



**Members Present:** Dr. Andi Kent, Dean; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences (CINS); Dr. Neil Schwarz, Acting Chair of Health, Kinesiology and Sport (HKS); Mr. Josh Wooden, Director of Academic Advising; Dr. Paige Vitulli, Interim Chair of Integrative Studies (INGS); Dr.

**b. Staff Searches (AK):**

Dr. Kent noted that the Director of Assessment position has been posted through HR as an administrative 110 staff position. Several good applicants have made application and 3 interviews are currently scheduled for July 5<sup>th</sup> and 6<sup>th</sup>. Plans are to have someone start by the fall 2017.

Dr. Tres Stefurak announced that Mrs. Marie Entessar turned in her notice to retire effective September 1, 2017.

been filled. Mrs. Charlotte Rogers transferred from the Admissions Office to fill the position effective Monday, June 12<sup>th</sup>.

**2. Summer Enrollment (AG): Tabled**

**3. 2012 2017 Enrollment (JW):**

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Studies 2012-2017 Enrollment. He provided a brief update on enrollment at the CEPS. He noted that this information is also available on the Institutional and Research website.

**4. Search Committee Charge (AK):**

Dr. Kent informed the chairs that it is important for the chairs to give a charge to the search committee at the beginning of the search to provide clarity and awareness of the

**2<sup>nd</sup>.** If approved by the chair, the request will be given to Mr. Josh Wooden, state certification officer, to review. If he approves, Mr. Wooden will make a recommendation to the dean for approval.

**3<sup>rd</sup>.** Changes should only be made with yearly bulletin changes, otherwise is could be problematic.

This process should be implemented immediately.

**6. Forms coming to Dean for Approval (AK):**

In an effort to make sure that expense documents (i.e. travel reimbursements, direct pays, purchase documents, etc.) have been reviewed by either Charlotte or John, staff should be instructed to give folders with these types of documents directly to either Charlotte or John and not to Dr. Kent for signature. They will review and initial the document and give to Dr. Kent for final signature approval. For clarification purposes, anything that is departmental related goes to Charlotte and anything that is grant related goes to John. Part-time files should be given to Dana for review. Dr. Kent also noted that most forms are not an emergency and can wait a day, but if there is an occasional emergency, Dana should be notified and an attempt will be made to get an appropriate signature as soon as possible.

**7. The Pillars (AG):**

