Chairs’ Meeting Minutes
October 14, 2014

Meeting convened at: 2:18

Present: James H. McDonald, David Admire, Matt Barton, Kyle Bishop, Art Challis, Pat Keehley, Elise Leahy, Britt Mace, Mark Miller, Kristine Frost, Administrative Assistant

Guest: Janet Borg

1. Janet Borg asked faculty to:
   a. Share items that donor’s might be interested in
   b. To tell her about alumni who have made it big, people that might be willing to do things for the university.
   c. Tell her what kind of scholarships would make a difference in their programs
   d. Tell her about any alumni that could be spotlighted in the Alumni magazine
   e. On Oct 25th there is an HSS tailgate at the Presidents House. They need 3 different posters from students and HSS faculty. These can have been presented elsewhere. Can cover research or projects

2. When Registrar’s Office sends e-mails about transfer credits, please answer back in a timely manner.

3. Budgets
   a. We will be modeling upcoming budgets—what are the pockets of need?
      1. Salary
      2. 1 class credit for new teachers
   b. There need to be one on one conversations and then build a model on board
   c. Department faculty offices all in one place instead of scattered all over campus
   d. Money to help students to get ready for conferences
   e. Advisors that are actually in HSS rather than University College

Meeting adjourned at 2:58