

Department Chair Meeting Minutes

Department of Arts and Sciences

October 28, 2014

The meeting was called to order by Dr. Carmen Burkhalter. Those present were: Dr. Carmen Burkhalter, Dr. Chris Maynard, Dr. Yaschica Williams, Dr. Francis Koti, Dr. Bob Garfrerick, Dr. Jeff Bibbee, Dr. Claudia Vance, Dr. Brent Olive, Dr. Greg Pitts, Dr. David McCullough, Dr. Jerri Bullard, Ms. Chiong-Yiao Chen, Dr. Tom Haggerty, Dr. Richard Hudiburg, Dr. Cynthia Stenger, Dr. Cynthia Burkhead, and Dr. Joy Borah. Invited guests: Cindy Conlon, Procurement; Donna Tipps, Controller; Leif Trousdale, Foundations; Judy Jackson, Foundations

1. **Approval of Minutes from September 30.** The minutes were approved by consensus.
2. **Foundation Accounts:** Judy Jackson and Leif Trousdale answered questions from Chairs regarding Foundation's Accounting Procedures. Chairs voiced the following concerns:
 - a. Problems accessing current account balances and why Foundation accounts aren't available through Banner. Chairs would like to electronically access their accounts. Judy Jackson said they would look into providing Chairs with a canned report. Foundations would need to check into security issues of allowing Chairs to access accounts. They currently use Raiser's Edge and Financial Edge software instead of Banner.
 - b. The date departments are notified of scholarship availability. Judy Jackson indicated departments should be notified in February.
 - c. Dr. Burkhead asked Foundations to verify that payroll deductions are going into the correct Foundation accounts.
 - d. Chairs questioned whether Lion Match funds could go to the same student or if the matching funds went to a second student. Judy Jackson said she would investigate this with Student Financial Services.
3. **Purchasing:** Cindy Conlon reminded Chairs about procedures for P-Cards. P-Cards cannot be used for Foundation purchases. Technology and equipment should go through the requisition process unless you get approval from the Purchasing Department to use the P-Card.
4. **Controller's Office:** Donna Tipps said departments can transfer money from their Foundation Accounts to their University accounts, but cannot transfer money from a University account to a Foundation account. Payments that are submitted at the end of the budget year will come out of the next year's budget if it is obviously for the next budget year. The example used was a professional membership. If it was submitted at the end of FY 2014, but is for membership in FY 2015, the dues would come out of the FY15 budget.

5. **Upcoming Events:** Chairs were reminded of two upcoming events. Dr. Burkhead and Dr. Bibbee are managing the A&S tent for First Friday on November 7. Dr. Borah and Dr. Koti are coordinating Preview Day for A&S on Saturday, November 8.
6. **Area V corrections:** Dr. Maynard reminded everyone to submit any corrections to Area V pages to the Dean's office.