

**Council of Academic Deans Meeting**  
**July 14, 2009**  
**Summary and Action Items**

- **Travel Management Improvement Project** - Mr. Sergio Rey, Assistant Director of Accounting, gave an overview of “Travel Tracks,” the travel management and improvement project. He discussed the process, timeline and policy changes. The process will be paperless submitted by the traveler through ESS. The project team will meet with Deans and Chairs/ Directors to brief them on this project and then training sessions will be scheduled for support personnel. A phased roll-out is tentatively planned for October through November 2009 with a campus go-live scheduled for January 2010.

- **Ushers from Academic Affairs for Commencement** – Dr. Debbie Thorne reported on the number of ushers required for each commencement ceremony. Volunteers will be requested from the Academic Affairs division beginning with the August 2009 semester.

**Off Agenda**

- **Salary Review** – Dr. Gene Bourgeois reminded the Deans that recommendations for salary review are due by July 24, 2009. Timeline for appeals is July 24 through August 1, 2009.

- **Target of Opportunities** – Dr. Bourgeois announced that the deadline for Target of Opportunities is tomorrow, July 15, 2009. Decisions on the applications received will be made by the end of next week.