

FAYETTEVILLE STATE UNIVERSITY
The Graduate School & Sponsored Research and Programs
Staff Meeting Minutes
October 6, 2010
10:00-11:00 a.m.

Meeting was called to order by Dr. LaDelle Olion, Dean of The Graduate School at 10:00 a.m.

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

II. Vacation & Leave Forms

Dr. Olion thanked everyone for turning in time sheets and leave forms. He stated with this information, he can complete a spreadsheet on upcoming manpower hours to accommodate the office hours within the school. Thanksgiving and Christmas holidays are approaching and the office must be covered during these times.

III. Budget Crisis

A memo was received on October 5, 2010 from Dr. Jon Young, Provost and Vice Chancellor for Academic Affairs, stating there will be a request for a 10% decrease for 2011 budget. There will be a meeting on Friday, October 8th with the Advisory Budget Committee to discuss the strategy of the budget cut requests.

IV. Equipment Proposals

The North Carolina General Assembly has allocated funds to the University of North Carolina and the State Board of Community Colleges for the purchase of equipment “to be used for teaching and research in the fields of health, science, engineering and technical education” The UNC portion of the allocated funds totals \$22M. Upon approval by the Council of State, funds are available to purchase equipment that, in accordance with the enabling legislation and UNC Tomorrow priorities, will strengthen North Carolina’s position and leadership in: (a) global climate change, sustainability and energy; (b) human health, behavior and medical technologies; (c) educational technologies; (d) nanotechnology; (e) biotechnology, and (f) engineering. Equipment purchases can support basic and applied research, foster the commercialization of university discoveries, or otherwise contribute to the development of human capital and infrastructure in UNC and North Carolina. Proposals should support the current and past performances of the respective department(s) and Fayetteville State University (FSU). All UNC institutions are eligible to apply for equipment/instrumentation funds. FSU submitted nine (9) proposals to UNC General Administration for consideration.

V. Sponsored Research and Programs

Mr. David Camps gave a brief update on the brown bag luncheon workshops OSRP was presenting to faculty and other interested parties on the policies and procedures on writing proposals. OSRP has two positions being announced: Budget Officer and Post-Awards Position. Dr. Olion commented that under the leadership of Mr. Camps the OSRP has made great strides in moving FSU into the field of research.

VI. STEM Project – Dr. Doreen Hilton

Dr. Hilton stated in the near future, she will be taking Mathematics student to New Orleans, Louisiana to a Mathematics conference where the students will have an opportunity to meet and exchange ideas with other math students from across the country.

VII. Printing & Ordering Supplies – Ms. Deborah Robinson

Please send a list of supplies needed to Ms. Robinson by the end of the day. All supplies must be ordered by the first of November 2010.

VIII. Office Environment & Customer Service

Dr. Olion congratulated the office and staff on the improving environment and atmosphere within the office. He stated we must continue to grow and give the students our best customer service and problem-solving experiences.

IX. Thanksgiving & Christmas Funds

The Graduate School Hospitality committee's funds are low and a donation of \$10.00 each is requested to replenish the fund bank.

X. University Activities

October 7, 2010 – Alvin Pouissant will be appearing at 6:00 p.m. in the Seabrook Auditorium

October 9, 2010 – WFSS Annual Jazz on the River at Campbellton Landing, Fayetteville, NC

Meeting Adjourned at 11:00 a.m.

Minutes Respectfully Submitted by:

Peggy Shropshire, Administrative Assistant