DEANS' COUNCIL MEETING MINUTES
Tuesday, March 23, 2010

Present: Dave Nicol, Don Flickinger, Cheryl Cluchey for Don Green, Ellen Haneline,
Fritz Erickson, Ian Mathison, Leah Monger, Matt Klein, Michelle Johnston,
Tom Oldfield, Bill Potter, Mike Cron
Out: Robbie Teahen
Guests: John Urbanink to discuss Information Technology Project Update
Mike Berghoef to discuss Academic Senate Committee Vacancies

Information Technology (IT) Project Update (Handouts)
John Urbanink distributed a handout indicating completed projects, funded projects and future
projects pending approval. He also discussed the status of multi-year commitments.   He
discussed the challenges of projects for which time is an issue, for example, the Novell directory
services, which may be unsupported in the near future.   This, and other issues, are included on
the handout under the heading "Future Projects if Approved."

John discussed PC replacement and distributed a handout indicating the number of office
computers for Academic Affairs Division under minimum specifications. He noted that this
year's strategy for computer replacement is based on computers purchased before 7-1-2005 and
the warranty is expired.

Discussion began on PC replacements and funding for employee computers. Fifty percent of the
cost is covered centrally and fifty percent covered by each division. Additional discussion was
held on identifying the remaining portion of the replacement funding. Fritz Erickson noted that
we should include this as a "re-occurring one-time expenditure" item. Fritz said that the
Provost's Office and Deans Council should have the opportunity to review and make a collective
decision on these types of expenditures.   This is a good opportunity to include issues of this type
on multiple-division planning efforts.

John discussed the purchase and installation of a new Content Management System (Ferris
Website), which has been funded for FY 2011. He distributed a handout indicating goals and
objectives, as put forth by the Ferris.edu Web Work Group members, for the new CMS system,
and outlined challenges and recommended solutions to assist in managing a new website for the
campus community. After discussion, it was agreed that the deans and department heads should
have the opportunity to give their input on their needs for the FSU website frame-work and
content.
Action: Content Management System discussion/input to be added on the April 20, 2010 joint
Deans and Chair Council meeting agenda.

Technology Newsletter and IT Satisfaction Survey Results
John distributed a copy of the March Technology Newsletter, and encouraged everyone to
review the monthly newsletters. He mentioned that emergency phones and computer instant
messaging were tested in the classrooms yesterday, March 22nd. He also distributed the latest IT

Computer Support Satisfaction Survey and was pleased to announce this year's high satisfaction rate with IT support.

Academic Senate Committee Representation (Handout)

Mike Berghoef distributed a handout indicating Academic Senate Committee vacancies and encouraged colleges to identify faculty members to serve on the committees. He explained that many 2010-2011 committee vacancies are due to member terms that are expiring. Discussion began on the number of faculty reps, and the question was raised as to whether or not each college should have representation on each of the committees. Another issue raised was colleges with off-site faculty members, causing a need for members to join the meeting by teleconferencing.   Mike said he would pass along the recommendation for teleconferencing, and also agreed that he would recommend that beginning next year, colleges should be able to decide on committee representation.

Mike said he would be happy to continue to be the liaison for the committees regarding keeping a balance in committee member rotation, committee size and will continue to review the various committees for relevance. He also encouraged all to send agenda items for future committee meetings.

Deans Review (Handouts)

Fritz Erickson discussed a new administrative review process for the deans. It is his intent to centralize a thorough and fair review procedure that will contain clear and transparent processes. One of his goals is to be inclusive as possible and obtain feedback from as many sources as possible (there will be no anonymous sources allowed in the review process).

He outlined the background of this new review process, and noted that it is a professional review that is designed to assist personnel in their growth and development; noting that reviews are done for people, not to them. The major goal of this type of review is to give constructive feedback to the individual being reviewed, and it should be customized to be the most useful to each dean.

Notes on processes that would be put in place:
- This is intended to be a three-day review process
- Three groups of faculty and staff would be selected from a random pool to be interviewed about their dean, and it would be their choice whether to provide signed, written feedback.
- The end result would be Fritz providing the majority of the feedback to the deans via face-to-face conversation, along with a brief written communication.
- Additional work needs to be done, including reviewing how this would be put into place for contract renewal (current, annual review processes should remain in place for now).
- Fritz' goal is to conduct two more dean reviews in the fall and three more next spring.

Ellen Haneline has graciously volunteered to go through the review process this spring. Fritz will discuss the process when the review with Ellen is complete.
Action: Identify two deans for review next Fall Semester.

Planning Process (Handout)
Don Flickinger discussed the Planning template and noted that the template is designed to allow the deans to insert additional rows. Discussion was held on whether the division needs to meet to discuss planning, and the timeline needed by the colleges.
Action: April 23rd – deadline to return completed Planning templates to the Provost's Office

University-wide "No-Classes" Schedule
Fritz was approached with a request from a Student Government rep for additional 'no-class' time (in addition to the existing free hour on Tuesday and Thursday 11:00-12:00 p.m.) to possibly include Monday, Wednesday, and Friday. Fritz will inform the student that the Academic Affairs Division must limit free hours to the existing 11:00 a.m. on Tuesdays and Thursdays to maintain the academic schedule already in place for students.

Business and Special Expense (Handout)
Fritz asked that the deans review the Business and Special Expense document for changes and he will give their input to VP Scoby. Discussion was held on use of locations for university-sponsored functions; parties; justification required for functions planned at locations other than Ferris locations; plus all points that apply regarding alcoholic beverages.
Action: Review document and send feedback to Fritz.

Carry-Forward Budget Processes
Kim Wilber discussed carry-forward monies, as well as pros and cons of ways to keep them separate from base budget funds. Options included creating a mirror-image of the ORG or creating a new account code. There was agreement that using the same ORG (70B and 71B) would be easier and manageable.
Action: Kim will be looking at the mechanics and ways to simplify this process.
Action: Colleges to decide how carry-forward is to be managed at their level.
NOTE - Update: Kim attended an Administration & Finance meeting where carry-forward was discussed. It was decided that a mirror image of the ORG's will be created. The new carryover ORG's will end in a C. Example: For ORG 31000, the carryover ORG will be 31000C. More information will be covered in the "Year-End" Finance Town Hall meeting to be held in May.

Salary-Savings Discussion
Fritz Erickson discussed management of cost savings when a position in a college becomes vacant. Beginning now, the colleges will retain one-time vacant position dollars to use as they determine. Kim cautioned the deans that if any one-time salary savings are left, these funds will be rolled into the Provost/VPAA's S&E as in the past. Since Academic Affairs will be capturing fewer funds when positions become vacant, there will be fewer funds to return to the colleges as one-time S&E the following year. Colleges must be responsible for their bottom-line. Base salary savings rules will NOT change. These will continue to go to the Provost/VPAA's office immediately when the position is filled. Example: When a new employee is hired in at a lower salary than the previous incumbent, the Provost/VPAA will retain the base salary savings.

Lotus Notes Disk Space
Kim Wilber discussed extra Lotus Notes disk space that had been purchased by Academic Affairs.
Action: Send a list of names for extra space to Kim. She will forward the list (a total of 10 Gig) to TAC.

International Discussion
Action: Send your input to Fritz regarding international programming, leadership, and location.

Equipment Lists
Action: Review/update your lists; send equipment needs to Don Flickinger.

Respectfully submitted by Robin Hoisington