

THE GRADUATE SCHOOL AND SPONSORED RESEARCH PROGRAMS
Meeting Minutes

May 12, 2009

10:00 – 12:00 Noon

Meeting was called to order by Dr. LaDelle Olion

Present: Doreen Hilton, David Camps, Peggy Shropshire, Kaity Parson, Katrina Hoffman, Kimberlee Hyman, Shenetta Dudley, Mark Powell

Dr. Olion thanked everyone for a job well done. Because from past experience, some days it is just not easy working at FSU; working any place is not easy and I think that we are going to have some tremendous victories. When we finally get a chance to look back at where we started and look at where we are, we will find a lot of joy and a lot of victories. I say this because at times it is completely overwhelming and if we continue to stay focused and continue to do our jobs; we will have a tremendous impact as to what happens with FSU. At times you will not see when you are not congratulated, or told that you did a great job and there are times when you will never see that. I am saying this because the more we do, it seem the more that needs to be done. It is a continuous cycle of duties and responsibilities of what needs to be done. Every six months we are starting the cycle all over again and it seems it's never ending. We have problems with student's appeals, faculty members and new faces. Again through all of this, I truly believe that we go through some of the darkest periods in life before some great things will happen to you. People have a perception of a university and they see you and that you represent everything about FSU. It has an impact on us as a university. If you work at FSU, regardless of what department, if you work in the nursing program and it is negative some of it will rub off on us. Good things are going to happen to the nursing program and good things are going to happen for us.

Vacation Schedule for the summer: I hope all of you have planned or getting your time in for vacation so we can have orderly transition and the office can run smoothly during the summer. I want to encourage you to put your time in so we can insure everyone has the opportunity to take a vacation and those who don't hopefully you will take time soon. You all cannot be gone during registration and when students return. We need to make sure we have coverage, because you find during these economic times a lot of people are returning to school to get additional training. Does everyone understand the policies as to how it relates to temporary persons? If you are working 40 hours a week, during one week you will need to work 30 hours. Meaning you will need to take 10 hours off during that week and you will not get paid for it. It had to be done during May and June. In the letter it stated by the end of December. If I were you I would not use any bonus leave. Please send me the email so we can make sure we do what needs to be done for Title III (federal funds). Again make sure I get the email so I can send it up to Dr. Jon Young, Provost and VCAA again to make sure that is what we want to do.

Part of the funding for Title III is for The Graduate School.

Mr. Camps: Did you get the questions that went to Erskin Boles office reference if you have folks on contract, can you take the money from out of the check?

Dr. Olion: We met and Dr. Young had 16 pages, but no was the predominant answer to everything. It was from a Dean's meeting. He gave us handwritten things because a lot of the questions were not answered. The questions from all UNC campuses were put together. Mr. Bodley addressed some issues on travel funds; no state vehicles could be used. We did not get an answer about things that were contracted and people had paid, so we still had to follow through with it. If you have any other questions please email them to me and I will forward to make sure you get some answers to them.

Building Manager: I have been designated the building manager and it was requested that the railing is painted. I talked to Rudy and he said he had paint so if there is anything you need please let me know. Peggy is the emergency building coordinator, which is responsible for making sure everyone, is out of the building if something happens. How will we know if the alarm is a test or an actual emergency? That is a good question. We have had rapid incidents to take place on campus and with us being on the edge of the campus, I noticed the light. So we will need to talk about this with Mr. Bronson and we had meetings that we had to go to such as when someone comes on campus with a gun. There is a panic button that Ms. Hoffman can press and it can be heard in the police station.

Mr. Camps, related to the shooting when it took place a student as well faculty members called 911 and the police dept and everyone responded because they knew how to respond because Hampton had several practices. The alarm system that rings at 1200 is not connected. I am just concerned because of the economic depression we are experiencing.

Dr. Hilton: We have had several trainings, I am not sure if you were here but we were given radios, but Ms. Shropshire please contact Human Resources to see about radios. There is a panic button under Ms. Hoffman's desk. I do get concerned especially with you all working late nights and leaving alone. It is not good practice but there were shootings on the side at one of the houses. I suggest try to stay in two's and use all precautions and if you are worried, call the police and have them walk you to your car because I do not want anything to happen.

Where are we in getting the buzzer to working when someone enters the office? We need to make sure the door is closed at all times. Let's put the laser alert for the door back on the list.

Unit Reports: Dr. Olion I thought the forms were online.

Mission: There is a mission for the graduate school, profile of administrators. Are there any questions about part one or is there something we don't understand? There is an example of the Operational Plan and Assessment record, one that has been filled out. Part II is the Operational

Plan for; there is one for the Graduate School and Sponsored Research and Programs. The period covered is August 2008, to the academic year. I have a book here, UNC Tomorrow and some of the BRAC, sort of the strategic plan. Make sure all we do really sits into UNC Tomorrow and also the strategic plan it all goes together. We also need to have the reference of whatever we are doing relate to 4.2. Our citizens and their future, 5.6 Efficiency and 5.8 Accountability, those are UNC Tomorrow's references. We have to make sure we are looking at it in conjunction with our Operational Plan for our unit. Also the FSU mission references, a portion of the FSU's mission statement is included in the example. I can make a copy if you don't have one. We just have to plug in FSU's mission statement. We also have to look at the priorities in regards to FSU's strategic plan. There were six priority areas that were identified and we have to look at the one that relates specifically. I looked at one and it was priority six was Sponsored Research (sustainability and resources). The last time I gave you old information for Sponsored Research and The Graduate School. That was just an idea, because you may have different ideas that you may want to contribute but I was just giving you something that you may want to build on for our goals and objectives. (Dr. Olion read the units goals of the FSU initiative). It talks about goals, intended outcomes and strategies to, achieve them. It talks about how to increase the satisfaction with the Financial Aid Awards process. For example in Sponsored Research, one of our goals is to increase on a yearly basis the number of proposals submitted to external funding sources. What is the intended outcomes and Strategies to achieve our goals and it also had intended outcomes; for example the CQS response rate will increase from 2.7 to 3.5. For Sponsored Research you could talk about intended outcome what is going to increase for percentages and number, etc., the Strategies that we are going to use and also the cost. I think you can put that in.

Dr. Olion: We really don't know what we are going to do because we do not know what the budget is going to look like. The Graduate School is in really good shape because of the increase in enrollment and a lot of positive things we are showing like raising the level of proposal writing. The teaching of students we do not know actually how many faculty lines we have had because there were a lot of positions on the board that we did not fill. Because of this we had to take a cut in the monies that was put aside for the additional positions that were open, and not filled. Due to this reason the budget was adjusted, less that extra money. No one knows what is going to happen now, my suggestion was is we talk about laying people off or cutting personnel, furloughs would be better. Some schools are talking about closing down for a number of weeks. The other issues now, especially with the higher numbers they require for people to teach class there may not be any classes taught in the summer.

Meeting Adjourned at 12:30 p.m.

Submitted Respectfully by Peggy Shropshire