

# DEANS' COUNCIL MEETING MINUTES

## June 22, 2010

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**Attendance:** Dave Nicol, Ellen Haneline, Fritz Erickson, Steve Durst and Ian Mathison, Leah Monger, Reinhold Hill, Michelle Johnston, Robbie Teahen, Tom Oldfield, Deb Cox for Bill Potter, Mike Cron, Kim Wilber

### **Budget**

Fritz Erickson began a discussion on the budget for 2011.

### **Student Complaints Process Policy (Handouts)**

Robbie Teahen distributed a revised version of the policy. Discussion centered around how to make it easier for the colleges to handle complaints and have a policy that is consistent for all of Academic Affairs.

- Complaints need to be delivered to the Deans' Offices in writing from the students.
- Deans' Offices need to compile a report of student complaints for Academic Affairs (do not include student names).

The Academic Senate will be reviewing the policy as an FYI before it becomes final.

**Action:** The Student Complaints Policy will be saved on the Academic Affairs Web.

**Action:** Student Complaint Reports are due from the colleges by June 30 to Robbie.

### **Program Codes and General Funds (S&E) and Non-general Fund Expenditures**

Kim Wilber discussed program codes (these are the "P" in the acronym FOAP) and reviewed how the FSU Budget Office is required to report all of our expenditures to the State.

### **General Funds (GF) and Non-General Fund (NGF) Spending**

- General Fund budget should **not** be transferred to NGF FOAP's
- When asked to support an event, one should also ask what kind of FOAP supports the event (for example, if a conference is supported by revenue and is in a NGF FOAP, any commitment made to help support the conference should also come from a NGF FOAP not from a GF FOAP).
- Review all NGF balances **prior** to making commitments to support NGF activities to ensure there is enough funding available to support the activity.

Note: If necessary, you may transfer funds (revenue) from a NGF FOAP to a GF FOAP but NOT vice versa.

Respectfully submitted by Robin Hoisington