The meeting began at 3pm.

**Meeting Focus:** Purchasing Updates and Development Overview

**Chairs/Directors Present:** Griffin, Heyman, Bixler, Chacon, Alarid, Brunk, Weber, Tabuenca, Weaver, Lee, Chacon-Silva, Boehmer, Genna, Bench, Campbell, Goletti, Nunez, Herman

**Chairs/Directors Invited but not Present:** Williams, Basu, Sowards, Smith, Valero, Cappell, Wilson, Chilton, Moffett, Castaneda, Doyle

**Dean’s Office Staff Present:** Jayasuriya, Herman, Zarate, Loya, Herrera and Estrada

1. **Updates on Purchasing Department**
   Diane De Hoyos and staff members from the Purchasing and General Services reviewed important procedures and rules for purchasing. They also let chairs and directors know that (1) Miner Mall will be shutdown periodically during the spring and summer, and (2) faculty should attend to e-mail announcements about shutdowns and deadlines.

2. **Asset Management and Development Overview**
   Sandra Lopez and Mallory Driggers from Asset Management and Development discussed how they can assist chairs/directors in fund-raising and connecting with potential donors. They also provided suggestions on how to engage potential donors and develop relationships that might lead to gifts and donations.

3. **Announcements and Other Issues**
   - Crites let the chairs and directors know that they can nominate faculty for emeritus status at any time. This will allow faculty to be recognized at the annual event while their paperwork is being processed by the UT system.
   - Please review the academic events calendar that was distributed by the Provost and submit recommendations.
   - Crites reminded chairs and directors of the reception at Adair Margo’s house (Tue. Mar. 7th @ 5:30).
   - Loya mentioned that he is updating the process for the forms online. Once it is updated, he will meet with the departments and programs to talk about the process.
   - Jayasuriya would like to spotlight on faculty achievements on the website. We would like to have faculty from all areas recognized for recent achievements such as publications, creative activities and grants. A form will be distributed for this purpose.
   - Chairs and directors should have faculty who are submitting proposals to the Curriculum Committee should work with Crystal Herman before submitting the
proposals. She will assist them in verifying that the proposals are complete and correct. Chairs and directors are welcome to attend the Curriculum Committee meetings.

4. **Strategy for New Hires**

Crites mentioned that the College deadline for submitting requests for recruiting new TN/TT faculty is April 30th. Chairs and directors should submit requests to the College by April 6th. Crites indicated that he would be happy to meet with chairs and directors to help them create strong proposals. Interdisciplinary joint hires are one potential way to create a strong proposal.

**Reminders:**

- **February 23** – Deadline to submit Gold Nugget/Distinguished Alumni Nominations
- **February 26** – LACC Proposals Deadline
- **February 28** – University Service Awards, 3pm, Magoffin Auditorium
- **March 1** – Deadline to submit Tom Lea Fellowship Applications
- **March 7** – LACC Meeting
- **March 26** – Deadline to submit nominations for Liberal Arts Outstanding Awards
- **March 30** – Performance Evaluations for Staff are due
- **April 1** – PAR’s Due
- **April 3** – Arts & Humanities Career Enhancement Awards Ceremony, 6pm, Centennial Museum
- **April 19** – Liberal Arts Outstanding Achievement Awards Ceremony, 4pm, Geology Reading Room