

Minutes of the November 22, 2021 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 9:00AM in via Zoom. Members present were Department Chairs Becker, Chandlee, Mitkowski, Paton, Petersson, Roberts, Sheridan & Uchida; Associate Deans, Sartini, and Wilga; Faculty Secretary Rice and *ex-officio* members Palmer, and Silvia. Dean Kirby and URI Foundation Representative Wilson were absent. Associate Dean Sartini presided.

Approval of Minutes: *It was moved by Paton and seconded by Mitkowski to approve the November 5, 2021 Minutes of the Executive Council. The minutes were approved unanimously.*

Announcements:

Sartini (on behalf of Dean Kirby)

1. The catalytic converters were cut out and stolen from two of the CELS Ford vans. The University is self-insured for the loss.
2. Drivers for vans may be students 21 years old or older, but must complete a driver training course conducted by the University. All vans must be converted to 11-passenger vans by removal of the last seat.
3. There will be a work crew going around CBLS in the near future checking the status of windows as to whether or not they leak.

Associate Dean Sartini

1. The information for contracts for TAs stating their duties and responsibilities is due Dec 8; Full year TAs need to be updated on p. 3 of their contracts if there has been no course assignment for their second semester.
2. Deadline for chairs to submit changes for the Fall courses to Enrollment Services is Dec 1, and Summer courses December 13th. Associate Dean Sartini needs to review prior to the deadline.

Associate Dean Wilga

1. Nothing to report.

Meredith Silvia

1. Unit budgets will be released this week. There are no 'surprises'.
2. University/CELS staffing will be 'skeleton crew' on Friday after the Thanksgiving Holiday.

Judith Palmer

1. Announced that she will be working remotely on Friday but will be able to be reached.

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 9:10am.*

Respectfully Submitted:
Michael A. Rice, Faculty Secretary