The meeting was called to order at 7:58 am.

In attendance: Marilyn Bejma, Cheryl Cluchey, Brian Craig, Fritz Erickson, Anne Marie Gillespie, Doug Haneline, Reinhold Hill, Richard Hult, Melinda Isler, Joseph Lipar, Laine Mitchell, Glen Okonoski, Khagendra Thapa, Nate Tymes and Kim Wilber

Doug Haneline and Brian Craig have agreed to co-chair the Core Team. Marilyn Bejma and Kim Wilber will be joining the team as recording secretary and data officer, respectively.

Doug distributed handouts of a suggested action plan for structures and processes. We will also post our plan and names of our team members for contact on the Academic Affairs webpage.

Team members have received inquiries as to why we are doing a structure review. Doug and Fritz explained that this seems an optimal time for review, with five interim college deans, before we do new hiring. Our goal is to be as transparent as possible, and we may decide after our review that we will recommend no changes at all.

Doug asked for two volunteers per session to conduct the discussions. This will allow people who have an area of expertise to lead discussions in that special area. Team members should contact Doug to let him know what sessions they would like to lead. Doug will make assignments for those sessions without volunteers.

Please refer to the FSU Fact Book for data and information, as well as researching outside practices, for our meeting discussions.

We agreed to start each future session with a 10-minute review of the last meeting’s minutes.

Doug asked if future meetings could be extended to two hours. We discussed and agreed that March 9 we’ll meet from 3:30 – 5:30, and our Friday meetings will begin at 7:30 am.

Brian addressed the structure of our meetings, indicating that they are seminar-like, with group learning, and a group process. Our job as co-leaders is to make certain that opinions are heard and brought into the process. We will put ideas on the table and analyze them and possibly move them forward. Our work will be based both on the proposals submitted to us from the campus community and on our own ideas that we bring to the discussion.

How do we find out what the best practices are out there? The definition of best practices can be so subjective; and if researched deeply enough, examples of what match one’s preconceptions are sure to
be found. What we may find is most-common practices. We should discuss options or ideas rather than best practices.

The best approach may be for the discussants (as well as any other team member) to research what our options are, especially what is working well for sister institutions, then e-mail links to the team prior to each meeting to familiarize everyone with what will be up for discussion and any specific recommendations from outside or inside.

Cheryl, Anne Marie and Melinda agreed to be our discussants for the March 9 meeting. The topics will be FLITE, FCTL, special services and centrally provided functions. Other possible discussions could be a consultants’ report on grants, alternate services for faculty, a testing center, the role of University College, and how do we better use what we have.

We may need small groups near the end of our process, and may use them on an ad hoc basis.

We discussed having another retreat, or longer session of three-to-four hours, and agreed on Saturday, April 2 as a tentative date. Marilyn will send out meeting invitations.

We felt March was too soon to hold our first Town-Hall meetings and would prefer them after our April 2 retreat. This round of Town Halls will mainly be introductory. We need to be clear in what we present to the campus, and have enough information – but no alternatives or proposals. We should publish something campus-wide days ahead to give attendees time for thought.

Fritz and Kim distributed handouts of cost data requested by the group earlier, and noted the following: Salaries shown reflect what’s in the budget rather than what people actually are paid. For CPTS, costs are associated with revenue generated; therefore, revenue is crucial to the CPTS staff. Percentage of load determines the salaries shown for the Chairs. No program coordinators are shown. Release time currently paid to faculty across the university who are performing management functions is the equivalent of approximately 27 full-time positions. Kim will add program coordinators to the report. If there are other items we feel should be included in the financial data, please let Fritz know.

Next team meeting: Wednesday, March 9, 3:30 – 5:30 p.m. in CSS 302.

Meeting adjourned at 8:55 am.

Submitted by Marilyn Bejma