

Chairs and Directors Regular Meeting

December 15, 2021

**MINUTES**

**Attendance**

**Dean’s Office:**  E. Del Barco, R. Caldwell, S. Cruz, T. Dorman, J. Steele, M. Tomova, L. von Kalm

**Chairs:**  J. Colwell, F. Jentsch, X. Li, L. Mustaine, J. Schultz, G. Worthy, S. Zhang,

**Directors**: J. Bacchus, D. Beidel, P. Bohlen, M. Dagley, M. Williams (for M. Sigman)

**Guests:** K. Hamann, E. Mucciolo, Bryan Sevinger

* **OneDrive Migration von Kalm/Caldwell/Sevinger**

Laurie announced that everyone still using S Drive will be migrated to OneDrive.

* Richard indicated that this would take place over a weekend.
* To access, NIDs will have to be provided.
* Techs will be available to help if anyone needs.
* Please contact IT if there are any problems.
* Issues with HIPPA and fax access were discussed.

Richard also indicated that everyone would eventually be moving to Microsoft Teams.

* Some units are already using.

Telephone removal discussed.

* If a phone is not needed, it can be removed.
* If a phone is needed, one can be installed at no cost.

Laurie announced that Richard is retiring on Friday and wished to recognize him for his good service to the College of Sciences. A gift was presented.

* Richard introduced his replacement, Bryan Sevinger.
* **Change in COS Proposal Submission Process del Barco**

Enrique indicated that the college requirement for a full proposal submission will now be 10 days.

* The stresses of late submissions, coupled with COVID, had caused several of the staff in the

research area to resign.

* The submission time will be 10 business days.
* Discussion took place regarding edits.
* Enrique reported that, “Sponsored Award Proposals @ UCF for Investigators" is a new mandatory webcourse which needs to be passed.
* **Recognizing Dr. Kerstin Hamann and Dr. Eduardo Mucciolo Tomova et al**
* The dean wished to acknowledge and thank Dr. Kerstin Hamann for her good service to the School of Politics, Security, & International Affairs and Dr. Eduardo Mucciolo for his good service to the Department of Physics.
* A commemorative, framed piece was presented to both.
* The chairs and directors praised both for being excellent colleagues.

Celebratory lunch with cake followed.

Meeting Adjourned 2:30pm

Respectfully submitted,

Maggie LeClair

***Reminders***

Chairs/Directors REGULAR January 12, 1pm, CSB 221 & Zoom if needed

Chair/Director ONLY January 26, 1pm, CSB 221 & Zoom if needed