



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

FSU Administrative Council Meeting Agenda

Date January 11, 2012 (First Meeting) **Prakken 104**

Committee Members:

Mindy Britton	<input checked="" type="checkbox"/>	Denise Moulter	<input checked="" type="checkbox"/>
Jason Daday	<input checked="" type="checkbox"/>	Melanie Mulder	<input checked="" type="checkbox"/>
Will Gasper	<input type="checkbox"/>	Craig Roach	<input checked="" type="checkbox"/>
Linda Golden	<input checked="" type="checkbox"/>	Ed Shepard	<input checked="" type="checkbox"/>
Sharon Hopper	<input checked="" type="checkbox"/>	Christi Swank	<input checked="" type="checkbox"/>
Geri Johnson	<input checked="" type="checkbox"/>	Patti Terryn	<input checked="" type="checkbox"/>
Fonda Kuzee	<input checked="" type="checkbox"/>	Heather Youngs	<input checked="" type="checkbox"/>
Angie Mishler	<input checked="" type="checkbox"/>	HR Representative	<input checked="" type="checkbox"/> (WH)

Agenda Items:

1. Review of Agenda

2. Membership/Terms

Copies of the Administration Council charter and a listing of the elected representatives, noting either a one- or two-year term.

3. Election of Officers

Nominations were held and the following officers were elected:

- a. Chairperson **(Christi Swank)**
- b. Chairperson elect **(Heather Youngs)**
- c. Secretary **(Craig Roach)**

4. Meetings

a. Council meetings/frequency

Monthly meetings; 2nd Tuesday of each month; 3:30 pm in Prakken 104 (or alt site as notified.)

b. President's Leadership Council

Chairperson or their designee will plan to attend. (Karen Obermier was notified on 1/13/2012 to include C. Swank on the invitation list for the President's Leadership Council.)

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Prakken 150
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5. Communications

Various subjects were discussed, including:

- a. Development of a (standing) report from Banner listing administrative employees by division with their Lotus-Notes addressed that can be copied to support e-mail communications. (HR to provide)
- b. Examples of other Admin Council charters/websites will be explored (HR to provide a sample)
- c. A discussion regarding the development of a FSU Admin Council website:
 - i. "Open" vs "closed" access
 - ii. Council could form a subcommittee to plan
 - iii. Look at other examples of Admin Council websites for content/layout
 - iv. Do they post minutes
 - v. Offer related "links"
 - vi. Site offered through FSU HR web pages/links from all divisions
- d. Development of a budget request (HR would offer to President/President's Council for consideration)
 - i. Travel/training
 - ii. Printing
 - iii. ½ day retreat
- e. Use of online surveys to communicate with Administrative employees (may use FSU HR survey software)
- f. Opportunity to schedule "open meetings" for Administrative Employees to discuss their concerns and interests
- g. Council Member introductions – To close this meeting, each member introduced themselves and gave a history of their work experience with the University.

Next Meeting Date: February 14th, 3:30 pm, Prakken 104

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