Minutes of the August 30, 2017 Meeting of the CELS Executive Council

Call to Order: A meeting of the College of the Environment and Life Sciences Executive Council was held at 3:00 pm at the CBLS 435 conference room. Members present were Department Chairs Dalton, Fastovsky, Gold, Gomez-Chiarri, Mitkowski, and Preisser; Associate Deans, Sheely and Thornber; ex-officio members Palmer, Silvia, and Van Buren. Department Chairs Opaluch and Sun; Associate Dean Veeger, ex officio member Morreira, and Faculty Secretary Rice were absent; Dean Kirby presided. Prof Hiro Uchida represented ENRE.

Approval of the Minutes: It was moved by Mitkowski and seconded by Gold to approve of the July 11, 2017 Minutes of the Executive Council. The minutes were approved unanimously.

Announcements:

Dean Kirby:
1) Permission was given for Chairperson Fastovsky to begin a Geology Faculty search first week of September.
2) There is now a document for emergency responses related to Title IX - "Know Your Title IX." Copies are being mailed to members of the university community and copies are in the Dean's Office. It is chain of who to contact/resources for different emergency issues/situations with students and other members of the campus community.
3) Need to provide Dean Kirby with seats and more gen-ed enrollment numbers, need 100 more seats from the college per Provost's requirements.
4) Faculty Senate to meet to simplify their Committee structures.
5) Sabbatical requests are due in Dean Office by September 15th.
6) Payroll- If an employee is working and going to record extra/overtime hours can't be put on an IP-1 form. Must enter hours in current job, this minimizes doubling salaries with overtime. First month wait period on time card before it's discharged
7) Graduate Leave- GAU has negotiated for leave for Graduate Assistant. If a GA comes in August and needs to leave for an auto accident, pregnancy, family leave they are entitled to the time, and we will provide coverage for the class/course.
8) Submit to Dean new position requests by November. Please use what you found in academic reviews for requests for position and/or requests previously ask.
9) Use the Sakai site for position requests - justification statement for requesting jobs-use External Review and Academic Plan reports.
10) URI is growing. There has been 302 new faculty hires since Dean Kirby was hired.

Carol Thornber:
1) Space/Research Committee is more active/meeting will start in beginning of September.
2) VP Research Development during interviews will send out dates.
3) Cayuse- F & A form is setup for instructions/cheat sheet that will be sent out to resolve questions for faculty, list of contact names associated with tasks.
**Meredith Silvia:**  
1) Department chairs are asked to meet with Anne Veeger on per-course instructor contract template and pay scale.  
2) Department budgets are now uploaded in Peoplesoft.  
3) Overhead fund balances base will be posted in September.

**Judith Palmer:**  
1) There will be a Hall of Fame celebrating Marian Goldsmith is Thursday, September 14th, at Spain Restaurant in Narragansett.

**Kari Van Buren:**  
1) CELS Advisory Council Meeting is October 20th.  
2) David Bengtson will be receiving the Distinguished Achievement Award On Saturday October 14th, 2017.

**Old Business:**  There was no old business.

**New Business:**  There was no new business.

**Adjournment:**  It was moved by Gold and seconded by Mitkowski to adjourn at 3:40pm

Respectfully submitted:

Michael A. Rice, Faculty Secretary  
from notes by Judith Palmer