

DEANS' COUNCIL

REVISED MINUTES

July 22, 2008

Present: Dan Burcham, Richard Cochran, Deb Cox, Van Edgerton, Don Flickinger, Don Green, Ellen Haneline, Michelle Johnston, Matt Klein, Tom Oldfield, Nancy Peterson-Klein, and Robbie Teahen,

Guests: Shelly Armstrong, Jennifer Hegenauer, Kim Wilber, Rick Christner, and John Urbanick.

Feasibility Study

Shelly Armstrong, Interim Vice President for University Advancement and Marketing, explained that the University would be working with Community Counseling Service (CCS) to assist with the capital campaign. Shelly indicated that this firm was selected through the RFP process, they have both national and regional offices with more than 200 staff members, has Michigan experience in higher education and non-profit, and they will provide a staff member to be on our campus during the campaign. It was felt that this would be advantageous since this is the first capital campaign that has been conducted at Ferris.

The charge to them was to assess our fundraising potential, reinforce areas of identified need, test a case statement, audit staff, and set financial goal. Shelly explained that CCS will conduct interviews on campus as well as off-campus around the country. They have met with the UA&M leadership and President. They will be looking at organizational structure to see where we may have to increase staff. They will also consider our University priorities such as scholarships, capital projects, student center, College of Education and Human Services, classroom renovations, campus beautification, faculty development, and athletics. They will compile a 3-4 page case statement which includes goals and the University accomplishments and will take that on the road with them along with a personal questionnaire that they have developed. They are looking at interviewing at least 100 potential donors and sharing this case statement with them. Shelly noted that FSU staff will be a part of those interviews. The interview process will begin in September.

There will also be a Process Campaign Feasibility Study Committee which will guide the overall study, review all study materials, and look at the interim report as well as the final report. The President will be contacting people to serve on this in the near future. CCS is also conducting an audit and has asked for a number of reports relating to our fundraising including organizational structure.

The outcomes will be to look at timing of the campaign, financial goal, timing of campaign, case and theme, top potential prospects and leaders, gift table, issues and obstacles, campaign organizational chart, campaign plan and timetable, strategies for success, and assessment of public/private partnerships. The Deans questioned if the interviews would include local people as well. Shelly indicated that they would be, as well as parents of students, faculty, alumni, and corporations.

Tom Oldfield questioned when Academic Affairs would be involved with this process. Shelly indicated that she would speak to the President concerning this as the Deans' Council indicated their desire to be involved.

Update on Vice President for UA&M Search

Shelly Armstrong announced that a search firm has been hired to assist with the Vice President for UA&M search and that Jeremy Mishler and Sue Starkey are co-chairs. Applications are being accepted until August 8 at which time the files will be reviewed and narrowed down. They are looking at bringing candidates to campus in September with the new Vice President in place beginning in January. **Ferris Foundation**

Shelly explained that a Ferris Foundation meeting was recently held and indicated the Foundation's Board's desire to have a board liaison with each of the colleges. Some colleges have been contacted. Dick Shaw will be working with Pharmacy, Joe Mikol with Technology, Gary Trimarco with Allied Health. Shelly will review the list to insure that all colleges are covered including University College and FLITE.

New Faculty Orientation Week

Kim Wilber distributed information concerning New Faculty Orientation Week (August 18-22). She noted that letters will be sent out this week and asked that the Deans review the attached list. Any adjustments or additions to the list should be sent to Kim Wilber by 5:00 p.m. on Wednesday, July 23rd. Late additions should continue to be submitted to her. Three different letters will be sent depending on which group the faculty position is associated with.

1. New full-time tenure track faculty (position numbers starting with F1, F2, F6, F7) are invited to all five days. They will be paid \$500.
2. New full-time temporary faculty (position numbers starting with F3, F4, J5, J6) are invited to all five days. The Deans may also invite continuing full-time temporary faculty that have not previously attended the orientation week. They will be paid \$500.
3. All adjuncts (new or continuing) (position numbers starting with J1-J4) are invited to two days on August 19th and 20th. It is up to the college on which continuing adjuncts they would like to extend this invitation to. They will be paid \$200. If traveling over 50 miles, mileage and lodging will also be paid for.

