

Executive Council Minutes

November 5, 2018

Present: Karla Hughes, Alex Becker, Peggy Doss, Linda Rushing, Bob Ware, Jeff Weaver, Christy Pace

1. Strategic Plan – Dr. Hughes

The strategic plan was discussed. The overall plan was completed in 2017, and each unit was to begin working on their individual plan. Updates were given as to how units have been accomplishing this task.

2. EAB Registration Campaign – Dr. Hughes

Vice Chancellors were asked to help support EAB efforts. There are approximately 60 faculty using campaigns.

3. Relocation of Furniture – Dr. Hughes

Phase II has begun for the relocation of offices. Vice Chancellors were asked to let their direct reports know that they should first contact Emily Ashley, the lead on the project, before looking at furniture in vacant offices.

4. Travel Reimbursement Policy – Mr. Becker

As a reminder, the Vice Chancellor of their respective unit must sign all TR-1 forms. The Finance office has been receiving several without the VC's signature and it slows down the reimbursement process. Also, a requisition must be entered prior to the travel.

5. Early Retirement Requests – Dr. Doss

Two requests for early retirement were submitted. The Executive Council reviewed and approved the requests, which will be submitted to the Board of Trustees for approval.

6. Budget Request Justification – Dr. Doss

Details were discussed regarding how to show a connection between budget requests and strategic plan goals. A column will be added to the budget request spreadsheet to clarify which goal the request links to, from either the overall strategic plan or the unit plan.