

**Ferris State University
Deans' Council Meeting
Tuesday, December 7, 2004
8:30-10:00 a.m.
MINUTES**

Present: Michael Harris, Bill Potter, Jacque Hooper, Kevin Alexander, Richard Cochran, Chuck Matrosic, Michelle Johnston, Dave Nicol, Robbie Teahen

Absent: Don Green, Ian Mathison, Matt Klein, Tom Oldfield

Special Guests: Sally Depew
Ed Dorman
Suzette Compton

Handouts: Agenda
Student Fee Request Form
2004 Student Fees Committee Recommendation
2004-05 Student Fees Committee Charge
Banner Project Status Report – 12/3/04
Transition from POWC to New “Direct Pay” Checks
FLITE Log – December 2004
Minor Caps Recommended Projects – 11/30/04

1. Special Guest – Sally Depew – Student Fees

Sally Depew distributed copies of the Student Fee Request Form (also available on line), Student Fees Committee 2004-05 Committee Charge and the 2004 Student Fees Committee Recommendation and reviewed them with Deans' Council members. She explained the definition of a student fee, as well as the process for identifying and approving student fees.

A discussion was held on course-specific consumables and the lack of S&E provided for these consumables. Discussion was also held regarding the entire structure of the student fees process and tuition. The current structure causes Ferris tuition rates to be the 4th highest in the state. Additional discussion was held on future review of the tuition and student fee structure. Concerns were raised about our ability to support courses that require the colleges to provide materials.

Dr. Harris thanked Sally Depew for attending Deans' Council to clarify the student fee process.

2. Special Guests – Ed Dorman and Suzette Compton – Banner Update/POWCS

Suzette Compton distributed copies of “Banner Project Status Report” dated 12/3/04 and reviewed it with Deans' Council members.

Ed Dorman reviewed the handout “Transition from POWC to new “Direct Pay” checks”. He noted that because of the functionality of Banner, the Banner Finance Team was

forced to look for alternatives to the current POWC process. The handout outlines how small payments and reimbursements will be handled when POWCs are no longer used. The deans asked several questions about the proposed process and were in general agreement on the transition. Ed Dorman also talked about the importance of segregation of duties from enterer to approver to person being reimbursed in the new process.

Dr. Harris thanked Ed Dorman and Suzette Compton for the updates and explanations and noted that the transition so far seems to be going smoothly. Another Banner update to Deans' Council will be scheduled for late January.

Deans were also encouraged to attend Banner update sessions, along with their staff. The next sessions are scheduled for December 14, 8:30-9:30 a.m. in BUS 111, and December 16, 4:00-5:00 p.m. in BUS 111. The schedule for future update sessions is available on the Banner website.

3. Announcements

Richard Cochran distributed copies of the December 2004 FLITE Log and noted the increase in the number of items borrowed by Interlibrary loan.

Dr. Harris asked deans to prepare a document with their strongest argument for two NEW tenure track faculty positions. The argument should be expressed in terms of professional needs, student demand, programmatic growth, new programs, retirements, cuts, accreditation, UCEL use, etc. The document is due to Gina Knight by December 14.

Dr. Harris distributed the list of minor caps recommended projects as of 11/30/04. He pointed out the "match" information, but told deans the Division will cover that. More information will be coming.

Dr. Harris noted that the search for the dean of Arts & Sciences has been completed. The recommendation of the Search Committee is to appoint Matt Klein. The President will take the recommendation to the Board of Trustees in February for approval. Dr. Harris will send an announcement regarding Dean Klein's appointment pending Board approval will be sent soon.

Kevin Alexander announced the appointment of Nancy Peterson-Klein as Associate Dean in the Michigan College of Optometry beginning May 9.

Robbie Teahen distributed copies of the Draft of Proposed Student Survey for review by Deans' Council. She asked that deans return comments to her by 5 pm Thursday, December 9.