

## **CEBS Administrative Council Meeting Minutes**

**October 8, 2015**

**9:30 a.m.**

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

**Guests:** Sharon Hartz and Andrea Ford

**WKU Bookstore:** Removed discussion from agenda as the bookstore guests were unable to attend the meeting.

**Recruitment Materials:** Andrea Ford presented the Council with a newly designed recruitment information card for the CEBS to use in place of the tri-fold brochure currently being distributed. Various Council members offered ideas for enhancing the recruitment card such as adding QR codes beside program names, create separate cards for undergraduate and graduate programs, etc. Dean Evans asked that all recommendations be sent to Andrea by Monday, October 19. The goal is to have all of the CEBS' recruitment information cards (college and departments) completed by October 31. Printing options and costs will be investigated. More discussion will follow.

**Carryforward :** Dean Evans and Sharon shared information about what the departments should expect in relation to carryforward funds. Several factors must be taken into consideration before the funds are divided and distributed to departments. Dean Evans and Sharon will be meeting in the next couple of weeks to calculate the percentage each of the college's departments will receive.

Dean Evans asked unit heads to review professional development accounts of their department's faculty who are no longer at WKU and make a decision about what to do with the available funds. Dean Evans reminded unit heads that there will likely be an overage incurred for personnel that the college and departments will need to resolved. Discussion.

Dr. Pope-Tarrence reported that she has received only two FUSE applications to date. She asked unit heads to encourage their faculty to submit more applications.

Sharon announced that summer term generated DELO funds have been deposited into departmental indexes.

Indirect account funds were briefly discussed.

**CAD Report:** Dean Evans reported on the October 7 meeting.

- The Governor Scholars Program faculty applications are available.
- The I-9 non-compliance report was discussed. CEBS had a couple of employees to show up on the report.

- Cell phone allowance stipends were discussed. This topic is not applicable to CEBS.
- Distribution of signed continuance documents was addressed. Dean Evans noted that this is not an issue for the CEBS as he provides copies of the documents to both the department and faculty member.
- The university's strategic plan is in development. Discussion.
- After hours building access was discussed.
- Active shooter training was discussed. More information will follow.
- Equipment and classroom improvement funds were discussed. Dr. Kirchner will assess the needs of the CEBS.

Parking options in the GRH Clinic lot located behind GRH were discussed.

**Workloads:** Copies of signed workload forms were distributed to unit heads. The Council will assess the workload reporting process at a future Council meeting.

**Student Research Council:** Unit heads requested more information about the role faculty will play on the Student Research Council. Tammy will attempt to obtain more information to share with unit heads.

**Action Plans:** Dean Evans wants all Action Plans completed by October 31. Discussion. Jackie will send out a template for unit heads to use.

Dr. Pope-Tarrence announced that she will be moving to transitional retirement beginning January 2016. Discussion.

Dr. Applin indicated that the CEBS' Strategic Planning Committee will meet next Friday, October 16.

There will be a speaker in the GRH auditorium on October 23 to discuss educating refugees and their migration to the United States. More details will follow.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks