

**Ferris State University  
Deans' Council  
Tuesday, January 20, 2004  
MINUTES**

Present: Tom Oldfield, Dave Nicol, Laurie Chesley, Kevin Alexander, Ian Mathison, Richard Cochran, Michelle Johnston, Bill Potter, Chuck Matrosic, Robbie Teahen, Matt Klein, Jacque Hooper

Handouts: Agenda  
Tot's Place and Head Start Lab Usage Policy  
Harvard Institutes for Higher Education

**1. Budget Reductions**

Tom Oldfield noted that the deans should have received an e-mail outlining budget reductions in their area. If the deans have suggested ideas for modifications, please let Tom know – the reduction dollar amount will remain the same, but deans can modify how those reductions will be made. One-time reductions are being covered this year by the President and the VPAA.

**2. Professional Development Opportunities**

Discussion was held on professional development and/or forum for the assistant/associate deans and department heads. The group currently has no forum for them to express their concerns, ideas, etc. Some suggestions include: reviving the group formerly called the “syndicate”, with agenda items possibly coming from the counselors; central funding of professional development, using a process similar to the one used for faculty Timme funds, with the new “syndicate” determining funding awards. Matt Klein will draft a proposal for the deans to review.

Information on the Harvard Graduate School of Education was distributed. Tom is willing to fund the attendance of a few people who could benefit from the training.

**3. Honors Convocation**

Laurie Chesley reminded deans that Honors Convocation is scheduled for Sunday, February 22 at 2 p.m. in Williams Auditorium. She will be sending the script to deans for their review and preparation. Abdi Ferdowski will be the speaker. If anyone needs regalia, please contact Gretchen at x5983.

**4. New Lab Policy for Tot's Place**

Laurie Chesley distributed a copy of the new lab policy for Tot's Place and noted that this is neither an Academic Affairs policy nor a Business policy. The policy was developed to formalize practices. Deans were asked to distribute to those faculty who would be impacted.

## **5. Other**

A new policy on travel approval for VP travel will be coming out shortly, whereby the President will not be approving it. Once the new policy is issued, Tom will consider using the policy for dean's travel. A notice will be sent when that occurs. The President is also reviewing his approval of HAFs for current positions with salaries less than \$50,000. Tom asked the deans to think of other items that may not need VPAA approval, such as student trip requests. More information will be forthcoming.

The deans were reminded of the Planning meetings – Academic Affairs is scheduled for February 4 from 1-5 and February 5 from 8-12. Mindy will send out a more detailed schedule.

Planning is underway to talk with Electrolux regarding training. More information will be coming.

A discussion was held on the proposed student fee request for software.