after the holidays. Winter term classes will be held in TPH; spring classes will be in the new building. Boxes should be delivered in the near future, and individuals will need to decide whether they want legal or letter size lateral files. Telephones and phone numbers will move with the individual.

Graduate Assistants – These will be submitted by October 31. Brief comments were made.

Administrator Evaluations – Council members were asked to review the document and provide feedback. Agreement was reached on some of the items relative to whom some items apply.

Faculty Holding Administrative Positions – Considerable discussion was held; input should be submitted to Dr. Evans.

Important Dates – The CEBS Christmas reception will be Monday, December 6, 11:30-1:00. The CEBS Student Awards Ceremony will be held on Sunday, May 1, 2011, from 1:30 to 3:00pm.

Homecoming – Faculty should be aware that the building will be unsecured.

Next Meeting – No meeting will be held next week.

Veterans Day Ceremony – The ceremony will be held on November 11 at 11:00.

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

Cathie Bryant, Secretary