

**Ferris State University
Deans' Council
Tuesday, April 27, 2004
Minutes**

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

Guests: Ira Childress, Jeremy Mishler, Gina Knight, Ed Dorman, Charlotte Bongard

Handouts: Agenda
Summer Session Spread Sheet

1. Bus Tour

Tom Oldfield opened the meeting and asked Jeremy Mishler and Ira Childress to present an update on the Ferris State University Bus tour scheduled for June, 2004. Jeremy Mishler stated there are a total of 14 stops for the tour at this time. They have drafted some key messages for President Eisler to present at the stops. He reviewed these with the deans, and requested they let him know of any suggestions. He said these are only draft at this time and are basically sound bites for Dave to use at the scheduled stops. The dress code for this trip is business attire.

2. Summer EAA's and Year-end

Ed Dorman talked about summer scheduling for pay for faculty teaching a class this summer. He distributed a handout that showed the different summer session start and stop dates, along with the paydates associated with each session. EAA's are to be prepared for each session. For instance, if a faculty member is teaching a class the 1st six weeks and another class that runs all 12 weeks, there will be two EAA's processed for that individual. Ed Dorman also said the spread sheet shows the split of instructor costs by session for FY 04 and FY 05 costs.

Charlotte Bongard talked about the work all departments need to complete prior to year end. The Account Clerks have eight weeks to clean up deficits in their account. All deficits must be taken care of by June 30, 2004. After that Charlotte will resolve any deficits showing and will not take any additional requests to make changes after June 30th.

3. Timeline for Assigning Instructor Costs

Robbie Teahen talked about a problem they had at year end last year. She said they received from the colleges, instructor costs for reimbursement totaling \$50,000 for Fall and Winter semester. They are requesting that the colleges provide them with the UCEL costs for Fall and Winter semesters by May 17, 2004. In the future, they would like to plan for an April 15 due date for these costs. Also, they are just now receiving requests for energy increments for the Fall Semester, 2003. These are due to UCEL within 30 days of the semester's end.

4. Other

Matt Klein asked for a definition on how to interpret pro rata for summer pay. Tom said the deans need to review classes that might be canceled due to low enrollment. He wants to review these on a case-by-base basis.

Ian Mathison reported that two students from the University of Bath are arriving at Ferris today, and three from France will arrive at Ferris in three weeks.

Michelle Johnston announced that one student, Margaret Cole, from the College of Education and Human Services received a unanimous vote of approval for her portfolio that was presented at MCOATT (Michigan Certificate for Outstanding Achievement in Teaching with Technology). She said Margaret Cole is the first student in the state of Michigan to receive this honor.