

## Meeting Minutes of the Tuesday, August 17, 2010 Deans' Council Planning Session

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**Present:** Mike Cron, Steve Durst, Ian Mathison, Fritz Erickson, Don Flickinger, Don Green, Ellen Haneline, Reinhold Hill, Michelle Johnston, Ron McKean, Dave Nicol, Bill Potter, Robbie Teahen, Kim Wilber

### **Operational Efficiencies**

Don Flickinger noted that the Operational Efficiencies Report is ultimately required by the State. He requested that 09-10 ERIP requests and new operational efficiencies be included on this year's report (do not include accomplishments or prior year efficiencies). The savings from the 09-10 ERIPS can be reported on next year's report.

### **Salary savings**

Salary savings, at the end of the fiscal year, will continue to be pooled at the Provost's Office. These funds are used to cover sabbatical replacement costs, equipment funding, etc.

### **Vacant Position Procedures (Handout) submitted by sub-committee chair Ellen Haneline**

Discussion centered on an equitable way to review vacant positions and to give an opportunity for open dialog and input from Deans' Council members. This review will also give everyone an opportunity to better understand the needs and direction of the other colleges. Fritz Erickson discussed the prudence of being prepared to make the case for a college's vacant positions at all times.

Discussion began on the process and the most effective way to conduct the review. The general consensus was that vacant positions should be brought to the DC for discussion and then a recommendation would be made to the Provost for his decision. This process could take place on a rolling basis (with specific positions being done by a deadline depending on unique situations). Discussion began regarding the most appropriate time for a college to bring a vacant position forward. After discussion, Fritz said that the process of bringing all vacant positions to the DC for review will begin this year and open discussion will take place on the success of this new procedure for the future.

### **Equipment List and Perkins Funding**

Discussion began on the equipment list and Perkins funding distribution. The current equipment list is now formula-based. Discussion centered around some colleges having equipment intensive programs, as well as some programs being designed to have more lectures but their associated labs require use of several equipment items. Some thought that internships should be counted in the formula. Fritz said that open dialog would take place at the Deans' Council meetings if a college has a crucial equipment request/need.

### **Budget**

Fritz explained how critical it is that the colleges manage their budget balances to keep them from going into deficit at fiscal year-end. Fritz stressed that account overages would be covered but at the beginning of the next fiscal year the overage would be deducted from a college's beginning budget allowance and they would need to meet with Fritz if their budget balance continues to need this kind of coverage for two years in a row.

Discussion moved to Phase 4 reductions. Fritz noted that there should still be an opportunity to review the draft Phase 4 plan. This plan will also need further review as it is driven by the status of the State's budget.

### **Negotiations**

Don Flickinger gave a brief negotiations update.

### **Fostering Positive Relationships - Handout**

Fritz began a discussion on how to foster positive relationships and outlined his plans to meet with the colleges in an open-dialog format. He plans to meet with departments during this school year and the meetings will focus on curriculum and gaining a greater insight into their academic issues. His desire is for the faculty to lead these discussions.

**Action:** Contact Robin to set up times.

Deans need to have open discussion with their colleges regarding the budget in order to help make certain that budget processes are clear and understood by the faculty. Fritz and Kim will be attending budget training sessions with the colleges to explain internal budget operations and processes so that faculty can gain a better understanding of how the budget processes work.

**Action:** Contact Robin to set up times.

### **Faculty Advisory Networks**

Fritz encouraged the colleges to set up their own faculty advisory networks. He plans to organize his own advisory network since this is a good vehicle from which to hear opinions and to listen to input and gather new ideas from the faculty.

**Action:** Plan to have a Faculty Advisory Network set up for your college and send Fritz (via Robin) a list of faculty names.

Fritz discussed his additional plans to help build positive relationships and open communication. These will include scheduled campus walk-around times, issue forums, informal coffee-table discussions, random lunches with small groups of people in different colleges and his attendance at student/college events. Fritz encouraged the deans to organize their own plans for positive relationship building.

### **College Events**

Action: Email college events to Robin for Fritz' calendar

### **Informal Coffee Table Discussions**

**Action:** Inform Fritz if there are any opportunities for informal coffee-table discussions.

### **Policy/Practice – Administrator's Teaching**

Robbie Teahen discussed administrative teaching and listened to input and views. Any new policy/practice would have implications, both inside and outside of our division, and a draft policy would need to be reviewed at the President's Council. A sub-committee was formed consisting of Robbie, Bill Potter and Elle Haneline for further follow-up on this topic.

### **Strategic Planning Discussion (handouts)**

Fritz discussed strategic planning for the division and the group reviewed information from these handouts:

- President's Council Report to the Strategic Planning and Resource Council
- SPARC Summer Retreat
- Observations on Planning for 2010-2011
- Expectations 2010-2011
- Five Planning Goals – Academic Affairs

Discussion and input centered on the need to review stakeholders' viewpoints and to constantly review our curriculum to ensure its relevance. Input included discussion about changing demographics and the diversity of our programming and the subsequent challenges of marketing it.

Discussion about the July 12, 2010, SPARC Retreat centered on student success and retention, facilities management, online education, new business models and review of the academic organizational structure.

**Action:** review the Academic Affairs Five Planning Goals document and share it with your administrative teams. Prepare to discuss a specific number of items in which your college needs to engage. Structure them as simple, direct, focused, and how best they could contribute to the larger goals. This topic will be an ongoing discussion at future DC meetings so there is no set deadline for this action

Don Green began a discussion of future directions and goals of the College of Professional and Technological Studies (CPTS). He discussed extended and international education operations and regional sites as well as partnerships with universities outside the United States

### **Transfer Center**

A full range of services is needed to support transfer students; therefore a center will support their needs. We will also embrace our community college partners and build toward improved relationships with them. Examples are plans to update degree plans on an annual basis to share with them, a continual review of program check-sheets for accuracy, and a centralized call-in number for questions.

Respectfully submitted by Robin Hoisington