

**Provost/Deans' Meeting**  
**Minutes**  
**November 19, 2019**  
**9:30 a.m. – 11:00 a.m.**  
**Thomas Edison Campus; Building I, Room 214**

Present: Dr. Eileen DeLuca (Provost)  
Dr. Martin McClinton (Vice Provost/Dean, School of Pure and 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: Jason Dudley (Executive Director, Marketing and Media)  
Sherolyn Crawford, Recorder (Administrative Coordinator, Academic Affairs)

**1. Guest: Jason Dudley, Perkins Grant and Technology**

- a. Jason shared information that PCs and Laptops purchased with Perkins funding were due for a refresh. Currently, the PCs are more than seven years old which means they are out of compliance.
- b. The total cost is approximately \$223,000 which is 1,000 per unit, and there are 223 PCs.
- c. Deans asked if Jason could give any recommendations to come up with a strategy for purchasing the new technology.
- d. Jason shared that after the initial bulk of PCs are in place, going forward the technology would be replaced as the need arises according to the date.
- e. Deans discussed Perkins Grant funding with Dr. Psihountas, who shared that the majority of the PCs could be replaced with this year's Perkins funding.

**2. Searches, Screening Committee and Protocol**

- a. Dr. Martin McClinton shared an update on the search for the Dean of the School of Pure and Applied Sciences. There are two more candidates scheduled to interview and the hope is to have the candidate start on January 2, 2019, however the start date is negotiable.
- b. Dr. McClinton also shared that the search for the Director of Advising is nearing a conclusion and that all four candidates have been interviewed. Dr. DeLuca is scheduled to meet with Dr. Gilfert for the candidate recommendation.

- c. Dr. Teed gave an update that the search for the Dean of the School of Education is in the works and that the target start date for the position is July 1, 2020.
- d. Dr. DeLuca discussed protocol for meals when bringing faculty to on campus interviews. It was decided that there could be either a breakfast or a lunch during the candidates visit/on campus interview. Deans will engage in an effort towards consistent candidate experience.
- e. Dr. Psihountas suggested using Qualtrics to get feedback after candidate Open Forums. Dr. DeLuca agreed that there should be a better mechanism in place for gathering feedback however, at this time we welcome verbal feedback.

### **3. Budget/Vacancies**

- a. Dr. DeLuca asked the Deans to review their budget requests from the 2019-2020 budget cycle and to consider keeping a wish list in order of priority. Funding may become available later in the year, to cover their requests.

### **4. Other**

- a. Dr. DeLuca shared that Professional Development events and the Provost Meeting on January 2, 2020, will take place on all campuses with breakfast and lunch being served at each location. Various Administrators will be present on all campuses. Jason Dudley will facilitate Zoom set up on all campuses.
- b. Dr. Psihountas spoke about Zoom training in the School of Business in Technology and expressed that it is going well. The area is working with IT to pilot the use of Zoom as part of a for-credit course starting in spring term 2020.
- c. Jason Dudley made the Deans aware that door keycards should be up and running by June.
- d. Dr. Rollins suggested having one or two people from each area attend Faculty Forums so that all schools would be represented during the hiring process.

The meeting adjourned at 10:45 a.m.