

# September 28, 2010 Deans' Council Meeting Minutes

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**Attendance:** Mike Cron, Steve Durst, Fritz Erickson, Don Green, Ellen Haneline, Reinhold Hill, Michelle Johnston, Ron McKean, Leah Monger, Dave Nicol, Bill Potter, Robbie Teahen, Kim Wilber

## **HLC Focus Group Update**

Steve Durst presented an HLC Focus Group up to the Deans' Council and asked for their feedback.

## **Position Justification (Handout)**

The justification for replacement of the Educational Counselor position in the College of Business was presented. After review and discussion, Fritz Erickson asked for a recommendation vote regarding supporting the position replacement. The vote was unanimous in favor of replacing this position.

## **Indirect Grant Funds**

Fritz Erickson and Kim Wilber discussed indirect grant funds and why the funding processes exist.

- Academic Affairs will be keeping their portion of indirect grant funds, which exists to cover legitimate overhead expenses.
  - Indirect/overhead rate allocation:
    - 30% - principal investigator's department overhead account
    - 15% - department
    - 10% - college
    - 30% - Academic Affairs (grant support)
    - 15% - Grants Accounting – A&F (Post award)
- 100%

**Transfer Policy and Procedures** – topic tabled.

## **Open College Meetings**

Fritz updated the deans' council members on scheduling of open college budget meetings, meetings with President Eisler, himself and the colleges, as well as his desire to meet with faculty and staff in department and faculty program meetings. Have your secretaries continue to work with Robin to schedule department/program meetings.

## **Program Champions (Handout)**

Dave Nicol discussed the idea of creating “program champions” for his college and gave some insights on how this process came about.

## **Good News Bullets**

Fritz noted that we have re-structured submitting our good news items. Please submit short, concise, bullet points that reflect news highlights. Please limit good news to 1-2 sentences.

**OVER**

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**Custodial support change**

Fritz announced a change in the support of the custodial services. He and the deans agree that the Provost's office and deans' offices should have the same level of service as do the faculty. Discussion began on other university-wide services.

**Action:** Fritz will invite Vice President Jerry Scoby and Purchasing department staff to future DC meeting(s) to discuss policies (example: contracting/liability insurance/coverage for campus presenters; data security form policy) and other policies that DC may need to discuss and review.

**Summer Semester Information**

Fritz said to use dates as identified on the FFA/MEA new summer language tentatively agreed upon. Rotation lists are not an issue and cost savings do exist.

**Other Items Discussed by DC members:**

- Discussed tuition waiver policy for adjunct and temporary faculty members.

- Benefits received by temporary administrative positions were questioned regarding if employees in this classification receive benefits including sick leave and/or vacation.

**Follow up note** – Robin reviewed FSU HR Benefit rates for benefits **not** available for a temporary administrative assignment. These are: Sick Leave, Personal Leave, Jury Duty Leave, Bereavement Leave, Paid Leaves of Absence (other than vacation) and Consulting leave/days. See the entire benefit rates (scroll down through entire document):

<http://www.ferris.edu/htmls/administration/adminandfinance/Human/Benefits/BIBS/AdmTmp.pdf>

- Rumors heard concerning Marketing and re-design of the FSU signature line.

**Follow up note:** Robin checked with the Marketing Office and was informed that they are making a slow transition towards a new signature line; however, all stationary will remain the same and the University Printing Office is aware of this. Do not destroy any stationary--continue to use it as there will no need to create any new stationary. Senior Graphic Designer, Christa Bull, is the Marketing contact and will be very happy to answer any questions on the FSU signature line and work with anyone who wishes to create new brochures and so forth. Contact Christa at ext. 2332.

**Roundtable**

- Steve Durst reported about Pharmacy's College Day where they hosted a guest speaker.
- Michelle Johnston discussed a fund-raising event held by the Law Enforcement Academy. The academy was also the best all-around team in a recent running event in Kalamazoo.
- Ron McKean announced Matt Rouch's October 12<sup>th</sup> feature on the CET as a part of his Fall Great Lakes IT Tour.
- Bill Potter discussed PEP projects including the visit from well known journalist and commentator Tim Skubick, who will speak on the 2010 election on Tuesday October 19<sup>th</sup> at 7pm in BUS 111.

Respectfully submitted by Robin Hoisington