

College of Arts and Sciences
Chair's Council
November 5, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Fischer, Glende, Hall, Hantzis, Inlow, Israel, Kruger, Latimer, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Woods, Yousif.

Absent: Stan Buchanan, Cavanaugh, Clark, Hill, Seung, Tucker

I. Approval of Minutes from October 22, 2019 – Approved as submitted

II. Budget and other updates and announcements

- Chris O. stated that 2021 might be a lean year and he doesn't anticipate capital equipment or travel. We will get the regular travel as part of S&E but not the supplemental.
- Chris O. is meeting with the College Personnel Committee on November 12 to discuss Biennial Review.
- Applications and admissions for Fall 2020 are up at this point.
- Chris O. asked for the chairpersons to review activity in NFO accounts because if an account has been inactive for three years, the money could be swept. Please contact Chris O. if there are extenuating circumstances around an NFO account.
- Chris O. reported that it was announced at PAC last week that regular faculty members must have telephones. Several chairpersons said they had deactivated hardline phones to save money. Chris O. suggested that the chairpersons hang on to the hardline phones until he can get an update from Academic Affairs.
- Chris O. hopes to have an idea about Tenure Track searches by the end of November.
- Chris F. reminded the chairpersons that the Humanities and Networking Night is November 12. Please encourage undergraduate participation and sign up through Handshake. Dress is business casual.
- Fall only PT Temporary Faculty Appraisals are due Friday, November 15th.
- Chris O. stated that CAS is kicking off the "Trustee in Residence Program" today with Trustee Randy Minas here visiting several CAS units today.
- Dennis B. and Chris F. are attending CCAS this week and Chris O. will be out as well. Bassam Y. will be in the office.

III. Chrome River: Trena Milsap, Holly Garrett, and Leslie Wheeler (Controller's Office)

- Trena M. said that the paper process gave us signatures but with Chrome River, it comes to us all approved online. We verify that everything is ISU and IRS compliant. We work closely with grants and other funding agents.
- Field trips or student organizations need to be under an advisor, faculty, or staff member's pre-approval account. If a faculty member is taking a group of students to a conference, there can be one pre approval for the whole group so that everything is encumbered under one pre approval. If the students are being reimbursed individually then we need to know their name and their 991 so we can add them to Banner for approved travel as a non-employee so they can be found by searching for their name. The student's reimbursement becomes a third-party pay under your preapproval.
- Graduate students will not have their own access so faculty members must enter them (or an admin.) We do not tell the departments who should be proxy for a faculty member.
- Trena M. said that if we want to avoid multiple approvals for the same trip that we can put everything all under one index and then move the monies through transfer. She added that we can adjust the reimbursement if the max amount isn't as much as listed on the pre-approval

- Holly G. stated that with at TA number airfare, cars, and hotel may be scheduled. She and Trena M. are streamlining reconciles so that Enterprise is reconciled weekly, while Altour and Hotels.com reconcile monthly.
- Jen L. commented that if someone doesn't reimburse the department for over-spending that we can have it put on account with the university, much like a parking ticket.
- Chris O. stated that if encumbering for large student trips (20-25 students) is difficult that the Dean's office may be able help, up to a point.
- Holly G. mentioned that anything that is direct billed needs to have a TA. We check the TAs to make sure that the correct TA is used on the correct direct bill.
- The system sends reminders to the traveler and the approver.
- Holly G. mentioned that they will approve a TA if they know that a grant is funding a trip, even if the index is in deficit.

IV. Advising updates

- Dennis B. distributed PT salary reports and asked to be notified ASAP if there were any errors.
- Chris O. said the MySam portal was revised to include another email address that will go to the student's advisor. CAS is added as the secondary advisor for back up, in case there are problems contacting their advisor, or are in between programs, we can then get them where they need to go.
- Dennis B. shared that the provost charged us with an outreach to students. All of the colleges now have a Student Success Center. We sent a customized email to all of our CAS students with the name of their advisor and how to contact them, if they can't then they can contact us. We are not giving out PINs or advising just helping to connect the students with their advisors.
- Dennis B. will email the chairpersons with a .pdf of the posters, and the information for the TVs.
- Chris O. added that we are continuing to expand the general studies profile and recruiting to general studies. Some of that relies on online minors and some departments are only one or two courses shy of having an online minor. Please review your minors to see what might be close to being an online minor.

V. Your items for discussion

- N/A

Next Meeting: November 19