

Administrative Council Meeting

Agenda

Wednesday, April 13, 2022

9:00 a.m. ED 330

NOTES

Attendees: MJBradley, LGBryant, AWheeler-Gryffin, ABowser, APimpleton-Gray, RTowery, JClogston, JANalley

New Business

1. Recruiting Events – LGBryant shared upcoming events with chairs and directors. BHendrix and AWade will cover Junior Jumpstarts, Transfer, and Chancellor’s receptions.
2. Owl – LGBryant & MJBradley shared information regarding this new technology. Discussions revolving use, security, etc. took place.
3. Advisory Board – MJBradley reminded chairs and introduced to directors the request from advisement to create an advisement board. APimpleton-Gray requested that we frame this as “ambassadors/community leaders” for the college.
4. Budget updates – MJBradley shared the latest departmental budget amounts to chairs and directors.
5. Strategic Plan – MJBradley discussed current handout from Creative Services and requested feedback regarding edits, noting majority of text would remain following faculty feedback.
6. Scholarships – LGBryant requested that chairs and directors continue filling college privately funded scholarships.
7. Graduation May 7, 2022 – Chairs and directors were reminded of the event.
8. ADC Update
 - a. Approximately 50 hiring freeze forms received by AA, approximately 25 have been approved. HPESS/P&C requests were approved.
 - b. Faculty honors and retirement reception.
 - c. Provost encouraged deans and chairs to review closely any future curriculum changes.
 - d. Board of Trustees met regarding interim chancellor position.
9. Department Updates
 - a. Childhood Services - August 8th, 9th, 10th – 50th Anniversary celebration. Continuing optimistic leadership training for all.
 - b. ELCSE – Hired 2 of 6 open positions.
 - c. PEP – An administrative specialist has been hired. Proceeding with hiring internship coordinator position. Internship placement requests have gone out, exit evaluations/meeting will be occurring on May 2nd. Last day of internship is April 29th.
 - d. TE – revising fall schedule and preparing summer pay for faculty. Thanked RKlerk and NAdams for all of their assistance.
 - e. HPESS – Offer letter has been prepared for administrative specialist. Working on building security.
 - f. P&C – Received 2 lines.

- g. ERZ – An administrative specialist has been hired. SEL event is scheduled for next week. Save the date - June 7th P-20 event. June 16th “You Can Learn” event in Little Rock. APSI is July 19-22, preparations are taking place.
- 10. GA Allocation – MJBradley discussed email received from the Graduate school.
- 11. Other
 - a. Honors Banquet presentation has been posted to website and FB
 - b. Educator Commitment signing event in Little Rock, Friday, April 15th.
 - c. Educator Commitment Signing, April 21st @ 10:00 a.m. on 2nd Floor Ed./Comm building
 - d. MPP program director is retiring effective June 30th. Interested individuals are directed to Crowley’s Ridge Co-Op
 - e. Create@State is next week.

Deadlines:

April 1-30

- Departments and colleges should fill any vacancies on the department and College PRT committees, elect their university PRTC representative, and forward the name of replacements to Office of the Provost/Academic Affairs and Research by 04/30/22

April 13

- Deans forward reappointment recommendations for budgeted non-tenured faculty to the Provost and VCAAR (Reappointment letters are not sent to non-tenured faculty)

April 18-20

- Create@State

April 21

- Graduate Council Meeting
- Chancellor’s Reception – North Little Rock 5:00

April 22

- Transfer Open House – Student Union, 3rd Floor 9:00 – 12:00; Information Fair 9:00-9:45 in Centennial Hall
- Junior Jumpstart – Student Union 12:30 - 2:00 Centennial Hall

April 25

- Lonoke County Chancellor’s Reception – Cabot Event Center 5:00 – 7:30; Information Fair; 5:00-7:00

April 28

- Projected Unit goals for FY 2022-2023 from deans and directors due to the Provost and VCAAR