

**Deans Council Minutes**  
**June 21, 2017**  
**Leaders Conference Room**

Present: Abraham, Ball, Blair, Cossentino, Howell, Licata, Mosca, Paul, Sanders, Steelant, Swegan, Torres, and Ward

Guests: Paul McFadden, Brian Nord, Chaney Nesbeth, Dan Komp and Michele Schaper

**Introduction**

Associate Provost Kevin Ball introduced Michele Schaper, Academic Affairs System Support Services Coordinator. Deans were reminded to schedule a meeting with Michele (through Jodi) if this has not been scheduled or completed.

**Youngstown State University Foundation Update**

Paul McFadden introduced the three development officers present. Mr. McFadden updated the group on the progress of the campaign, which will kick off in October. Deans were asked to place a hold on October 23, 2017, as the tentative date for the kick-off luncheon. Various recent gifts were highlighted. Mr. McFadden stressed the goodwill that comes from prompt thank you messages from deans and chairs. YSUF does routine acknowledgements, but additional thank you letters or cards could lead to better relationships with donors. The deans receive a monthly report listing these donations and should pass the information along as needed to precipitate these notes/letters.

**Approval of Minutes**

A motion prevailed to approve the May 17, 2017, minutes of the Deans Council.

**FY17 and FY18 Budget**

Ms. Ward reminded deans of year-end deadlines. Discussion was held on deficits, and the Provost announced that he would cover faculty overload up to the amount of estimates received from the deans earlier in the year. Ms. Ward will do budget transfers later in the week.

Discussion was held regarding the FY18 budget. The budget was approved by the board in June, but it will be modified if the state budget has any changes. Graduate tuition was increased by 3%. No new funding was awarded to units unless the Provost has discussed this issue with the financial managers. No program fee changes were submitted to the board. For FY18, all instructional dollars (part time and overload) will be allocated together, and the deans will be responsible for keeping their expenses under budget.

**Duplicate Programs Update**

Associate Provost Ball reminded deans that they should submit the final summary of action taken or timeline proposed for the elimination of the duplicate programs prior to the deadline for the December board meeting's materials.

**Discussion on J-term**

Provost Abraham announced that a conversation is beginning regarding the potential for a January ("J") term beginning in AY 2018-19. An administrative group will be discussing the big picture.

He is forming a committee from the Academic Division to discuss academic issues associated with making this change in the academic calendar. Deans supplied the Provost with potential names for this committee.

### **Roundtable**

Dean Mosca highlighted the news outlined earlier by Mr. McFadden of the two major gifts to BCHHS soon to be announced.

Associate Provost Ball reminded deans that annual reports were due June 19 with only six delinquent reports. He updated the group on the progress of the course management system and the academic catalogs. Dr. Ball reminded deans that he is still in need of some final language for the Faculty Credential Guidelines. Finally, Dr. Ball asked the deans to send him the names of faculty who are a part of the college-level academic program committees.

Ms. Torres announced that the director search for Maag Library is underway. Dean Paul indicated there are approximately 20 viable candidates. Interviews should be held early in the fall semester. Ms. Torres also indicated that the HHS librarian position was to be posted.

Dean Kris Blair announced that the AVPCIO search committee has submitted its recommendations to Vice President Neal McNally.

Dr. Cossentino announced that the Honors College has strong student numbers again for the 2017-18 academic year.

Ms. Ward reminded Council of the workload limits for part time (no more than 9.00 WH in any academic semester—fall or spring). The workload plans for AY 17-18 were due April 12. Provost Abraham reminded deans that these reports will be used for calculating the allocation of instructional dollars for 2017-18. Ms. Ward reminded the group that all changes to faculty tabs on the graduate and undergrad academic catalogs should be submitted to her.

Dean Sanders raised a question regarding centers and program listings in the catalog. He received feedback on these centers. He announced the Graduate Student Social on August 31, 2017, from 4 – 6 p.m.

Mr. Swegan shared enrollment numbers and announced one more June orientation and three scheduled for July.

### **Adjournment**

With no further business to come before Council, the meeting was adjourned at 2:51 p.m.

*Respectfully submitted by Marilyn Ward*