

**Fayetteville State University
Administrative Council
November 18, 2009**

MINUTES

Members Present

Dr. Adegoke Ademiluyi
Dr. Kwaku Twumasi-Ankrah
Dr. Vinod Arya
Dr. Robert Brown
Dr. Cathy Canzona
Dr. Shirley Chao
Dr. Bogdan Czejdo
Ms. Jennifer Draper
Dr. Ronald Johnston
Dr. Edward McShane
Dr. Terri Moore-Brown
Dr. Daniel Okunbor
Dr. Tom Van Cantfort

The meeting opened at 3:10 pm. in Lyons Science Annex 128.

The following business was discussed.

Faculty/Staff Directory

- Dr. Barlow asked that all faculty and staff update their information in the campus directory or make sure that the information is correct.

Faculty Expertise System

- Dr. Barlow asked chairs to encourage their faculty to input information into the faculty expertise system.

Post Tenure Review

- New Post Tenure Review policy has been approved by General Administration. Implementation should take place the fall 2010.

Budgets

- If faculty are traveling to present papers that may be used as a publication, funds may be available in Academic Affairs. If faculty are traveling to participate in programs that will facilitate in accreditation, Title III funds should be requested.
- If a department needs additional monies for their budget, they must complete a budget expansion request with a justification. Dr. Barlow stressed the importance for us to remain conservative in our spending.

Printer Initiative

- The new printer initiative will supply each faculty/staff with 4000 pages that do not require payment from departmental budgets. However after the 4000 pages are exhausted, the departmental budget will be charged. In addition, if 100 or more pages are requested for printing, that job will be re-routed to the Print Shop. The department will be responsible for payment, and the job must be picked up from the Print Shop.

Student Clubs

- Every major should have a student club and be recognized by Student Affairs to receive funds.

Faculty Searches

- Departments that have searches should bring two applicants to the campus for interviews. Chairs should ensure that all positions announcements have been posted on PeopleAdmin.

Fixed-Term Faculty

- Dr. Barlow stated that it may be necessary to reduce the number of fixed-term faculty in the fall.

Personal Services Agreements

- Chairs should ensure that all personal services agreements and independent contractor agreements have the proper justification attached. They must have a memo which states the amount of payment, responsibilities of the contractor, the credentials of the contractor to fulfill the contractual agreement, and the source of payment (budget code).

Global Scholars Fund Raiser

- Dr. Barlow stated that the College will implement another Global Scholars fund raiser. A special account will be set up and contributors may give online. Additionally, we hope to increase the amount raised to \$5000.

Center for Defense and Homeland Security

- A presentation to the faculty will be given on December 1, 2009 at 2:00 p.m. in Lyons Science Annex 120 for the center. Additionally, the B.A. in Intelligence Study has been approved.

Reports of Low-Producing Programs

- The report on low-producing programs is due on December 4, 2009.

SAC Review of Faculty Credential

- Chairs were asked to review all faculty credentials forms for accuracy. Faculty must have at least 18 graduate hours in the subject that they are teaching or preferably a Ph.D. in the area.

2009-2010 Operational Plans

- Assessment Advisory Council will review all 09-10 Operational Plans. The Council has developed a rubric that will facilitate their review.

McNair Scholars

- Dr. Okunbor solicited faculty mentors for the McNair Scholars Program from the departments.

The meeting was adjourned at 4:40 p.m.