

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 CBL 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