All PAFs and travel voucher forms are to be filled out by the departments and sent to the Vice President for Academic Affairs office – attention Kim Wilber. Robbie Teahen noted that Laurie Daniels from the Faculty Center will inform the Deans who attended.

Nancy Peterson-Klein questioned how 12-month faculty would be handled. After much discussion it was determined that during that time they would be reassigned and would not get additional pay.

Robbie Teahen indicated that only new tenure-track faculty will be invited to the President's house on Monday night.

Emergency Classroom Phones

Rick Christner indicated that the President has indicated his desire to place phones in the classrooms and Rick was asked to prepare a study and quote for emergency classroom phones. John Urbanick and Rick Christner distributed information and explained the different phones that could be utilized. The Deans were questioned about their ideas of what was needed for an emergency phone.

Matt Klein questioned the funding source that would be used as this could make a difference on what could be purchased. John Urbanick indicated that his understanding was that it would be centrally funded but was unsure about the funding for the annual maintenance costs. Rick Christner asked the Deans for their opinion if all costs would be centrally funded. The Deans questioned where the number of classrooms was derived from. John explained that this came from the Registrar's Office and is the rooms that they schedule. Much discussion followed on the pros and cons of each phone and the timeframe needed to access the classrooms. Matt Klein suggested a focus group consisting of faculty and department heads to get their input. The Deans suggested that the wiring for the phones could begin as soon as possible with a decision made regarding the type of phone to be used in the next two weeks. Nancy Peterson-Klein indicated that students will question why the money is being spent for these phones when everyone has a cell phone. John indicated that students should be encouraged to sign up for text messaging of emergencies. Dan Burcham asked if the emergency management initiatives could be distributed to the Deans as well.

John Urbanick will supply the Deans with a:

1. one-page document outlining the three phones being considered along with their pros and cons.
2. List of emergency projects in progress.
3. List of questions to be asked of department heads/faculty.

John will also ask the President about the monthly fee and maintenance for the phones.

Adjunct Compensation

Don Flickinger distributed a draft (dated 7/17/07) regarding the proposed adjunct faculty compensation. He asked that the Deans review and e-mail him any concerns or comments. He also asked that if the Deans go above the currently approved per credit hour of compensation that they justify it. He is hoping to receive approval for the new compensation rates from the President prior to the next Deans' Council meeting.

Minor Caps

Don Flickinger indicated that a request for Minor Caps was made to the colleges. He asked that these be submitted as soon as possible so that a spreadsheet could be compiled.

UCEL Name Change

Don Green explained that since UCEL and CPTS is under one auspice, he would like to call the entire entity CPTS. Jennifer Hegenauer explained that in three weeks the new website will be up and distributed a history of UCEL and CPTS as well as an organizational chart. Don asked that the Deans correct people when the term "professional studies" is used instead of CPTS as professional studies refers to the professional colleges. He also asked that the Deans let Jennifer or himself know if any CPTS staff are not using the correct terminology.

Don Flickinger asked if this needed to go to the Board as an informational item. Don Green noted that the President indicated that it did not as it is not a new name. A university-wide notice will be sent out with the faculty return.

Understanding Off-Campus, System Roadblocks and Advising

Don Green explained that there is much growth in off-campus enrollment and invited anyone that was interested to a meeting on September 16 at 8:30 a.m. in CSS 302 to discuss the off-campus enrollment, system roadblocks and advising. He asked that only Deans and/or their Associate/Assistant Deans attend at this time. Don indicated that sometimes we fix a problem for on-campus students but that causes a problem for off-campus students. Don also indicated his desire to work with additional community colleges to increase enrollment.

Robbie Teahen indicated that the on-line community is the fastest growing sector of education and we need to have a strategy for this.

