

Minutes of the March 8, 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 1:30 pm at the CBLS 435 conference room. Members present were Department Chairs Fastovsky, Gold, Gomez-Chiarri, Mitkowski, and Opaluch; Associate Deans, Sheely, and Thornber; Faculty Secretary Rice and *ex-officio* members Palmer, Silvia, and Van Buren. Department Chairs Dalton, Preisser, and Sun; Dean Kirby, Associate Dean Veeger and *ex-officio* member Morreira, were absent. Prof Moore represented MAF and Prof Lane represented BIO. Associate Dean Thornber presided.

Approval of Minutes: *It was moved by Fastovsky and seconded by Opaluch to approve the minutes of February 22, 2017 as amended and they were approved unanimously.*

Announcements:

Associate Dean Thornber

1. The new Vice President for Business and Finance Abigail Rider is now on the job.
2. The search is now underway for a new Vice Provost for Academic Personnel and Budget. The position may be slightly restructured as part of the job description and search procedures.
3. Associate Dean Veeger is away at a conference, but she asks that all department chairs to check e-campus for the proper posting of Fall 2017 courses.
4. Paul Whitney, the Bookstore Manager, gave a presentation to the Council of Deans. There is a big issue with tardy submission of textbook requests. Most requests are usually done in August for the Fall Semester, and December for the Spring Semester. This is the time when wholesale textbook prices are the highest and are hard to locate. Lowest prices are in April-May. Faculty are asked to be mindful of this as prices of textbooks offered to students is highly dependent upon the wholesale prices the Bookstore pays. Students on sports or some academic scholarships DO NOT have the option to buy books outside the university system (online, etc) due to how their scholarship funds are paid out. The bookstore will be holding an informational coffee hour for all faculty interested in saving students money on books at 1pm on March 28 in Atrium 2 of the Memorial Union.
5. Dean Kirby is continuing to be active on the campus-wide task force charged with reviewing the policies for TA and RA allocations across the colleges. The last time such a study was done was in 1992, and few of the recommendations of that study were ever implemented.

Judith Palmer

1. Department chairs are reminded to submit information for W-9 forms for external reviewers so that their honorarium checks can be processed.

Kari Van Buren

1. She expressed gratitude to all who submitted to her information about their academic projects. This will be very useful for fundraising and generating ideas for alumni publications and newsletters.

Meredith Silvia

1. There is a move to replace copiers within the college by leasing several new ones.
2. The Business Office and Associate Dean Thornber are exploring the possibility of creating a set of 'boilerplate' budget justification documents that PIs can use for submitting grant proposals. The idea is to have a set of such documents online that can be downloaded as needed.

Associate Dean Sheely

1. On Wednesday March 29, Michael Bowers, an official with USDA-NIFA will be visiting campus. He will be touring CELS facilities, speaking with NIFA-funded PIs and giving seminars on USDA grantsmanship and Accountability on Hatch and Smith-Lever funds. All with CES Land Grant responsibilities are welcome to participate.

Old Business:

There was no old business

New Business:

There was no new business

Adjournment: *It was moved & seconded to adjourn. The meeting was adjourned at 2:10pm.*

Respectfully Submitted:
Michael A. Rice, Faculty Secretary