

Tuesday, August 3, 2010 Dean's Council Meeting Minutes

Attendance: Mike Cron, Don Flickinger, Cheryl Cluchey for Don Green, Ellen Haneline, Karen Strasser for Reinhold Hill, Michelle Johnston, Randall Schrader for Leah Monger, Dave Nicol, Bill Potter, Robbie Teahen

Guest Miles Postema, General Counsel

Miles Postema presented a negotiations update.

HLC update

Robbie reminded the group that the HLC Site visit is scheduled on the week of April 18, 2011.

Important items to do now (and more detail will follow from Robbie):

- Update TracDat information since all information will be thoroughly reviewed.
- Include all accreditation information on Websites, show affiliate status; include a link that shows where the accreditation information is (i.e., a link to the University Catalog if accreditation information is there).
- Self-studies need to be saved as PDF's and scanned in. (There will be very large documents).
- Syllabi (include all courses offered this past summer and coming fall semesters).
- Update textbook information.

Save items to the Academic Affairs Shared drive:

- Formal written agreements, i.e., internship documentation; policies on student loads, i.e., compliance documentation. Save items under the folder "Items for HLC" (create a sub-folder for your college).

Robbie will clarify certain items in the documents and send information to the deans.

Vacant Position Procedures

Don Flickinger discussed vacant position procedures. Ellen Haneline questioned how to determine what makes a vacant position need stronger for a particular college over another one. Discussion began on what gives the strongest rationale for a college - is it enrollment, accreditation requirements, college history? What warrants the move of a vacant position to or from a college? It was agreed that rules need to be defined and criteria/input from Fritz needs to be discussed.

A sub-committee of Deans (Ellen Haneline, Michelle Johnston and (Reinhold Hill, who was recommended as a member in his absence) was formed that will put together a draft of criteria to assist colleges in labeling their top priorities for replacing vacant positions.

Action: The sub-committee will bring a draft of the criteria to the August 16, 2010 DC meeting for discussion.

Review of HR Related Policies & Procedures for Retirement Draft (handout previously emailed)

Don Flickinger discussed the draft HR policies and procedures for retirement (HR Related Policies & Procedures, FSU-HRPP 04:46). The changes concern retiree courtesies and privileges for those retiring employees not eligible for Emeritus status.

Analysis of Summer Session SCH (handout previously emailed)

Don Flickinger discussed the Analysis of Summer Session SCH and reminded the deans that new language will guarantee full pay.

- Review sessions early.
- Check to see if any changes to the schedule need to be made for scheduling of Summer 2011 courses.

Action: Deans, review to see if this document would be appropriate for when sub-committees meet to discuss the summer semester; send input to Don Flickinger.

Distribution of FY'11 One-time Equipment Funds (handouts)

Don Flickinger discussed a draft plan for distribution of FY'11 one-time equipment funds (handouts) and noted that the draft documents were created as a starting point to begin this process. The draft plan for distribution would be based on an analysis of lecture/lab SCH's, growth/decline adjustments and enrollment and credit hours by type of class. The deans reviewed the documents and their general consensus was that they were in support of the plan.

Don recognized and thanked Kim Wilber for her initiative and skill in creating these interactive documents.

Action: Input on the process to Don Flickinger by Friday, August 6. Don will review the documents with the College of Engineering Technology when Ron McKean returns to campus early next week and then will make a decision.

New Office Contacts and Information

Robin Hoisington reminded the deans that information including work load changes, new contact names, phone numbers and office locations are due to her before, or no later than, Monday August 9:

- Needed items are:
 - 1) Names of those who left on ERIPs and MPSERS retirements
 - 2) New re-organization plan or work-load changes caused by above ERIP/MPSERS retirements, and
 - 3) New contact's name, office number and telephone location (also indicate who each person

replaced).

This information is requested by the President's Office by all divisions to help ensure that everyone have the correct contact names/information which will help create a smooth transition for the start-up of school and returning students. (And, when all of the other FSU divisional contact information is in and compiled I will be happy to share it with you for you and your departmental staff).

Action: Before (or by Monday, August 9) send completed information to Robin via email.

Round table

COEHS

Michelle Johnston - good news: The Traverse City location is interested in marketing our special-education teacher classes (they have also committed to covering 50% of their employees' (Traverse City) tuition to attend our classes in Traverse City.

UNIV

Bill Potter reminded the group of the programming that is planned for Monday and Wednesday afternoons of faculty professional week.

FLITE

Randall Schroeder noted that FLITE is being used for many visits from the community. Having many public visitors can bring along situations and these have included vandalism. Since it is our Library's intent to keep as much open access to the public as possible, the first floor will remain open to the public and the 2nd/3rd floor computers will be accessible via a MyFSU password, which will help to safeguard specialized software and so forth.

CPTS

Cheryl Cluchey noted that 7, 8, and 9th grade students - as a part of a Grand Rapids Hispanic initiative - have been touring through some colleges and the Student Rec Center.

CAS

Karen Strasser asked for names of those who could be interviewed by the campus Diversity Committee regarding job searches and diversity.

Action: Contact Karen with names.

Respectfully submitted by Robin Hoisington