

FAYETTEVILLE STATE UNIVERSITY
The Graduate School & Sponsored Research and Programs
Staff Meeting Minutes
August 4, 2010
9:00-9:30 a.m.

Meeting was called to order by Dr. LaDelle Olion, Dean of The Graduate School at 9:00 a.m.

Present: David Camps, Deborah Robinson, Katrina Hoffman, Peggy Shropshire, Kimberlee Hyman, Dwane Hodges, Doreen Hilton, Miranda Greer, Sabrina Burgado, and Kaity Parson.

I. Welcome New Staff

Dr. Olion welcomed the new staff members to the meeting, Ms. Miranda Greer (STEM Program) and Mr. Dwane Hodges (Office of Sponsored Research and Programs)

II. Relocation of Staff and New Dean Announcement

Dr. Olion announced the relocation of staff members, Mary Livings and James Heard, Office of Faculty Development (formerly CITL) will be moving to ITTS in the Cook Building. Wes Brown and Vicky McKenzie will be working for the new Online Instruction project. This office will be moving to the Continuing Education Building. Dr. Teronda McNeill will supervise the new office. Ms. Sandra Williams will relocate into the office suite of Provost's office and Mrs. Tanya Williams will be relocated in the office of the Associate Vice Chancellor of Academic Affairs, Dr. Perry Massey.

Dr. John Brooks has been named the new Dean of University College.

III. Letter in Fayetteville News & Observer

A news article on UNC staff losing summer leave was posted in the Fayetteville News & Observer (August 2, 2010). Staff will be losing leave time at the School of Education at UNC-Chapel Hill in an attempt to balance its books after audit revealed record-keeping problems. Dr. Olion requested all staff to submit the proper leave forms, conflicts of interest, and external activities forms to ensure The Graduate School has current information on all staff members and administrators in the unit. Dr. Olion requested updated work schedules from staff.

IV. Office Environment

Dr. Olion stated that working in The Graduate School is a very stressful job when working with students, staff, and faculty. Handling complaints and disgruntled students is an art that has to be cultivated into a positive effort in satisfying the student. The office environment has improved greatly and we must continue to work towards more productive goals within the Graduate Office.

Meeting Adjourned at 9:30 a.m.

Minutes Respectfully Submitted by:

Peggy Shropshire, Administrative Assistant