Council of Chairs Meeting Minutes

Thursday, February 14, 2013

245 Patterson Office Tower

9:00 – 10:30am

1. Development Staffing Changes

The Dean informed the group of the changes in Arts and Science Development. A dual reporting agreement was drafted and signed by the Dean and the Office of Development. Central Development and Dean Kornbluh are excited about this agreement and believe we will raise more money for the College with their assistance.

1. Staff Reorganization Update

We have hired a College Safety Office, Jay Young, from the College of Pharmacy. Kelvin O’Dell, Kirsten Turner and Mark Meier were on the committee. They all believe he will be a good fit. Twelve supervisor positions just closed and over 60 positions will be posted until the beginning of March. Chief of Staff, Kirsten Turner, may be calling on some of the Chairs or faculty to help serve on some of the hiring committees.

1. Schedule-building timelines

The Dean would like Chairs to start thinking about the deadlines and schedules earlier than in previous years. Although schedules will continually change, he would like the calendar worked out 2 years in advance. The Dean’s office will work with departments for more seats but it is harder to start from scratch than to modify the original schedule. Student success should be our main focus.

1. Update on New Budget Model

The group discussed the new budget model and graduate education. It is clear that graduate student funding has not been thoroughly considered with the new model and the Financial Steering Committee is working on it.

1. Salary Raise Guidelines

A draft of the policy for the distribution of faculty salary raises was handed out to the group. It is the same plan we have used in previous years for faculty when a raise was given. The group was concerned about the staff division of the raise pool. The proposal regarding how staff raises will be handled has not yet been completed. The Chairs agreed that the document would be appropriate to use.