

**Dean's Council**  
**Tuesday, November 18, 2003**  
**8:30-10:00 a.m.**  
**MINUTES**

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

Special Guests: Shelly Armstrong, Ted Halm, Jeff Ek, Rich Piippo

Handouts: Agenda  
Introduction to [www.ferris.edu](http://www.ferris.edu)  
Justification for Content Management Tool  
Student Government/Academic Senate Resolution  
October 2003: Planning and Budget Information for 2004-2005

### **1. Web Presentation**

Ted Halm, Rich Piippo, Jeff Ek and Shelly Armstrong demonstrated the proposed new web pages. An announcement will be sent out in the next week indicating that the new web pages will be available on the web development server for the campus to review and make comments. A survey link will be available for feedback. The new pages are scheduled to go live at the end of this semester. A copy of "Introduction to [www.ferris.edu](http://www.ferris.edu)" was distributed.

Ted Halm also discussed plans for the implementation of the Web Content Management Tool and distributed information. The Management Tool will allow developers to access FSU web templates. Ted is currently working with a pilot group, but deans are welcome to forward names/departments for inclusion in the pilot. The rollout of the Management Tool is expected this coming summer/early fall.

Shelly Armstrong distributed copies of the Strategic Marketing Plan and gave an update on the Strategic Market Committee's progress. She will send a list of committee members and the plan via e-mail to Deans' Council members.

### **2. Commencement**

Laurie Chesley reminded deans of the Fall Commencement ceremonies December 13. Dave Hanna (morning) and Maude Bigford (afternoon) are the scheduled speakers. Discussion was held on the student information read by the adjutant. Jacque Hooper has discussed with Mike Cairns about also reading the Latin honors and degree awarded for each student. The deans agreed to the additional information, but emphasized that certain issues will need to be worked out, e.g. cards prepared prior to Commencement; preciseness on what will be read (name, degree, Latin honor); multiple degrees. Jacque will work with Mike Cairns on developing guidelines for Deans' Council review.

### **3. FY 05 Budget**

Laurie Chesley noted President Eisler's memo with budget reduction principles to be followed, as well as the scheduled open budget forums. Deans were reminded that cuts would be made this year. Tom Oldfield will try to cover as much as possible centrally, but deans need to plan for cuts in their college's budget. Deans are asked to prepare their college's budget scenarios with 5%/7%/10% cuts and forward them to Mindy by December 5 via e-mail.

### **4. Sabbaticals**

Sabbatical recommendations are due from the deans to the VPAA December 1<sup>st</sup>. Deans were reminded to review the proposals closely and share any concerns with the faculty member. The process allows for guidance and input from the deans. Laurie Chesley noted that it's possible that Tom Oldfield may be able to fund the full \$200,000 for sabbaticals, but he will be reviewing that closely. Deans' Council recommends using the additional \$100,000 for budget difficulties, not sabbaticals.

### **5. SGA/Senate Resolution re: Office Hours on Web**

Laurie Chesley distributed copies of the SGA/Senate resolutions on posting faculty office hours on the web. The Deans' Council discussed and agreed that a link to one list of all faculty office hours on each college's homepage would be feasible, rather than posting on individual faculty websites.

### **6. Planning Process**

Laurie Chesley distributed copies of the Planning and Budget Information for 2004-2005 web pages. There was extensive discussion on the process: what is meant by the third question on the discussion form; need for linking the planning process with budget reductions, etc.