

Department of Chemistry
Faculty Meeting
December 5, 2024, 3:30-5:00 p.m., CHB 102

AGENDA

	Topic	Presenter
a	Updates from Chair	Munira Khalil
b	Budget and Staff Updates	Paul Miller
c	HR Updates	Lynsey Tafreshi
d	Finance Updates	Angie Mullen
e	UW CFD Updates	Diana Knight
f	Chair Search Updates	Josh Vaughan

MINUTES

I. Announcements

- Prof. Daniel Gamelin, recipient of the Paul Hopkins Faculty Award, will be giving a lecture on Tuesday, February 4, 2025, from 4:00-5:00 p.m. Lecture topic and location TBA

II. Update on Chemistry Chair Search

- Josh Vaughan (internal committee member) met with Chemistry faculty and compiled feedback, which was forwarded to the Chair Search Committee (Jessica Werk, Chair of Astronomy; Berry Brosi, Professor of Biology).
- Chair Search Committee also met with staff and student bodies; their full report (including 3-6 suggested candidate names) will be sent to the CAS Dean's Office.
- Dean to conduct interviews with selected faculty.
- College Guidelines for Search Process:
<https://admin.artsci.washington.edu/personnel/chair-search-committee-guidelines>
- Chair Appointments Overview:
<https://admin.artsci.washington.edu/personnel/chair-appointments-college-arts-and-sciences-overview>

III. Periodic Table in BAG 260

- Faculty expressed interest. Appropriate staff member will be contacted to complete the task

IV. Budgets & Rates

- Paul Miller presented analysis of ASE budgeting and program size
- Paul Miller provided an update on instrumentation, consumables, and stockroom billing
- Current Issues include the fact that billing, reservation, and stockroom systems are not fully integrated with Workday. The goal for 2025 is to upgrade out of proprietary systems and streamline processes

V. HR Updates (Presentation from Quarterly Chairs' Meeting, 11/21/24)

- Effective January 1, 2025, the minimum salary a position must receive to be considered overtime exempt will increase to \$6,498/mo. (\$77,976/yr.).
- Impacts for Chemistry: Exempt staff employees and postdoctoral scholars who are currently overtime exempt but whose actual pay is less than the state threshold will be moved into overtime eligible job codes and must track their time starting Monday, 12/30/24
- Overtime Policy: a) An employee must request in writing, and receive approval in writing, before an employee works overtime; b) If an employee works overtime and doesn't have prior, written approval, the overtime must nonetheless be paid; c) Not following the department policy on prior written approval is a performance management issue that can lead to termination

VI. Finance Updates

- Welcome, Rachel Nutter, to the Finance Team
- Travel Form has been updated, to include additional visibility for approvals and faster processing times. Process applies to both postdocs and faculty
- For faculty traveling on department business, please list supervisor as either Paul Miller or employee who will be replacing Angie Mullen

VII. Philanthropy

- All are encouraged to contribute to the Combined Fund Drive (workplace giving program; can contribute to charity through payroll deductions). Contributions can be one-time or recurring; can give as little as \$1 per paycheck. More than 4,700 non-profit organizations participate. If you're interested or for any questions, contact Diana Knight, Campaign Coordinator