

Minutes of the January 15, 2013 Deans' Council Meeting

Present: Matthew Adeyanju, Mindy Baumgartner, Paul Blake, Steve Durst, Fritz Erickson, Scott Garrison, Don Green, Robin Hoisington, Michelle Johnston, Rick Kurtz, Bruce Morgan, David Nicol, Bill Potter, Karen Strasser, Kim Wilber, J. K. Yates

Guests:

Tamie Gronow, Associate VP of Human Resources

Anne Hawkins-Badge, FSU Safety Coordinator

Carla Miller, Associate Vice President for Special and Leadership Gifts and Executive Director of the Ferris Foundation

Carlos Sanchez, Director, Latino Business Economic Development Center

Foundation for Excellence Merit Awards Information

Carla Miller, Associate VP for Special and Leadership Gifts, and Executive Director of the Ferris Foundation, discussed the Foundation for Excellence Merit Awards for faculty and staff and gave a brief history of the award and its processes from 1997 to the present. The Foundation for Excellence Benefit proceeds are divided between this award and the student scholarship endowment. In 2007, the maximum award amount for the Merit Award was raised to \$7,500.

Information and reminders regarding the Foundation for Excellence Merit Awards process is sent via university-wide notices in November, December, January and February. Informational posters are placed in buildings, and information can be found on the FSU Website and the Ferris Foundation Websites. The Merit Grant timelines include a February 28th deadline for submissions of proposals; an initial committee review of proposals beginning March 28; and grant awards announced April 18th.

AVP Miller went on to explain that the FSU Gifts and Grants Committee is searching for projects that represent innovation and collaborative efforts including, but not limited to, pilot programs; matching grant expenses; research or special projects to enhance faculty expertise or fund equipment dedicated to specific programmatic objectives; and especially those that could involve students.

Office of Human Resources Update

Tamie Grunow, Associate VP of Human Resources, presented an update from the Office of Human Resources. One of HR's current projects deals with the need to verify exempt and non-exempt status of the employees in the 'just cause' classification, and to update Banner with names of their current supervisors. The HR Office plans to work with the various divisions at Ferris to provide a report for supervisors' reference and will then ask for an update of Supervisors by name to return to the HR Office where they will populate BANNER with the current information. For positions on the report that Supervisors and/or employees have questions about regarding the current exemption status, they should contact HR to review the current position description on file, update it if needed and submit to HR for a FLSA exemption status review. Job duties (not titles) determine whether or not the employee is or is not classified as exempt or non-exempt status.

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The impetus for this HR project was brought by AVP Grunow's attendance at a meeting of the Admin Council, which is comprised of Ferris employees in the 'just cause' classification. The Admin Council meets monthly and exists to give employees who are not covered by a bargaining agreement the chance to meet to discuss issues of importance to them, and gives them a voice at Ferris.

FSU Hiring Software Upgrade

People Admin, the software for the Ferris hiring processes, is going through an upgrade. This upgrade has given HR a great opportunity to review and possibly change their hiring processes. They are also currently reviewing the possibility of creating job applications that apply to the different types of positions at Ferris.

Health Care Committee

AVP Grunow shared that there is a Health Care Committee that is comprised of member representatives in non-MESSA plans currently to review health plan designs and create a new PPO as agreed to with the AFSCME contract negotiations for July 1, 2013. The committee goal is to maintain quality plans at affordable pricing and expand benefits education about the various plan designs.

Training Session for Supervisors

A Supervisor training session will be offered on January 25th from 9:00 a.m. to noon in the Rankin Founder's Room and a repeat session on January 30th at 3:00-6:00 p.m. in Rankin Centennial Room. Topics including workers' comp, ADA, FMLA, and Title IX will be covered. No registration is required. Please encourage all supervisors to attend.

AVP Grunow also shared that HR is open to contact for any HR related needs and issues. Resources also exist on the internet and HR will give instructions on how to use many HR training modules in the Global Compliance Network. Contact the HR Office for instructions.

FSU Safety Coordinator Update

Anne Hawkins-Badge, FSU Safety Coordinator, discussed the primary focus of her projects since she has been working at Ferris. She has been focusing on the needs the College of Health Professions labs, College of Engineering and Technology (Rubber and Plastic Departments) and the College of Pharmacy labs. She will continue to contact other colleges as priorities allow. She has had the opportunity to begin meeting with faculty and helping them to identify how to minimize hazards and how to effectively become compliant with established safety programs. She distributed a handout that outlined some of the various plans, projects and assessments that need to be done and explained how they interact with each other. A few examples of lab safety issues that need to be evaluated include the review of storing hazardous substances; the process use to ensure material safety data sheets are supplied to Mike McKay for inclusion in the University's master file; ensuring that correct fire protection is in place; creating inventory

protocols; and identifying hazards and identifying the best way to communicate them to all who enter the labs. A goal has also been set to have Academic safety training programs possibly in place by the Fall Semester of 2013.

Latino Business and Economic Development Center Update

Director Carlos Sanchez gave an update on the Latino Business Economic Development Center. The Center was created in response to a market need for High Performer Latino professionals and to foster and support entrepreneurship within the Latino communities. Projects currently under way include the Latino Talent Development Program and Latino Entrepreneurial Program; two initiatives aimed at Latino and non-Latino professionals and business owners with the goal of nurturing cross-cultural business relationships in the greater Grand Rapids area and Ferris' campuses. The Latino Talent Development Program is a comprehensive program consisting of professional development, cultural competency and civic engagement, and Director Sanchez is currently recruiting for the first cohort. The Latino Entrepreneurial Program will work directly with several established programs, including the Grand Rapids Chamber of Commerce, to provide culturally competent advice in order to appeal to the Latino market and help open up culture and language barriers. Various other ideas are also under review and collaborations are being planned to help develop future opportunities. Don Green encouraged the group to begin to think about the cultures and demographic changes that are quickly taking place and identify how these changes affect their colleges. Discussion began on the need to review enrollments.

Administrative Forum Discussion

Fritz Erickson discussed the creation of an administrative group that would meet in an open forum to discuss broad-based issues. The group would possibly consist of department heads, directors, deans, and associate deans. The formulation of this group would not alter the current Academic Leadership Council.

Employee Evaluations Timeline

The evaluation of administrative and clerical staff will be due by May 31, 2013. Please share this date with your department heads and staff to ensure that all have an opportunity for evaluations to be completed and that the process can be done in a timely manner.

Internal Faculty Equity

Kim Wilber discussed the process for the current cycle of internal faculty equity. An announcement was sent to faculty and deans containing due dates. Contact Kim Wilber if there are questions.

New Academic Programs - PCAF's Reviewed by the FSU President's Council

Once a new academic program is at the point where a PCAF is completed, but before it is in the stages of final approval, it needs to be reviewed by the FSU President's Council members to determine if other divisions will be affected, and so forth. After discussion, it was decided that PCAF's for all new academic programs will be taken to the President's Council for review before they are taken forward.

“Friends of Ferris” Event Tickets

Tickets may be purchased from Fritz Erickson or Don Green. Those interested may also donate to the auction.

Respectfully submitted by Robin Hoisington