

Administrative Team
May 13, 2004
1:30—3:30, Room 1100J
Agenda

1. **SACS**
Progress?
Official Transcripts—list coming/compliance issues.
New faculty MUST have official transcripts upon entering College.
2. **Part-time Budget**
Chairs meet and determine needs and allocations for 2004/04. Send allocation amounts to Dianne.
Keep spreadsheet at Dept level, forward to Dianne each semester.
3. **Searches for FY06 (conducted 04/05)**
Last chance to modify Dept/College prioritized list.
Cannot search for line that is filled. MUST have letter of resignation.
To Diana Cone and Vaughn by May 18.
New lines MUST have Delaware Study ration to suggest need or other critical justifiable need.
4. **Summer School**
Personnel Actions past due. Any changes, additions, corrections to Dr. Haney ASAP.
June last possible month to pay extra comp, overload, etc. for FY04.
5. **End of Year**
Budget sweep of funds—May 27. Date moved forward because of holiday.
Diana Cone will contact Stephanie and she will forward to you.
6. **Attendance Verification**
Tuesday 18th. Chairs be present all day to resolve any problems
7. **Technology Purchases**
8. **Dublin/GSAMS Class Start Times Handout (firm)**
9. **Budgets for Next Year** (on hold until Legislature acts)
10. **Implementation of Faculty Senate Shared Governance: Principles and Guidelines**
11. **Other Items (please advise)**