

## **Deans' Council Meeting Minutes**

July 18, 2019

Attendance: S. Becker, S. Gaulden, A. Lorenz, C. Naporano, E. Petkus, E. Saiff

Invited Guest: President Mercer, B. Ricca

Absent: P. Campbell, C. Romano, E. Siecke

### **Minutes**

The meetings from the July 3 meeting was approved.

### **Student Assistant Program**

B. Ricca joined the meeting to discuss the Student Assistant Program (SAP) and the Academic Affairs allocations. She explained the College was not in a position to provide increased funding given the need to accommodate the minimum wage increase. The SAP is no longer funding positions in areas that are revenue-generating or grant-funded. The SAP Allocation Committee reviewed all positions using a rubric to rate priority and then ranked those positions. B. Ricca noted that the highest priority positions were those that provide direct support to other students, have a direct tie to the College's operations and strategic goals, or are highly-skilled positions. She added there is an appeal process, and that Academic Affairs received the most funding across the College.

Several suggestions to accommodate the allocations were made:

- Deans can make appeals for their crucial positions.
- Continue to hire through Federal Work Study (average award is \$1,000/year, equaling about 4 hours per week)
- Using Independent Study for some positions
- Utilize the clubs and honors societies to provide services

B. Ricca will share the entire Academic Affairs allocations with S. Becker.

### **Travel Funding**

S. Becker reminded the Deans that the Year Of grants were eliminated for AY19-20. He suggested the schools receive their regular faculty travel allocations based on the number of faculty and shared the amounts.

S. Hangen inquired how Deans travel will be handled, and also asked if there were any changes to the process of authorizing faculty travel. S. Becker noted Deans can use their school's travel funds. He responded that the Deans will make decisions about whether or not faculty travel is

justified based on the travel restrictions; he will need the TAR and justification as usual for final approval.

### **Deans' Involvement in Advancement**

President Mercer joined the meeting. S. Becker thanked P. Mercer and shared that the Deans would like to become involved in fundraising. E. Petkus added it is their wish to help the College while maintaining a balance. A. Lorenz said the Deans could contribute to the conversation in ways some donors may want.

P. Mercer stated IA would welcome the participation of Deans and senior faculty when appropriate. It is important the Deans are public figures. P. Mercer shared a personal story, and noted the next step would be to invite VP Davey to discuss.

E. Petkus noted the conversation was encouraging. The Deans and S. Becker thanked P. Mercer.

### **New Business**

*Canvas update* – S. Becker shared the Canvas implementation is moving forward. All classes that faculty have built in the sandbox version will roll over to the live version. Moodle classes should also roll over as well.

*Search procedures* – E. Saiff noted that all searches, internal and external, require search committees even if there is an internal candidate currently holding the same or similar position.

*Staff who teach* – A few requests for staff who teach were denied if the request occurred during regular business hours. The Deans felt the policy should be more flexible, and may approach HR about a possible revision.

*Faculty lunches* – S. Becker and S. Gauden would like to begin inviting small groups of faculty for lunch. The Deans suggested there be a discussion topic for the lunches.