

**Academic Affairs Leadership Team**  
**Thursday, February 16, 2012**

I. CHECK – IN

a) Agenda

- Inauguration – Cheryl Goodwin and Jean Poth
- FY13 Budget - Bill
- Book Orders - Bill
- Faculty Assignments - Grace

II. ACTION ITEMS

a) Inauguration – Cheryl Goodwin and Jean Poth

Cheryl and Jean let the group know the timeline for the Inauguration of our new President. The Inauguration will be held on April 30, 2012 at 11:00 a.m. More details will follow as the date approaches. The Deans will speak with their faculty about participating in the procession.

There will be no DAY classes on April 30 but evening classes will be held as scheduled.

b) FY13 Budget - Bill

Sharon provided the group with a packet of instructions regarding the FY13 budget. The group reviewed the materials and there was a discussion regarding the setting of goals for the upcoming year. Bill would like fewer goals that are clearer and measurable, with accountability. Bill also stated that goal setting should drive the budget process.

A question was raised regarding the purchase of scanners, printers, copiers, etc. The current process for ordering these items is to budget for them in your own budget, obtain a quote from Frank Duchame and then purchase. Bill also let the group know that Capital requests should be \$10,000 and above.

Sharon will meet with each division to review budget requests as they come in.

c) Book orders – Bill

There was a discussion regarding the time frame for book orders being sent to the bookstore. Federal law requires that books be available for students to choose when they sign up for a class. The current policy is not to add faculty names to the master schedule without a book order in place. Bill asked the Deans to notify faculty that they must supply a book order before their name will be entered on the master schedule.

d) Faculty Assignments - Grace

Grace showed the group the advising form that has gone out to the divisions that states which students the faculty members will advising. Grace informed the group that the forms need to be returned in a timely manner so Gail can assign students to advisors.