

Academic Affairs Deans' Meeting
Minutes
April 2, 2019
9:00 a.m. – 10:00 a.m.
Thomas Edison Campus; Building I, Room 228

Present: Dr. Eileen DeLuca (Interim Provost)
Dr. Martin McClinton (Dean, School of Pure & Applied Sciences)
Dr. Debbie Psihountas (Dean, School of Business & Technology)
Dr. Joyce Rollins (Interim Dean, School of Education)
Dr. Deborah Teed (Dean, School of Arts, Humanities & Social Sciences)
Dr. Paula Tropello (Dean, School of Health Professions)

Others: Barbara Miley (Coordinator, Accountability & Effectiveness)

1. SACSCOC Update
 - a. Monitoring Report was submitted on March 29 and received by SACSCOC on April 1
 - b. Meetings will be scheduled with program leaders to review the narratives they provided compared to what was officially submitted
 - c. Work has already begun for preparation of the reaffirmation in 2022
 - d. The substantive change prospectus that was submitted for the CCC-Digital Media/Multimedia Production has been approved by SACSCOC
2. Budget Priorities
 - a. Deans need to review the pages in the handout, prioritize before next budget meeting with administrators
 - b. Information should be sent to Dr. DeLuca as quickly as possible
3. JRC-CVT Site Visit
 - a. Site visit went well
 - b. Many strengths and no deficiencies were noted
 - c. Site visit team was very pleased with the recommendations for improvement brought forward by program leaders

4. Other
 - a. Garnett Salmon resigned
 - b. Dr. DeLuca will be meeting with the staff in the registrar's office to develop a plan of action for moving forward
 - c. Dr. DeLuca is not certain at this time if position will remain as it is currently titled (Registrar and Director of Academic Advising, Career and Transfer Services) or if the position will be divided into two roles
 - d. Melissa Rizzuto resigned on April 1 and is going to FGCU

The meeting adjourned at 10:00 a.m.

