

**Graduate School and Sponsored Research
Staff Meeting Minutes
November 12, 2008
10:00-12:00 Noon**

Meeting called to order by Dr. LaDelle Olion at 10:00 a.m.

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

Welcome: Dr. Olion welcomed all staff that was present.

Introduction of Dr. Doreen Hilton as newly appointed Assistant Dean of The Graduate School by Dr. Olion

Telephone Hotline: Ms. Peggy Shropshire stated that all phones are working properly and how to use the phone in case of an emergency; each phone has been equipped with an emergency hotline.

Update on Sponsored Research Programs: Mr. David Camps stated that the current number of submission is down from last year; some proposal that were submitted last year is just being awarded this year. Last year submission of proposals was 22 this year 13; there are still 11 proposals that will be submitted by December 15, 2008. Some proposals were being submitted without coming through Sponsored Research. Grants and Contracts is a concern because there is information that is being briefed over campus and should be with this department. Contracts that are going to the Business and Finance Department are causing confusion. There will be a workshop on December 16-18th for faculty and staff and is required to submit proposal for six months.

Office Etiquette: Good people skills are a must. Quality control is a must; be mindful of who is in the office at all times. The attire and attitudes as a staff are for the most part good. Dr. Olion asked staff members to refrain from eating in their offices or desks; please eat in the designated area or go out to lunch.

Christmas Events for Staff: Christmas social/luncheon will be December 19, 2008. Staff is asked to contribute \$1.00 per month towards the Hospitality Committee, Ms. Deborah Robinson is chair. There was a suggestion to adopt a family for Christmas; Mr. Camps will spearhead this event. Secret Santa will be held at the Christmas social for the staff the maximum amount for gifts will be \$10.00.

Graduate Assistants: Ms. Shropshire stated there are 24 slots, 13 graduate assistants have been re-employed. The guidelines should be streamlined; try to retain the present graduate assistants; She needed to know how many will be allotted for each department.

Proposal for increase of Graduate Application Fee: There was a proposal made that the application fee be increased from \$25.00 to \$35.00 this proposal is still pending. Ms. Hoffman stated there \$16,000.00 has been collected in graduate application fee.

Vacation Schedules: Everyone is asked to please schedule vacations as early as possible.

The meeting was adjourned by Dr. Olion at 12:00 noon.

Respectfully Submitted by Peggy Shropshire