

ALC Agenda: 5/4/22, 1:30pm

Meeting Notes – Academic Leadership Council – May 4, 2022

Notes by Mary Lynne Golden

Members Present:

Frank Einhellig	Joye Norris	Guest:
Chris Craig	Michelle Olsen	Natalie McNish
Paul Deal	Thomas Peters	Mike Wills
Keri Franklin	Greg Rainwater	Denise Cunningham
Nancy Gordon	Mark Smith	
Rob Hornberger	Barri Tinkler - absent	
Michael Hudson	Shawn Wahl	
Tamara Jahnke	Elizabeth Walker - absent	
Julie Masterson	Kelly Wood	
Victor Matthews	Michael Burton	
David Meinert		

1) **Announcements with Comments**

- Cost-Center funded Staff Equity adjustments – due to Frank by May 9.
- May Dates to Note:
 - 5 – CNAS Undergraduate Research Day
 - 6 – MCHHS Research Day
 - 7 – Einhellig Interdisciplinary Forum
 - 9 – Faculty & Staff Retiree Dinner – 5:30pm, Welcome Center
 - 19 – BOG meetings – 8:30am – Finance & Facilities; 10:15am-Programs & Planning; 1:00pm- Regular BOG meeting
 - 20 – Spring Commencement – 9:30am (RCOAL, COE & CNAS); 1:00pm (COAG, COB & Interdisciplinary); 5:00pm (CHPA & MCHHS)
- June 23 – BOG Committee Meetings – West Plains
- June 24 – BOG Meeting – West Plains
- June 29 – Administrative Council Retreat – All Day

2) **Discussion Items**

- Guest: Natalie McNish, Mike Wills re: Policy Changes
*Worked with Financial Aid to look at increasing the Procurement thresholds. Looked at it from a policy standpoint. This helps align to other Missouri institutes. Informal procurement will require 3 comparable quotes, can come in the form of phone, writing, email.
P-card will now allow a transaction up to \$10,000. The Department stays at up to \$10,000.
Informal departmental level procurement will now be authorized to purchase up to \$25,000 as long as you have comparable quotes and they are documented. Can be internet quotes from vendors.
Procurement can still intervene and get a better deal if they feel like they can. This is what will be attached to a requisition. Informal procurement will now take a requisition between \$25,001 - \$99,999. If it is a contracted vendor then the quotes are not needed. Bid process will now be \$100,000 or more. Computer Hardware & Software – must be approved by the Office of*

Information Services. Documentation must be submitted with the requisition payment request. Can still work through procurement if needed.

Sole/Single Feasible Source form – Sole source (Microsoft Office, warranty source) means only one option ever to buy this service.

Single Feasible source (Vet for Journagan for example) that there is more than one but there is one that meets our needs and we can justify and document why that is.

Travel Policy – Receipts are now required over \$30 (instead of \$10) individual receipts

- PSIP Awards & Faculty Equity Comments – Frank
PSIP awards were sent out today to 4 people. PAF's will not be required. Faculty equity has been approved by the Provost. No PAF's will be required for these either.
- Computer Inventory & Classroom Computers – Greg
The last time we did an inventory of student computers in labs was 2017. So, an inventory will need to be done and the older computers will not be Windows 11 compliant so will need to be upgraded. This will be covered by SCUF funds to the extent we can and will start with the oldest first and work through as many as possible. Open labs and computerized classrooms are the focus.
- Enrollment Observations/comments
 - Fall – Rob
 - Summer – Frank & Dean's perspective
- Budget Plan – Vic and Frank
 - Fa17 to 21 comparisons
 - Personnel, enrollment, credit hours

Frank spoke about the Executive Budget committee meeting and passed out information that showed static figures for the current cycle. However, Spring 2023 there is a chance that Deans will have to look at shifting faculty needs, or where income base will be.

- TB testing, new faculty – Chris
This is being reviewed and more information will be coming.
- PALS visit to Mountain Grove & W. Plains – Chris

The PALS group is going to Mountain Grove and West Plains on Friday, May 6. Will spend time with Dennis Lancaster to ask questions and understand WP better. Mountain Grove will be visiting the campus that most will not have seen.

Looking Ahead

May

- 5 CNAS Undergraduate Research Day
- 5 Multicultural Graduation Ceremony, 6:00pm, PSU Theater
- 6 MCHHS Research Day
- 6 SGA End of Year Banquet, 5:30pm, Union Club
- 7 Einhellig Interdisciplinary Forum, 9:00am, PSU
- 9 Faculty and Staff Retiree Dinner – 5:30pm, Welcome Center
- 13 Jim Baker Retirement Party – 3:00-5:00pm, eFactory, Jay Wasson Idea Loft
- 16 President's Late Night Finals Breakfast – 8:45pm, Blair Shannon Dining Hall
- 18 Dr. David Muegge's Retirement Reception – 3:30-5:00pm, Ballroom West
- 19 Board of Governors meetings
- 20 Commencement –9:00am (RCOAL, COE and CNAS); 1:00pm (COAG, COB, Interdis.); 5:00pm (CHPA & MCHHS)
- 30 Memorial Day – University Closed

June

- 14 Staff Awards Luncheon – 11:30am – 1:30pm, Hammons Student Center
- 20 Juneteenth Observance – University Closed
- 23 United Way Day of Caring
- 23 BOG Committee Meetings – 1:00pm – 5:00pm, West Plains
- 24 BOG Meeting – 8:30am, West Plains

28 Emeriti Dinner – 6:00pm, PSU Ballroom
29 Admin Council Retreat – Jay Wasson Idea Loft

July

22 Summer Visit Day
27 Provost Retreat – 8:30am, Darr Ag. Center