



**Arts & Sciences Chairs Meeting
April 4, 2023
9:00 – 10:30 am via Zoom
Meeting Minutes**

In attendance: Sean Anderson, Stacey Anderson, Dana Baker, Raquel Baker, Geoff Buhl, Catherine Burriss, Rainer Buschmann, Nancy Chen (for Jacob Jenkins), Stephen Clark, Trina Darakjy, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Blake Gillespie, Andrea Grove, Philip Hampton, Alison Harris, Kimmy Kee Rose, Vandana Kohli, Lynette Landry, Jennie Luna, Marianne McGrath, Michael Soltys, Bryan Swig, Greg Wood

I. Meeting Minutes

Meeting minutes for February 21, February 28, and March 7 were approved.

II. Information Items

Facilities update: LSO Swig provided the following updates:

- The north loop project is scheduled to begin on April 10 and targeted for completion before commencement.
- The cold room in Aliso Hall is almost complete.
- The Bell Tower terrace roof is being repaired.
- The Bell Tower courtyard is being repainted.
- Arroyo Hall has lighting issues and repairs are underway.

University Space Planning Committee (USPC): Dean Kohli announced that a planning committee is being convened to review requests for campus space reallocations and submit recommendations to the President, per policy FA.45.002

Budget Deadline for Procurement: MAR Darakjy reminded chairs of the upcoming procurement deadline. Academic Affairs internal deadline was March 30 for purchases over \$50k, and April 30 for any purchases under \$50. Procurement official deadlines are different than the internal Academic Affairs deadlines and requests made after the internal deadlines may have some flexibility. All requests for purchases must be submitted, received, and invoiced before the deadline of June 30.

Operating Budget: MAR Darakjy asked Chairs to work with staff to spend available funds, which include course fees and TH930. She reminded Chairs that at the MAR/Chair department meetings, it was confirmed that these funds should have 50% of the balances spent by December or they will be swept. MAR Darakjy noted that some departments have a significant balance in their General Funds (GD901) and should work with their Analysts, Lead Analyst Harris, or MAR Darakjy to plan and use the funds for their Tier 2 requests. She also offered to meet with Chairs to review department budgets.

III. Discussion Items

Summer Schedule: This topic was tabled.

Collective Vision Annual Report: Dean Kohli announced the release of the Collective Vision 2025 two-year Report for 2020-2022. In the future, all academic year reports will be released in December in that calendar year. For example, 2022-23 will be released in December 2023. She also noted that in the next Collective Vision plan, more intentional activities will need to focus on evidence related to student success. She also signaled that next year, 2023-24, will start the planning phase for the Collective Vision 2030.

Budget Advisory Group: MAR Darakjy asked Chairs to encourage NTTF to join the Budget Advisory Group to offer their perspective in prioritizing upcoming purchases.

Reassign Time Advisory Group: Dean Kohli announced that more details would be shared about the Reassign Time Advisory Group at upcoming Chairs meetings. She noted that more than 95% of the reassign time allocated for 2023-24 AY is based on the recommendations of the Reassign Time Advisory Group.

Strategies for leveraging budgets to move department priorities: Dean Kohli asked Chairs to work with MAR Darakjy to create a strategic plan to spend available funds or to request an extension to spend the funds. She also asked Chairs to provide her with a copy of their strategic plans.

IV. Chairs' Items

Vendor Payments: Several Chairs raised concerns about and provided examples of past due payments to Vendors. Examples included: a vendor refusing to work with Health Science because of repeated delayed payments; ESRM vendors not being paid in a timely manner; accreditation invoices in nursing taking upward of nine months to process; payments to international vendors (UNIV392) paid very late; etc. Dean Kohli confirmed she would follow up and provide an update at an upcoming Chairs meeting.

School Honors Convocation: Dean Kohli confirmed that the School will host an Honors Convocation in Spring 2024 and AD Hampton will plan the event with the assistance of Chair Grove and Coordinator Wood.