Orientation

Dan Burcham indicated that orientation ran about 260 students ahead this year and hopefully the numbers will be available when we go back to our offices. Dan indicated that applications were ahead this year as well and that this growth came through in orientation.

Scholarship Awarding

Dan Burcham distributed the Scholarship Awarding Policies. He indicated his desire to get the scholarships out in front of financial aid. He indicated that scholarships that do not get awarded for a period of one academic year will be turned over to the University-Wide Scholarship Committee for awarding. He asked that the Deans review this document. Van Edgerton explained that this policy has forced them to look at their scholarships in which they found that they cannot award as the programs do not exist anymore as stipulated by the donor. It was noted that conflicting information is received from the Financial Aid/Scholarship Office and University Advancement and Marketing. The Deans indicated that sometimes the scholarship isn't enough anymore and that they try to let it lapse to award a more sizeable amount. The Deans asked that the co-chairs of the Scholarship Committee speak to the Deans Council regarding this issue.

Don Green questioned the eligibility of off-campus students for scholarships as well and why off-campus students were treated differently than on-campus students. He stressed the fundraising potential of students who have been served off-campus.

Announcements

Dan Burcham announced that Nancy Peterson-Klein has been named Acting Dean of the Michigan College of Optometry. She indicated that she will be appointing an Acting Associate Dean in the near future.

Dan Burcham thanked Robbie Teahen for all her work in the last month concerning this appointment.

Dan Burcham distributed a draft Mercury Minimization Policy where the University is being told by the City of Big Rapids, EPA, etc. that all chemicals at the University need to be inventoried. This should involve all the colleges. The Deans indicated that an inventory has been done previously through Roger Bula at the Physical Plant. Dan asked that the Deans review what was completed last time in their college, who prepared the report, and let Linda know.

Richard Cochran announced that 55 new computers have been installed in FLITE.

Matt Klein asked that other Deans forward any additional specific course needs for fall to him so that work can begin on this.

Michelle Johnston indicated that the Department of Education is going out of the program approval business but there will be a merger between the two leading teacher education accrediting organizations – TEAC and NCATE. Education and Human Services will be working on strategic planning and using HLC criterion 1 as a guide to see if they align with the mission and goals of the University.

Announcements (continued)

Michelle Johnston also reported that the Capital Area Literacy Coalition will be sending middle school students to Ferris instead of schools in the Lansing area and Jason Daday will be meeting with them tomorrow.

Nancy Peterson-Klein indicated that a decision needs to be made by MCO regarding whether to go to a centralized application office which is a liaison professional application service. The Health Professional Advisory Board has indicated that they would like this. This service will hopefully increase the optometry applications received as well as the quality. Instead of having the students apply at no cost there would be a \$125 fee for the first application and an additional \$50 cost for each additional application. Nancy indicated that the advantage would be that the student would only need to submit one application and one transcript.

Tom Oldfield reported that Ron McKean addressed the City of Big Rapids last night concerning a collaborative grant with them on energy efficiencies to assist people in reducing energy costs.

Ellen Haneline indicated that the Provost Search will begin again and that the posting will appear in a mid-September issue of the Chronicle with on-campus interviews being conducted at the end of January to beginning of February. Ellen also indicated that nursing will probably have 400 students this Fall.

Robbie Teahen reported that meetings with Plante Moran will be held July 28 & 29 where they will review the technology infrastructure and its capacity. Please e-mail Gloria Lukusa or Bill Knapp if you have or need further information. Plante Moran indicated that they would deliver a report in six weeks.

Robbie Teahen distributed a draft of the retreat agenda and that an updated Retreat Agenda will be available after July 25.

Deb Cox reported that University College sponsored two advising workshops with about 35 people in attendance with the majority being off-campus advisors.

Don Flickinger indicated that the restructuring of the International Center is almost complete in FLITE 408.

Respectfully submitted,

Linda J. Telfer

Executive Secretary to the
Acting Vice President of Academic Affairs
Vice President for Student Affairs