**Dean’s Staff Advisory Board Meeting**

DATE: March 14, 2019, 2:00 pm Claxton Complex 412

**Members: (Check name if present)**

Kayla Jones (Chair) Yes Meagan Spillers (Vice Chair/Sec)Absent

James Remington Yes Marcia Lane Yes

Bonnie Maples Yes Wendy Smith Yes

Constance Honorable Yes Jordan Murphy Absent

Pam Cash Absent Katie Potter Absent

Christine Tidwell Yes Scott Smith Yes

**Membership Updates:**

**Constance will be stepping down from her positon on the board; Wade McGarity will be replacing her.**

**CFS**- Jordan Murphy: Sent these updates:

* We have 1 new faculty hire – Assistant Professor. Start date is August 1st. Lori Caudle, PhD. She received her MS and PhD from our department (CFS Alum)
* We have 1 faculty member retiring in July – Delores Smith. We’ll hopefully be searching to fill her line in the Fall 2019
* One of our graduate students (an international student from Jamaica) Wendy McLean has recently learned that she has invasive ductal carcinoma (breast cancer). She has no close relatives in the US and could maybe use some support or a care package or a card from DSAB, if possible
* We are having our Mid-Cycle Academic Program Review on April 1st and 2nd
* We are having our Teacher’s Appreciation Luncheon on Wednesday April 24th at Calhoun’s on the River from 12:00 PM until 2:00 PM. Will not conflict with the CEHHS Recognition Ceremony @ 3:00 PM, and is more for our Teacher Licensure teachers who supervise our interns.

**EPC** – Christine Tidwell:

* Researching possible upgrade to the fifth floor of BEC.
* [Camp Aliya](https://accolades.utk.edu/2018/10/19/planting-seeds-at-camp-aliya/) is June 28-29, Grief Outreach Initiative camp to be held at Pond Gap Elementary and they need volunteers.

**ELPS** – Constance Honorable:

* Wade McGarity will be the new DSAB representative for the ELPS department starting July 1st.
* Dr. Norma Mertz is retiring as department head. New interim department head as of July 1, 2019 will be Patrick Biddix; Biddix will also remain as co-director of PERC and Associate department head will be Dorian McCoy.
* Dr. Norma Mertz’s retirement reception will be May 3rd.

**KRSS** – Scott Smith:

* There is an open position for an administrative assistant. Temporary employee was hired and has already moved to another position at the university so the position will be reposted and interviews started again.
* LATE ANNOUNCEMENT-KRSS has won one of the $10,000 first impression awards. Details will be released on 3/15/19.

**Nutrition** – Pam Cash: No one attended; no input.

**Public Health** – Wendy Smith:

* A lot of rearranging in the department
* New PH201 class both on campus and online is available and getting good enrollment numbers.

**Retail, Hospitality and Tourism Management** – Marcia Lane:

* Department submitted and won for the building the First Impressions contest with an award of $10,000 to do improvements in seating and charging stations in the main hallway and possibly outside
* Planning is underway for the Appalachian Spring event. Brad Martin, from Proffitt’s, will be the honored guest.

**Marketing –** Bonnie Maples:

* Did a T-shirt give way to students of a newly designed, Caribbean blue comfort colors shirt with design of all of our main buildings on the back with great feedback and participation from our students, they loved them!
* We will be working on some ideas for staff appreciation week in April, possible t-shirt give away, gift cards, etc.

**Instructional Services Center** – Bonnie Maples:

* If you do Wordpress, you will be getting an email about the two step authentication being added to your site. This is legit.
* We will be hosting lots of the summer orientation breakout sessions in the ISC over summer due to classroom renovations so if you need conference room space, reserve it quick!
* ISC will be closed over spring break and we will start abbreviated summer hours after end of spring semester.

**OCC** -James Remington:

* Do two-step authentication if you have not, never have to change your password again.
* Discussed how everyone’s computers are dragging due to new malware bytes that OIT has initiated. Working with technology committee on campus to resolve this issue.

**Dean’s office** – Kayla Jones:

* Dean will be stepping down from his position June 30 and transferring to the ELPS department after a period off.
* Several classrooms in BEC, Claxton, JHB & HPER are being renovated over the summer.
  + BEC 118
  + Claxton, 209, 210 & 211
  + JHB 308
  + HPER 31B, 232, 235, 239, 243

**Student Services** – Meagan Spillers: Absent

* Will be moving several of their orientation sessions to the ISC conference room, computer lab and creativity lab due to renovations
* Will be returning from maternity leave in approximately mid-May
* Laura Brown will be going on Maternity leave mid April 12 weeks

**TPTE-** Katie Potter-Absent Updates sent

* New hire-Tara Bumgarner- in Vicki Church’s old position supporting ASL/Deaf Ed faculty
* New hire-Ann Bowman- New admin in the VolsTeach program in Greve Hall
* Open positions-Patti Fagg’s position will be posted soon. Awaiting HR approval for new PDQ.
* Opening positions-Charlotte Gossett will retire the end of April. Her position will be posted as soon as the PDQ is rewritten and approved.

**Recognition of Dean Rider:** It was discussed whether or notwe wanted to recognize the dean for his service to the college and how to go about it. It was discussed as to whether we wanted to include the USAB & GSAB and it was decided to do staff only. Discussion of what to do and the following ideas were discussed:

* Some type of keepsake instead of a card that we could sign
* Suggested a framed photo of staff and allow for signatures on the matting surrounding the photo
* Suggested a hand drawn/sketched image of the college buildings with the matting option also
* Suggested a drone photo of staff gathered on the Claxton lawn but felt it would be impossible to do
* Suggested a video/footage/memories video or presentation but it was decided against
* Final decision was to come up with alternate ideas and sent to Kayla before April 1st
* James is to inform Kayla of the actual number of staff we have in the college
* Some departments might do their own form recognition

**Other items:**

**Accessibility for Bailey and Claxton Update**: Not discussed

**Strategic Plan Update:** Not discussed

**Other: No other items for discussion on this date**

Next Meeting: April 11, 2 PM Room 412 Claxton