1. Meeting Date and Time: 9/22/2023, 11:30am – 1:00pm

2. Meeting Location: Saguaro Hall Room 219

3. Attendees: David Galbraith, Gaby Cordova, Keenia Shinagawa, Mohammad Pessarakli, Giovanni Melandri, Rebecca Mosher, Samantha Orchard, Alex Bucksch, Marc Orbach, Amritha Wickrimage, Zhongou Xiong, Alex Hu, Mark Beilstein, Jesse Woodson, Becca Schomer, Ravi Palanivelu, Betsy Arnold, Michelle McMahon, Barry Pryor, Glenn Wright, David Baltrus, Matt Jenks, Leslie Bonilla

4. Agenda or Meeting Purpose: Faculty Meeting

5. Meeting Notes (Key discussion points, decisions, and action items):

**1) State of the School**

**A. Introductions:**

* New staff members Gaby Cordova, Accountant 2, and Keenia Shinagawa, Graduate Student Support Coordinator.

**B. Emergency CALES budgeting/Course and Student Statistics:**

* Leslie B: funding future is still unsure.
* Galbraith: data presented by Jeff Ratje does not represent status well. Incorrect data regarding student enrollment and the current courses. The list of classes looks healthy. Searching for ways to recruit new students to CALES and Plant Sciences. Distance learning may be expanded. Waiting for future budgeting so that unit may respond accordingly.
* Orchard: Reassessing how classes should be structured. There were reports indicating classes without any enrollment, which turned out to be incorrect data. Reports did not give faculty credit for in-person as well as online courses. Keenia was able to pull more useful reports from analytics with better representation regarding course and student statistics. Faculty is teaching above FTE. Analytics information isn't the best snapshot of teaching. PD's are not updated. All the places to pull data from are not clear. Places missed and better data needs to be made available.
* Keenia: Working on updating website with accurate courses, survey could be sent out to assess the accuracy of the course descriptions on the website.
* Final word: Funding is still being figured out. No expansion for the time-being. Sitting tight for the moment without accurate data. No moves forward until things are figured out and reports are polished and better data is produced.

**2) Update on reorganization of the business office: Leslie Bonilla**

* + - New processes have been put in place for efficiency.
    - Issues in the office have been taking place for over a year and the business office is not up to standard. The business office would not pass audit as of now. All efforts being put towards getting up to standards.
    - The faculty would like the option of having a mailbox and to continue to ship packages to the business office.
    - Leslie expresses the hazard of leaking boxes and unknown specimens being shipped to the business office, where they are not trained to handle/store these shipments.
    - New processes were recommended: a table in the copy room for shipping companies to drop and the office will inform faculty members of deliveries. Perishables would be up to the faculty members to pick up as they will not be stored/refrigerated properly in the business office.
    - Mailboxes will be made available upon request.
    - Students are happy for long awaited reimbursements. Please follow up with the business office if reimbursement is still pending by October 1st.
    - not a huge expense? P-card is preferred. Cannot use p-card for non-UA employee purchases unless it is a business meeting expense.
    - Warranty receipts can be kept by the lab. Please send a copy to bizoffice email.
    - Electronic receipts can be kept digitally. Physical receipts must be kept in the business office.
    - The faculty states that p-card form needs to be updated to be more user-friendly.
    - Leslie plans to create Dropbox with the business office forms to ensure using the most up-to-date form.
    - Travel authorizations- complete travel auth and route using icon at bottom of TA form, or you can attach it to email and send to SPLS.
    - We will need to communicate and work together to create processes that work and are safe for everyone. Moving forward, a meeting for faculty to meet with the business office is a possibility.

**3) SPLS Retreat: Alex Bucksch**

* Retreat is for Faculty, graduate students and post-doctoral.
* Agenda was shared.
* A survey was conducted and the biggest complaint in the survey was lack of cohesiveness.
* Poll for where the retreat should be held was conducted. JW Marriott Starr Pass Resort received the most votes.

4) Infrastructure: Marc Orbach

* Progress has been made with FM in Marley several times over the summer. Working with flooring, air circulation and other FM issues with labs.
* Issues with labs with leaks in ionized water systems and possible mold growth. Working with FM for preventable maintenance.
* Any issues with lab, you should contact Christopher who will contact FM.
* FM has compared resolved tickets with all tickets and there has been a lot of progress.
* Issues with Hettich growth chambers are ongoing, more than half not functioning properly.
* Drafting letter to Hettich about the need to resolve these issues.

\*\*\*New Prohibited Word Use (Discussion omitted due to HR instruction). All topics on agenda were not discussed due to time constraints.\*\*\*

These meeting minutes provide a clear and organized summary of the key points, decisions, and action items discussed during the meeting.