

# Deans' Council Meeting

## August 28, 2012 Meeting Minutes

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**Present:** Matthew Adeyanju, Mindy Baumgartner, Paul Blake, Steve Durst, Friz Erickson, Scott Garrison, Don Green, Robin Hoisington, Michelle Johnston, Rick Kurtz, Dave Nicol, Bill Potter, Karen Strasser, Robbie Teahen, Kim Wilber, J. K. Yates

### BEYOND: “A Silk Road Journey”

Tracy Busch, Humanities faculty member, and Lynn Overmyer, Office of International Education, discussed “BEYOND,” an initiative sponsored by the Center for Global Studies and Engagement (CGSE). This is a new initiative to encourage cross-disciplinary approaches to global engagement at FSU through an annual theme-based integration of academic and co-curricular learning. This year’s BEYOND theme is “A Silk Road Journey,” and a series of planned events will include a photo contest, guest speakers, and an international cooking class. The unique event entitled BEYOND: The Silk Road Experience, will be held on Sunday October 7, 2012 and will feature a variety of interactive exhibits in the corridor of the Interdisciplinary Resource Center (IRC). Tracy asked the Deans to spread the word about this initiative and events to their colleges and encouraged faculty to get involved.

### Position Replacement Discussion

Michelle Johnston presented rationale to replace Criminal Justice faculty position F11065. At the conclusion of the discussion, the vote was unanimous to begin the process to post this position.

### Hiring Process Exception Discussion

Fritz Erickson discussed the appropriate purpose and timing of the hiring process exception process (HPE).

- Refer to FSU hiring policies
  - Limit the use of hiring process exceptions as much as possible; begin searching for positions at a point in time where the normal search process is effective
  - Do not use the HPE process as a “routine” hiring procedure without going through the normal search processes or waiting until it becomes too late for a normal search
  - There are exceptions to the search process and some examples are listed in the Human Resources Related Policies & Procedures FSU-HRPP 04:12, Hiring Process Exceptions, found at:  
<http://www.ferris.edu/htmls/administration/adminandfinance/Human/HRPPs/FSU-HRPP0412HiringProcessExceptions.pdf>
  - Contact Kim Wilber in the Provost’s Office for guidance if you are in doubt regarding whether or not to use the HPE process
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Other hiring information:

- Hiring packets need to be processed in a timely manner and remain a top priority
- If necessary, contact Kim Wilber for advice or assistance with a hiring packet to make certain that all hiring paperwork is in place at the appropriate time
- It is our priority to ensure that new/returning employees receive a paycheck (these types of PAFS will always receive top priority work in the Provost's Office).

### Data Collection and Information Discussion

Don Green and Steve Durst began a discussion regarding the need for not simply data collection but also analysis and the accessibility of information.

- Important questions for the colleges to ask themselves include, "What do we need to do or where do we want to grow; what data do we need to make it happen?" "In what direction should we be going and what kind of information/data do we need to get us there?" "How do we effectively acquire the right kind of data?"  
"How do we ensure data consistency and meaningful and timely analysis; what resources are needed?"
- Don Green will organize two meetings for the deans. A calendar invitation will be coming from Don's office via Nancy Moore for these meetings.

### Deans' Events/Functions List (handout)

Fritz Erickson distributed a draft of the Events/Functions List. This list is intended to be informative and assist the deans in prioritizing their event attendance. Council members reviewed the information and made some changes. A revised document will be distributed.

Robin Hoisington will find out current information regarding Football and Hockey box tickets.

### Release Time Discussion

Fritz asked the deans to continue analyzing the use of release time and overloads and requested them to continue exploring the use of stipends where appropriate over using sizable amounts of release time. It is also very important to continue reviewing the FFA/MEA Faculty Agreement and departmental work load agreements during the course scheduling processes.

### Roundtable

Paul Blake shared that the position search for a Lab Safety Coordinator should be completed in October.

Steve Durst shared that "airport interviews" for Michigan College of Optometry (MCO) dean candidates are planned for September.

Karen Strasser was pleased with the attendance at the recent Student Research Fellowship seminar and reception. She is working on developing this year's process. Fritz expressed his appreciation for all of the research work done by the faculty and students involved.

Scott Garrison was happy to announce plans for a full-service Café to be opening in FLITE.

Mindy Baumgartner expressed thanks for the support of the recent faculty celebration picnic. Send comments/suggestions to her for next year's event.

J. K. Yates was pleased with the attendance at the CET's welcome back event for faculty and staff during faculty professional week.

Robin Hoisington discussed the transition to the online FSU Concur Expense and Travel Management system for travel reimbursement and stated that travel and expense reimbursement processes are planned to be converted to the online Concur system by November.

Robin Hoisington relayed information regarding safety training including the Ferris Emergency and Safety Procedures Guide flip chart that should be available in deans' offices and departmental areas. Mike McKay, HR's Safety Coordinator, should be contacted to assist in the process to organize fire and tornado drills in the academic buildings. Safety training is available for employees regarding Emergency Planning and Responses, and the "Active Shooter response, Preparedness, and Prevention" presentations are available through the Office of Public Safety (their website includes a comprehensive list of presentations and learning opportunities). Educating student employees on what to do in different types of situations is also very important, and the FSU Emergency and Safety Procedures guide flip chart can be very useful in this area.

Respectfully submitted by Robin Hoisington