

## **Minutes of the April 17, 2014 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 12:30pm at the CBLS 435. Members present were Department Chairs, Bengtson, Fastovsky, Green, Greene, Gold, Mitkowski, Opaluch, Roberts, Sun, and Thompson; Associate Deans Rhodes and Veeger, CE Associate Director Sheely, CE Representative Morreira, Faculty Secretary Rice and *ex-officio* members Curfman, Messier and Porter. *Ex-officio* member Anderson was absent; Dean Kirby presided.

**Approval of Minutes:** *A motion to approve minutes of the March 6, 2014 and March 20, 2014 meetings were made by Gold and seconded by Opaluch. The minutes were unanimously approved as written.*

### **Announcements:**

1. Dean Kirby announced that workload planning for the next academic year is approaching. Chandu is working on upgrading the online template. The aim of the upgrade is to allow populating of data using data from previous years.
2. Dean Kirby noted that Appendix F faculty have not undergone regular evaluations. Efforts are underway to incorporate Appendix F faculty into the regular faculty evaluation program.
3. At the previous Council of Deans meeting, the Provost announced that there is a fund for purchasing upgraded laptop computers for full-time continuing teaching faculty who would otherwise not have access to funding for computer upgrades. The aim is to eliminate all of the oldest computers with obsolete operating systems.
4. Faculty Secretary Rice announced that the new URI General education program passed the Faculty Senate. During the transition period all courses to be taught for general education under the new program will be required to be resubmitted and reapproved for Gen-Ed. The transition to a new Gen-Ed program will provide opportunity for CELS departments to offer a wider number of Gen-Ed courses than they have in the past.
5. There will be a Department Chairs Forum held by the Provost's Office on April 23 at the University Club. A focus will be on International programming at the university including the Indonesia initiative in which CELS is heavily involved.

### **New Business:**

1. The CELS Faculty and Professional Staff Meeting will be held at 9am on Thursday May 1 in CBLS 10. Faculty Secretary Rice is putting together the slate of candidates for the meeting and Department Chairs are asked to submit names of nominees by Monday April 21.

### **Old Business:**

1. Discussion continued with Business Manager Curfman on the proposed structure of CELS Fiscal Administrative Units. Ms. Curfman provided an outline of the current ideas for organization which are presented as Appendix I of these minutes. Ms. Curfman

**Adjournment:** *It was moved & seconded to adjourn. The meeting was adjourned at 2:05 pm*

Respectfully Submitted:  
Michael A. Rice, Faculty Secretary

## **APPENDIX 1**

### **OVERVIEW**

The College of the Environment is currently comprised of one administrative department, ten academic departments and three fiscal departments (AES, CE and I'Cubed). The proposed restructuring would merge the departments into five divisions: one administrative division (Dean); and three divisions with academic, research and outreach missions; and student affairs.

The purpose of the merger is to increase efficiency in administrative and business operations of the college, while providing necessary and consistent support to college faculty, staff and students. In doing so, it is hoped to better integrate the Dean's administrative staff with the college faculty and staff.

### **DIVISION STRUCTURE**

Each division will have a director, administrative liaison and a minimum of three division staff persons.

The division director will be responsible for the overall fiscal health of the division, as well as the development of annual budget, as well as the preparation and coordination of dissemination of resources.

The administrative liaison will maintain the resource budgets and provide budget oversight. This person will be a resource to and assist the division with fiscal and human resources, procurement, travel and grant issues.

Division staff persons will be responsible for the execution of the fiscal and human resources, procurement, travel and grant activities.

### **DIVISION SUPPORT**

Pre-award proposal development: Cayuse assistance, budget preparation and serve as resource for calculating current salary and fringe information.

Post-award execution: budget monitoring, procurement, hiring, budget projections, rebudget requests, compilation of ancillary reporting, liaison with grant accountant.

Human resources: budgeting and hiring undergraduate and graduate students, faculty summer salary

### **INDIVIDUAL ADMINISTRATIVE PROGRAMS**

#### **Student Affairs**

A detailed expense budget will be provided prior to the start of the fiscal year. Budget should include funds need for office supplies, student help, employee travel to conferences and meetings, diversity graduation, and all expenses needed for student affairs workshops, meetings and academic tutors.

#### **Diversity**

A detailed expense budget will be provided prior to the start of the fiscal year. Budget should include funds need for office supplies, student help, employee travel to conferences and meetings, diversity student travel scholarships, and all expenses needed for diversity workshops and meetings.

#### **Computer**

Central budget for all computer maintenance. Budget would include all routine and base level software licenses, all computer peripherals, as well as power cords. Funds should be budgeted for the operation of all computer labs. A schedule should be identified and maintained for equipment upgrades.

### **FINANCIAL RESOURCES AND FUNDS MANAGEMENT**

#### **Course Fees**

At the start of each semester a list of all the courses that are being offered that charge a lab fee will be compiled with the current enrollment numbers. Each instructor that teaches a course with associated lab fees will provide an estimated budget for the lab fees. Budgets will be reviewed for allowability and to address potential over or under spending. In the event individual course funds are not fully expended on the specific course, funds can be used for direct curriculum support.

Each division liaison will have delegated authority to approve paperwork per the chair approved budget. Division liaison and staff will procure items as requested and will be responsible to provide an accounting of the expenses per each course.

### **General Revenue (State Operating)**

Division budgets will be developed to support the multiple academic departments that comprise them. Funds will be allocated to support: fixed costs (service contracts for all copiers and equipment, telephone expenses, vehicle insurances where applicable), office supplies, guest lecturers, faculty and student development and other activities that a division deems important.

### **Overhead**

Current college policy on earned overhead is allocated 75% to Dean and 25% to department.

Distribution of 25% department allocation among the division, department and principal investigator will be decided by the division.

### **New Faculty Start-Up**

New faculty will engage with division liaison and staff to review start-up budget and itemized listing

### **Cost Centers (Fund 105)**

### **Fee for Services (Fund 101)**

### **Grants**

## **HUMAN RESOURCES**

### **Summer Recontracting (SR-1)**

### **Undergraduate Hourly Student**

### **Graduate Assistantships – Teaching, Research, Graduate**

The college shall maintain one complete listing of all graduate assistantships.

### **Per Course Instructors**

There will be a College listing maintained by Administration, by fiscal year, with the per course instructors allocated by school (or department or course) and the annual salary. This list needs to be maintained centrally in order to follow the PTFU contract that allows for pay increases.

## **OTHER COMMITMENTS**

Review existing commitments and determine if they will continue.

Vehicle expenses (insurance and gas) charged to state departmental funds.