New Position and Reclassification Requests for FY20



Academic Affairs

Request Type	Title	Reclass/Salary Adjustment Name	Requested by	Program	Area	Account	Salary	Fringe	Amount Requested	Funding Source
New Position	Professor, Nursing (3)	New	Deborah Selman	Nursing	School of Health Professions	52001	146,310	47,434	193,744	Fund 10
New Position	Dental Clinic Manager / Instructor	New	Karen Molumby	Dental Hygiene	School of Health Professions	52005	38,017	30,652	68,669	Patient Fees
New Position	Coodinator, Academic Affairs	New	Martin McClinton	Science	School of Science	5300	35,681	13,645	49,326	Fund 10
New Position	Professor, Science	New	Martin McClinton	Science	School of Science	52001	48,770	15,811	64,581	Fund 10
New Position	Professor, Chemistry	New	Martin McClinton	Science	School of Science	52001	48,770	15,811	64,581	Fund 10
New Position	Professor, Biological Science	New	Martin McClinton	Biology	School of Science	52001	48,770	15,811	64,581	Fund 10
New Position	Professor, Mathematics TEMP	New	Martin McClinton	Math	School of Science	52001	48,770	15,811	64,581	Fund 10-One Year Only
New Position	Professor, Mathematics TEMP	New	Martin McClinton	Math	School of Science	52001	48,770	15,811	64,581	Fund 10-One Year Only
New Position	Coordinator, Technology Training, TLC	New	Melissa Rizzuto	TLC	TLC	53000	41,305	15,815	57,120	Fund 10
New Position	Coodinator, Institutional Research	New	Joseph Van Gaalen	Institutional Research	Inst Research, Effectiveness, Grants & Ass	53000	43,370	16,219	6,111	Fund 10-will be able to cover the rest with internal reorg
New Position	Professor, Architecture & Construction	New	Debbie Psihountas	Architecture & Construction	School of Business	52001	48,770	15,811	64,581	Fund 10
New Position	Professor, Computer Science	New	Debbie Psihountas	Architecture & Construction	School of Business	52001	55,965	17,002	72,967	Fund 10
New Position	Professor, English Composition HG	New	Deborah Teed	English	School of Arts	52001	48,770	15,811	64,581	Fund 10
New Position	Professor, Economics	New	Deborah Teed	English	School of Arts	52001	48,770	15,811	64,581	Fund 10
New Position	Professor, Humanities	New	Deborah Teed	English	School of Arts	52001	48,770	15,811	64,581	Fund 10
New Position	Professor, Political Science	New	Deborah Teed	English	School of Arts	52001	48,770	15,811	64,581	Fund 10
New Position	Professor, Psychology	New	Deborah Teed	English	School of Arts	52001	48,770	15,811	64,581	Fund 10
New Position	Professor, History	New	Deborah Teed	English	School of Arts	52001	48,770	15,811	64,581	Fund 10
New Position	Professor, Music Theory	New	Deborah Teed	English	School of Arts	52001	55,965	17,002	72,967	Fund 10
New Position	Staff Assistant, International Ed	New	Michael Messina	International Education	International Education	54000	26,300	12,882	39,182	Fund 10
New Position	Academic Support Coach	New	Monica Moore	Academic Success Center	Academic Success Center	53000	37,465	15,064	52,529	Fund 10 & Course Fees
Salary Adjustment	Instructional Assistants, FT	Various	Monica Moore	Academic Success Center	Academic Success Center	52300			43,885	Fund 10 & Course Fees
Salary Adjustment	Instructional Assistants, FT	Various	Monica Moore	Academic Success Center	Academic Success Center	52504			20,021	Fund 10 & Course Fees
Salary Adjustment	Academic Support Specialist	Benjamin Fulker	Monica Moore	Academic Success Center	Academic Success Center	53000	33,755	14,340	1,143	Fund 10 & Math Fees
Salary Adjustment	Academic Support Specialist	Amy English	Monica Moore	Academic Success Center	Academic Success Center	53000	36,718	14,918	1,233	Fund 10 & Course Fees
Salary Adjustment	Academic Support Specialist	Lucinda Nowall	Monica Moore	Academic Success Center	Academic Success Center	53000	32,986	14,189	2,081	Fund 10
Salary Adjustment	Academic Support Specialist	Sandy Sardinas	Monica Moore	Academic Success Center	Academic Success Center	53000	41,305	15,816	3,956	Fund 10
Salary Adjustment	Academic Support Specialist	Laura Price	Monica Moore	Academic Success Center	Academic Success Center	53000	41,305	15,816	4,761	Fund 10 & Course Fees
Total Requested for Academic Affairs							1,251,687	450,532	1,464,674	

Student Affairs

Request Type	Title	Reclass/Salary Adjustment Name	Requested by	Program	Area	Account	Salary	Fringe	Amount Requested	Funding Source
New	Coordinator, Career Services	New	Christy Gilfert	Career Services	Student Affairs	53000	39,338	15,431	54,769	Fund 10
Reclassification	Director, Orientation & Transition Prog	Catherine Gorman	Christy Gilfert	Orientation	Student Affairs	53000	59,550	19,382	4,782	Fund 10
Reclassification	Coordinator, Orientation & Transition Prog	Danielle McCarthur	Christy Gilfert	Orientation	Student Affairs	53000	39,338	15,431	10,806	Fund 10 (1,081) & SAF (9,725)
New	Student Engagement/Case Manager-HG	New	Mark Bukowski	Student Affairs	Student Affairs	53000	40,000	15,560	55,560	Fund 10

New Position and Reclassification Requests for FY20

Salary Adj.	Director, Admissions	Amber McCown	Christy Gilfert	Admissions	Admissions	51200	75,000	22,403	8,370	Fund 10-Salary Adj.	
Reclassification	Administrative Assistant	Emily Moretta	Thomas Rath	Charlotte Campus	Charlotte Campus-President	53000	29,355	13,479	4,448	Fund 10-Reclassification	
Total Requested for Student Affairs								282,581	101,685	138,735	

