Dean’s Staff Advisory Board Meeting

4/12/2018

Present: Jada Russell (Chair), Marcia Lane (Co-Chair), Meagan Spillers (Secretary), Bonnie Maples, James Remington, Christine Tidwell, Constance Honorable, Jordan Murphy

Absent: Kayla Whitt (Vice-Chair), Margy Wirtz-Henry, Pam Cash, Lucy Simpson, Katie Potter

**Membership Updates:**

**CFS**- Jordan Murphy – ELC will have early learning institute, first weekend in June, Friday June 2.

**EPC** – Christine Tidwell – they are starting construction on the counselor edu rooms that are being built. They will most likely be in full force next week.

If anyone wants metal cabinets with the double doors, they are available, else they will be moved to surplus

Q: How long did it take to get that started?

A: About mid Sept?

Q: what is the timeline?

A: they want to have it done in time for fall, but we aren’t sure.

James was wondering because of the money he requested and when it will become available.

**ELPS** – Constance Honorable- absent, had a death in the family. We will need to get together for a card.

**KRSS** – Absent. Perhaps Danielle would be interested?

**Nutrition** – absent.

**Public Health** – Wendy Smith - In June having, in June public health summer academy

**Retail, Hospitality and Tourism Management** – Marcia Johnson – pre-graduation ceremony tomorrow afternoon; faculty are traveling over the summer

**TPTE** – Katie Potter - absent

**Marketing – Bonnie Maples** – nothing new right now. Two marketing ambassadors are graduating, they are recruiting for the Fall. There is a marketing link on the website now. They help with a project, get a project approved, an idea for media story, make sure your project is UT brand.

Curriculum center will be going away. Opportunities to get the materials will be opened up in phases, over the next 4-6 weeks (Close down in Aug.). This will be moving online, so the curriculum will not be available after Aug.

**Instructional Technology** – Bonnie Maples – received 15 more laptops, and 15 multimedia projectors (they can go over wifi as well). They do have about 6 more older projectors they can give out – they are old, but still work.

FYI: be careful walking by the cabinets. One of Bonnie’s student hooked her backpack on the cabinet and pulled it down on her foot. She is now in a boot. Also, if you do get hurt by the construction going on, you do have to file an incident report – students, faculty and staff.

**James Remington** – got confirmation of tech fee request funding - $74,824. The big concern was the $42,00 for psych cameras…which was approved. He will be sending these updates out to tech committee. For cameras, storage systems for recordings, installation, etc. They had $1 million to distribute and $2 million in requests. They award money based on student enrollment – so we are around 11% of the total undergrad population.

Q - Christine: Should we ask for 20% more than what we need?

A: James: Yes, actually. I do try to encourage everyone to ask for everything.

**Dean’s office** – Kayla Whitt – absent. Kayla will out the first two weeks of June.

**Student Services** – GRADUATION time in TN. Tomorrow, 7:00 pm, TBA. Remember the clear bag policy is in effect.

**Website**:

Bylaws: These are now on the website. They are not PDF – this is sometimes not compatible. If there are any changes that need to be made, please email Jada.

Cover pic, is from South Knox, school supplies.

Advisory board members – Bonnie will link emails to members names

Pictures? August 9, headshots and group picture – Cynthia Clark

Minutes and meeting schedule

Mission

**Ideas:**

A way to direct traffic to website? James can mention this is admin counsel

Add photos

A page for “Outreach” with the photos there

**Future Initiatives**?

River rescue

Ijams clean up

South Knox school supplies drive – we should start now. August 8, students go back. Or helping with the first day back.

Student Outreach on campus – ped walkway. Answer questions for our college or hand out something with our college logo; staff a tent that’s already set up (maybe through the marketing office);

Next Meeting: August 9 – be ready for headshots and group photo