

DEANS' COUNCIL MEETING MINUTES

Tuesday, April 13, 2010

Present: Van Edgerton for Dave Nicol, Don Flickinger, Don Green, Ellen Haneline, Fritz Erickson, Ian Mathison, Leah Monger, Matt Klein, Paul Blake for Michelle Johnston, Robbie Teahen, Ron McKean for Tom Oldfield, Bill Potter, Mike Cron

Guests: Chief Marty Bledsoe, Director and Captain Jim Cook, Assistant Director from the Public Safety Department, who discussed the processes/procedures in place for guest parking. Some deans asked if academic departments could issue guest passes; suggested metered parking at Williams Auditorium lot; and asked about the possibility of creating a system that would involve supplying tokens for the parking meters. The deans discussed the issue regarding industry visitors and others who come on campus and the likelihood of them receiving parking tickets, especially if they do not contact any departments prior to their visit or arrive on short notice. The deans also asked if there was any way they could receive their parking passes via the internet or have short-term day passes for visitors. After discussion, a committee was formed, including Matt Klein and Ron McKean, to work on these issues and other challenges of this type that arise.

Chief Bledsoe reported crime statistics and what Academic Affairs and faculty and staff can do to help assist Public Safety. They also presented a report on their recent “table-top” discussion, which was designed to be an emergency response team going through the motions of reacting to an emergency. The Provost’s office will look into emergency procedures/responses and meet with Public Safety to collaborate on how to structure future sessions for the colleges.

Full-time Temporary Faculty Re-hire Process

Kim Wilber discussed the full-time temporary faculty re-hire process. She will work to put processes into HR guidelines. Discussion items included the following questions: When does the HAF process need to begin? When should the position be posted? Kim noted that procedures for this process need to be standardized and questioned the policy of re-posting a full-time temp faculty position each time – should there be a 3- or 5-year review? She explained that there are many categories of temporary positions and there are affirmative action issues so we need to make sure to communicate with the HR office. Should we should move away from a 1-year to a 3-year process? Suggestions to take to HR: There should be up to a 3-year time period with no additional HAF and posting. After 3 years, we must do a HAF and post the position (Provost can waive posting). Issue: How does this apply to already existing temporary faculty?

Processes will be reviewed every 3 years (and evaluated/reviewed when a position becomes vacant). There should be an option for posting and an option for the Provost to waive the requirement for a posting. (1-year full-time temporary – F3’s and F4’s). There is a 1-year lag; college enrollments should be reviewed. Ellen Haneline noted that they are serving a different population of students; she is noticing that some on-campus students are moving toward on-line enrollment. Fritz Erickson expressed a concern that we could be growing on-line but dropping in on-campus enrollment. Pulling on-campus students into on-line will cause issues that need to be reviewed since all are now funded centrally. Don Green said that we need a strategic plan.

On-line Budget Transfers and FY '11 Base Budget Update

Kim said that one-time, on-line transfers were completed on Monday, April 12; the same amounts will be transferred for FY '11 on-line. Summer semester was discussed. Question: Can we receive incentive base dollars in the future? Central funding receives tuition. On-line goes into central funding and then is moved into the colleges. If on-line enrollment declines, there would be no need to transfer it. If it goes up, incentive funds will be given to supplement the base budget. Remember summer benefit costs.

Recruiting and Moving Reimbursement Costs

Kim explained that existing policies need to be reviewed and changed regarding recruiting and moving reimbursement costs when vacant positions become filled. No funding will remain at the Provost's level. Use salary savings this year; at June 30, 2010, they will roll to the Provost's Office S&E.

Reassigned Responsibilities

"Release time" has changed to "Reassigned Responsibilities."

Planned Training Sessions

We have asked the Purchasing and Risk Management personnel to discuss and explain the "contracting" policies and procedures with the Division of Academic Affairs –Academic Affairs Office and each of the colleges. Robin Hoisington will work with the dean secretaries to coordinate the training sessions and work towards grouping as many individuals from the college together as possible to keep the number of meetings at a minimum.

Action: Deans offices need to inform Robin of names of those who should attend from each college.

Negotiations Update

Don Flickinger gave a brief negotiations update and noted that various meetings have taken place and they are working towards some problem-solving ideas.

President's Council Update

Fritz gave a brief President's Council update and discussed the budget. There will be administrative reviews of the vice presidents and Dan Burcham will be the first VP to be reviewed.

Computers

TAC encourages computer users to save their materials to a shared drive (versus their hard drives).

Respectfully submitted by Robin Hoisington