

# November 7, 2013 Dean's Council Meeting Minutes

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**Present:** Matthew Adeyanju, Karen Barkel, Mindy Baumgartner, Paul Blake, Cheryl Cluchey for Don Green, David Damari, Dave Frank for Rick Kurtz, Fritz Erickson, Robin Hoisington, Michelle Johnston, Leah Monger for Scott Garrison, Dave Nicol, Bill Potter, Larry Schult for JK Yates, Jon Sprague for Steve Durst, Robbie Teahen, Kim Wilber

**Guests:** Kathy Lake, Associate Dean of Enrollment Services and Kristine Workman, Financial Aid Advisor; Anne Hawkins-Badge, Lab Safety Coordinator, and Renee Vander Myde, Director, Counseling and Health Care, Birkam Health and Counseling Center

## **Scholarship System Enhancements**

Kathy Lake and Kristine Workman discussed a new scholarship system that is planned to be in place during the early part of Spring Semester. They discussed the benefits of using the AcademicWorks software, which will include saving time, labor and printing costs. They asked the deans for input and support and to pass along this information to their departments.

## **Blood Borne Pathogen Program**

Renee Vander Myde and Anne Hawkins-Badge discussed Birkim Health Center's updated/revised Blood Borne Pathogen Program and summarized the revised purpose of the program and how it has been updated. The official Business Policy Letter containing the University's Blood Borne policy is accessible from the FSU Website (Bloodborne Pathogen Policy 97:47). The Environmental Health and Safety Office is responsible for the overall administration of the policy. Renee offered her help and guidance for future needs in this area.

## **Position Justifications/Posting and Hiring Processes and Procedures**

Fritz Erickson discussed the vacant faculty position posting approval process, new hires review of CUPA information, and the approval at Deans Council meetings. Deans were asked to be prepared to give their feedback the processes that should be used as this topic will be discussed in future meetings.

## **Business Continuity**

Paul Blake discussed the need to have a Business Continuity Plan and requested that the deans share with the colleges what they have done.

## **Academic Leadership Series**

Fritz Erickson discussed the idea of hosting general sessions, perhaps a series of luncheons, where general processes could be reviewed and information shared with the academic leadership, especially new chairs/coordinators. Examples include general operations such as hiring (HAFs) and payment (PAFs) processes and procedures. More information will be shared on this idea in the future.

## **President's Council Update**

Fritz Erickson shared that the first draft of the University Strategic Plan will be shared at an upcoming SPARC meeting. He also shared that much work has been done by the Enrollment Taskforce and is anticipating information being distributed soon.

## **Budget**

Budget discussion was tabled to a future meeting.

Respectfully submitted by Robin Hoisington