

DEANS' COUNCIL

MINUTES

September 23, 2008

Present: Dan Burcham, Don Flickinger, Don Green, Ellen Haneline, Michelle Johnston, Matt Klein, Ian Mathison, Leah Monger, Dave Nicol, Tom Oldfield, Nancy Peterson-Klein, Bill Potter and Robbie Teahen.

Guests: Patti Jones, Detroit Regional Chamber, Regional College Talent Retention Initiative; Carla Miller, Associate Vice President for UA&M; Sarah Dixon, Stewardship & Donor Relations Coordinator; Rob Wirt, Director of Financial Aid; and Heather Youngs, Coordinator of Scholarship Programs.

Internship Initiative

Patti Jones explained that her background is in higher education and that the Regional College Talent Retention Initiative can assist in retaining graduates in Michigan. Funding is being provided by the Department of Labor and is a federal grant. She explained that the current system is difficult for employers to find students for internships and this would assist them. All employers' information would go into one system. Patti indicated that colleges are using all types of e-recruiting software currently so the information would have to be put into one selected system. Dr. Burcham asked that the position paper be sent to him for further review.

New Stewardship Program

Carla Miller presented a brief history of the Stewardship Program and Sarah Dixon explained that donors are a key component of the University and they want to be part of the life of the institution. Sarah indicated that gifts are received, recorded, and deposited in a 24-hour timeframe. An acknowledgement of the gift is sent to the donor within three business days. The revised annual activity reports were in the mail by March 15 with only one cause of concern.

Sarah also indicated that donors were surveyed on how they would like to be recognized by the University for their donation. They indicated that they did not need to be recognized but that the departments were encouraged to give a personal gift to them or invite them to lunch. Many indicated a desire to meet the students receiving their scholarship and to interact with University officials. The "Making the Connection Reception" is held for donors and students to meet.

New Scholarship Program

Rob Wirt distributed a proposed Scholarship Awarding Policy to comply with federal regulations regarding the application and treatment of scholarships and other monies on a consistent and uniform basis with respect to Federal Student Aid Program authorized by Title IV. It was explained that scholarships will not be centralized but that the awarding of scholarships need to be on the same schedule. Awarding should take place in Spring semester for Fall semester enrollment. It was also noted that if scholarships are not awarded, a note should be sent to the

Coordinator of Scholarships in the Financial Aid office explaining why they were not awarded. This new program will begin for the 2009-2010 academic year. There will be situations that the scholarship awarding timeframe will not work such as when the scholarship criteria stipulates a certain GPA after two semesters. There is a designated staff member in each college that will be able to calculate financial aid for assistance with this.

Retention of Students

Dan Burcham explained that RETAIN can be set up with a retention initiative and encouraged the Deans to add information.

125th Anniversary

Dan Burcham distributed the information on the 125th Anniversary and explained that each college should begin planning a presentation on the history of their college. This will be discussed with each dean in their one-on-one with the Vice President.

Dan also indicated that Academic Affairs has been asked to plan a "Presidential Perspective on Ferris" that will include past presidents. A date will need to be secured for this event.

Lilly Conference

Dan Burcham thanked Robbie Teahen for hosting the evening gathering during the Lilly Conference at her home.

Phase 5 Priorities

Don Flickinger distributed a chart of the Learning Environments Classroom Renovation Project and asked that the Deans review the list and add other rooms that have been renovated in other ways. Once the updates have been submitted, a new list will be compiled.

Adjunct Faculty

Don Flickinger distributed an Adjunct Faculty Travel Voucher and the Benefit Election form for review. Human Resources would like the colleges to hold all paperwork. This will be retroactive to the beginning of the semester. It was noted that the PAFs will have to be reviewed by Academic Affairs as some faculty teach for two separate colleges. The PAFs can be done at any time. This will be for credit hours taught at Ferris and is not for one-year temporary appointments.

An issue was raised on an energy increment for 12-month faculty. General Counsel will be reviewing this contract issue.

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New Course Class Caps

Discussion followed on new course class caps. The Deans indicated that class caps are not discussed at UCC with the majority being established at the college level.

Tenure when Hiring

Dan Burcham indicated that if a new staff member wants to be granted tenure at Ferris and already has tenure from another institution, it should be done during the hiring process as there are policies and procedures that need to be followed. Discussion followed on what has occurred and is occurring concerning the attainment of tenure.

Text Sign-Up for Citywatch

Don Flickinger reminded the Deans to sign up for text messaging for Citywatch. The link is: <http://citywatch.ferris.edu/signup/index.asp>.

Review of Suggestions for New Faculty Orientation Week Invitees

Robbie Teahen asked for suggestions on New Faculty Orientation Week. Many adjunct faculty who have previously worked for Ferris were thankful that they were included in the orientation this year. Faculty liked the fact that they could interact with other faculty from other colleges. It was suggested that only four days be used next year. Some areas of concern were the IDs and those people who were just hired.

Announcements

The Green mobile trailer is outside of Granger so that people can see ways to save energy in their home.

Leah Monger will serve as the Interim Dean of FLITE. Bill Potter has been asked to support her administratively.

The decision regarding the courses that are being offered out of matrix should be made at the Deans' level not at the Registrar's Office.

The Michigan College of Optometry will host clinical directors from around the country Thursday through Sunday.

All College of Pharmacy students will be in Big Rapids this week.

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Announcements (continued)

Southwestern Michigan College has seen a nice enrollment growth since building residence halls on campus. SMC has limited ties with Western and Ferris is their biggest on-site partner.

The Deans were asked to contact acquaintances and encourage them to apply for the Provost position.

A flier on "Diversity Executive" was distributed so that the Deans could take advantage of the free subscription.

Respectfully submitted,

Linda J. Telfer
Executive Secretary to the
Acting Vice President for Academic Affairs
Vice President for Student Affairs