

Minutes of the October 7, 2024 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 10:00AM in CBL 435. Members present were Department Chairs Becker, Boving, Brown, Chandler, Forrester, Lane, Petersson, and E. Uchida; Associate Deans, Sartini, Townson, and Wilga; Faculty Secretary Rice and *ex-officio* members Dias, Palmer, Wilson, and York. Dean Kirby presided.

Approval of Minutes: *It was moved by Brown and seconded by Lane to approve the September 23, 2024 Minutes of the Executive Council. The minutes were approved unanimously as amended.*

Announcements:

Dean Kirby

1. Dean Kirby deferred to **Associate Dean Townson** to introduce the guests of the Executive Council
2. **Associate Dean Townson** introduced Anna Gray who will be focusing on CELS Communications and Communication Fellows of the College
3. Glenn Carlson from the CELS IT Office was introduced.
 - a. There was discussion of using Google Groups as a means for maintaining archival materials and continuity of communication records as new department chairs are appointed
 - b. There will be an upcoming switch from Cisco to Webex for desktop telephones
 - c. MAF Chair Becker inquired about the use of Microsoft Teams for interaction with Federal Partners. It is expensive, but there are complicated time consuming ‘work arounds’ for Webex. The situation is less than optimum.
4. Dewashish (Dev) Wagle of the CELS IT Office was introduced.
 - a. Dev is primarily responsible for maintenance of CELS websites
 - b. There is an exploration of having a system of trained members of the CELS community to make minor edits to select websites. The desire is to keep websites as up to date as possible.
5. Dean Kirby mentioned that it has been a calm couple of weeks and that there is a budget meeting scheduled for October 31.

Associate Dean Wilga Had nothing to report

Associate Dean Sartini

1. Open House was held on October 6 and Associate Dean Sartini thanked the participating faculty and staff for their demos. There were about 200 registered prospective students and their families visiting.

Skip Wilson Had nothing to report.

Judith Palmer

1. USP-18 university affiliate forms cannot be approved until there is Dean’s Office approval
2. There is an effort to clean up Chartfield String (CFS) approvals by updating signature authorizations. There have been growing numbers of workflow holdups

Monica York

1. Business office is working on budget transfers for federal FY25
2. There are three currently open positions in the Business Office: a) Business Manager; Unit 3 Coordinator; and Unit 2 coordinator. All hope to be filled soon.
3. Faculty are asked to approve grant-related employee action forms ASAP to keep workflow moving.
4. Researchers are asked to post all expenses prior to deadlines of the sponsoring agency; there will be Google Groups reminders sent out for as post-award deadline reminders.

5. PSE Chairperson Brown inquired if there could be a posted table of CFS and Project Numbers posted so that there is an easy index. York responded that it will be investigated.
5. A hire for the post-award grant administrator position will begin in October and there is another open search.
6. MAF Chairperson Becker inquired as to the possibility of developing a less cumbersome means for inquiring about current account balances.

Old Business:

1. There was no old business

New Business:

1. There was no new business

Adjournment: *It was moved & seconded to adjourn. The meeting was adjourned at 10:35am.*

Respectfully Submitted:

Michael A. Rice, CELS Faculty Secretary