Total Requested	1,534,268	552,217	1,603,408
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Mandatory Increases for FY20



Academic Affairs

Department	Index	Pooled Account	Description	Amount	Notes
SoHP - Dental Hygiene	DENLEE	60900	Annual Accreditation Fee	2,030	The Program will receive site visit next year and fee will be double
SoHP - Dental Hygiene	DENLEE	63500	Professional Liability Insurance	8,403	Coverage for Staff delivering patient Care
SoHP - Radiology Technology	RADLEE	64500	Trajecsys reporting System	5,000	This has been covered with Program Application fees, but those funds has been used entirely.
SoHP - BSN	NURBSN	64500	AACN annual membership	300	Price increase
SoBT - Dean's Budget	DEANBT	60900	Printing	2,500	Larger budget needed
SoBT - Dean's Budget	DEANBT	60500	Travel	12,000	Larger budget needed
Total School of Health Professions				30,233	

Student Affairs

Department	Index	Pooled Account	Description	Amount	Notes
Financial Aid	201320	58100	Work Study Match	143,827	We haven't received confirmation on the waiver
Grand Total				174,060	

New Initiative Requests for FY20



Academic Affairs - Fund 10

Department	Title	Description	Amount Requested	One Time Funding	Notes
School of Business	Marketing, Brochures, Other	to advertise SoBT programs	10,000	10,000	Should be included in MARCOM?
TLC	Faculty PD Travel Funds	Additional funds needed - Demand has increased over the years	40,000	0	
TLC	Faculty ePortfolio Platform - Portfolium	Current process for managing and creating faculty ePortfolios in Canvas is not sustainable with current human resources	28,000	5,000	
School of Education	NACEP Accreditation	To seek accreditaion for Accelerated Pathways Programs	1,260	700	
Library	Add new Research Databases	Incorporate three research Databases (MLA International, Project Muse and Mango Languages)	25,000	0	
School of AHSS	One Book, One College	To engage student and faculty in multiple activities to share the experience of reading and discussing one single text	45,000	0	
School of Science	Anatomy and Physiology Equipment	To update and add A&P models and tissue sample slides for Lee-Collier-Charlotte	18,200	18,200	requested through Perkins as well
School of Science	Chemistry and Biology Lab Equipments	To update lab equipments in Collier campus	12,500	12,500	
School of Science	Biology Lab Equipment for Hendry Glades	Two scientific balances	2,000	2,000	
School of Science	New Equipment for Marine Science course	To support new class in Marine Science	11,000	11,000	
School of Science	Microbiology Equipment for HG	Equipment needed to offer Microbiology classes at the center	16,500	16,500	
School of Science	Update Biology Lab Equipment on Lee	Need to replace some equipment for the Biology Lab	10,500	10,500	
School of Science	Update Chemistry Lab Equipment on Lee	Equipment needed for Chemistry Lab to be functional	22,500	22,500	

Total Academic Affairs **242,460** **108,900**

Student Affairs - Fund 10

Area	Title	Description	Amount Requested	One Time Funding	Notes
Admissions	Building an Effective Financial Aid Strategy	To develop effective scholarship offerings for new students and increase firsttime freshman enrollment	65,000	65,000	
Admissions	Brainware for Transcripts Solution	To automate data extraction, validation and processing of high school transcripts	269,992	248,044	\$248,044 One time - \$21,948 Recurring
Dean of Students	Expanded Student Mental Health Counseling Services	To increase the number of hours sor student mental health counseling	110,000	0	

Total Student Affairs **444,992** **313,044**

Total Requested from Fund 10 **687,452** **421,944**

Academic Affairs - PR Funds

Area	Title	Description	Amount Requested	One Time Funding	Notes
School of Business	New PR budget for Dean of Business	PR funds requested for lunches and giveaways at local events and meetings	2,000	0	
School of Business	Advisory Board	To provide refreshments at every meeting (twice a year)	2,000	0	

Total Academic Affairs PR Funds **4,000** **0**