

Chairs Meeting Minutes

****Date:**** May 6, 2025

****Time:**** 9:00 AM – 10:30 AM

****Facilitator:**** Dr. Phil Hampton, Interim Dean, School of Arts & Sciences

1. Welcome & Opening

Dr. Phil Hampton and Alison Harris welcomed attendees. The meeting included special guests presenting during time-certain slots. Informal greetings took place as participants joined the Zoom session.

2. Gift Card Program Overview

- Greg Stough from ECS presented on the CSU gift card program managed through the Tango platform.
- He provided an overview of the program's origins, benefits, and procedures.
- Common use cases include research incentives and participant compensation.
- Process includes submitting a Gift Card Pre-Authorization Form via Adobe Sign.
- Gift cards are purchased in bulk and distributed digitally, commonly Amazon cards.
- Greg invited faculty to reach out directly for more detailed guidance.

3. Faculty Affairs Updates

- Dr. LaSonya Davis discussed recent changes and clarified policies in faculty affairs.
- Noted the need for timely submission of hiring paperwork.
- Emphasized the importance of accurate job descriptions and unit evaluations.
- Reminded chairs about contract timelines and early communication with HR where needed.

4. Budget and Course Planning

- Ongoing uncertainty about final budget numbers.
- Chairs raised concerns about scheduling without knowing budget allocations.
- Phil acknowledged the concern and encouraged departments to plan conservatively until numbers are finalized.

5. Announcements and Closing

- Reminders were issued about course cancellation dates for low enrollment in Fall 2025.
- Appreciation was expressed for everyone's continued work through budget challenges.
- Meeting ended with open discussion and informal conversation.

Action Items

[] Ensure updated faculty job descriptions are submitted on time.

[] Encourage use of the Tango platform for eligible gift card-based incentives.

- ☐ Distribute updated budget projections to departments when available.
- ☐ Clarify faculty contract and evaluation timelines with HR as needed.
- ☐ Remind departments of upcoming Fall 2025 scheduling deadlines.