

## **Minutes of the September 11, 2019 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 12:05 pm at the CBLS 435 conference room. Members present were Department Chairs Dalton, Gomez-Chiarri, Gold, Roberts, Savage, and Uchida; Associate Deans, Sartini, Sheely, and Thornber; *ex-officio* members Palmer, Silvia and Wilson; and Faculty Secretary Rice. Department Chairs Mitkowski and Sun were absent. Professor Chandlee represented CMB, and Profesor Englander represented PLS. Dean Kirby presided.

**Approval of the Minutes:** *A motion was made by Gold and seconded by Uchida to approve the April 20, 2019 Minutes of the Executive Council. The minutes were approved unanimously.*

### **Announcements:**

#### ***Dean Kirby:***

- 1) We are vigilant for any problems arising in the first week of classes such as double booked classrooms, etc. that often crop up at this time of the semester. So far all is going smoothly.
- 2) Faculty applications for sabbaticals for the 2020-21 academic year are due in the dean's office before 6pm on Monday the 16<sup>th</sup>.
- 3) Deadline for departmental request for new faculty positions is October 31<sup>st</sup>. Only strategic reallocation of retirements is the process for now.
- 4) A leadership program is being developed through the Provost's Office- target population is associate professors or new full professors with at least 6 years of service. RFA will be released soon

#### ***Associate Dean Thornber:***

- 1) Carol will be meeting individually with new faculty hires about use of startup funds, and will be sending an email out to set up the meeting appointments. Chairs were urged to make sure that all new faculty members are being adequately mentored.
- 2) There is a new effort in the college to better use the social media platforms for highlighting student activities. Pictures of students being engaged in exciting activities are welcome to be sent to the dean's office.

#### ***Associate Dean Sheely:***

- 1) There is an Innovation Company setting up a pilot scale composting operation at the agronomy farms as a proof of concept study.

#### ***Skip Wilson:***

- 1) The Distinguished Alumni Award (DAA) ceremonies will be held October 5. The CELS awardee is an alum from Geology. For next years awards, nominees will be coming from the chairs.

#### ***Meredith Silvia:***

- 1) There is a new form for ANY business meal reimbursements (out of pocket expenses). If you are hosting meetings with food involved, see Meredith for details

- 2) Beginning next summer graduate students will need to be hired on an hourly basis, requiring hourly time cards to be filled out and approved by supervisors. No more contracts.
- 3) Colleen Travis has been assigned to handle student travel award administration.
- 4) Make sure ALL paperwork is finished BEFORE any more new hires begin work. No more backdating of forms allowed.
- 5) Background checks are now required for all new part time hires on IP-1, with paperwork for hiring begun at least two weeks before the hire date. However, it may be possible for the new hires to begin work before the background checks are completed. Check with the dean's office.
- 6) All TARs must be completed BEFORE travel happens.

***Faculty Secretary Rice:***

- 1) In the next few days we will be holding an electronic election for a new faculty senator from CELS to fill the unexpired seat of Sen. Becky Sartini, who became an Interim Associate Dean. The Department of Marine Affairs nominated Prof. Richard Burroughs as a senate candidate.

**Old Business:**

There was no Old Business.

**New Business:**

There was no New Business.

**Adjournment:** *It was moved and seconded to adjourn at 12:35 pm*

Respectfully submitted:

Michael A. Rice, Faculty Secretary