

Deans' Council Minutes
Wednesday, October 16, 2019
2:00 pm–4:00 pm
Miller Administration Boardroom

Attending: Madonne Miner, Brad Mortensen, Bret Alexander, Eric Amsel, Bruce Bowen, Bruce Davis, Andrea Easter-Pilcher, Bret Ellis, David Ferro, Kristin Hadley, Tim Herzog, Wendy Holliday, Brenda Kowalewski, Matthew Mouritsen, Brett Perozzi, Julie Rich, Yimin Wang

Guests: Matt Choberka for Scott Sprenger, James Taylor for Bruce Davis, Stevie Emerson, Jed Spencer, Betty Kusnierz, Pat Shaw for Yas Simonian

Excused: Bruce Davis, Scott Sprenger, Yas Simonian

1. [Approval of Minutes from October 2, 2019](#)
 - a. The minutes were approved as written.
2. Reducing the Melt--Targeted Communication (Bruce Bowen & Stevie Emerson)
 - a. Bruce defined “melt” as the difference between the number of students who are admitted and those who actually attend their first class. Stevie presented information about new Enrollment Services communication strategies, including sending newly admitted students a hard copy letter from their dean, an email from their department, and an email from the student body president. (Competitive application programs will be addressed in a separate process.) The letters are sent based on the major students choose at the time of application. Stevie distributed mock-ups she composed based on information found on deans’ and departments’ websites and out of the Value Propositioning Database. She and Bruce asked that deans check the letters for accuracy and plan to follow up by email. They also requested that deans encourage their areas to submit items to the Value Propositioning Database so that they can be included in this type of communication.
3. Four-year Scholarships (Bruce Bowen & Jed Spencer)
 - a. Bruce and Jed reviewed the [recent changes to four-year scholarships](#) and highlighted the need to nominate more students than usual to account for those who have already exceeded the 125% award cap. They explained that this especially applies to activity waivers since the prioritization has changed to 1. academic awards, 2. Pell awards, 3. Activity waivers, 4. Private scholarships beginning fall semester 2020. They emphasized that the new prioritization makes it vital to nominate students by the May 1st deadline. They also asked that deans strongly encourage attendance at one of the Scholarship Nomination System training sessions that will be held in November, January, and February. The group also discussed recognizing students at donor banquets or ceremonies.
4. New FLSA Rules (Betty Kusnierz)

- a. Betty has distributed information about employees affected by the new FLSA rules. Please double check with Kristy Byington before offering increases to make sure that this will not cause equity issues. Please send ePARs for salary increases to Kristy by 12/1/2019 so that they can go into effect no later than 1/1/2020.
5. [Communications Flow Chart: New International Agreements](#) (Yimin Wang)
 - a. Yimin discussed the flow chart and the associated processes, including that the process applies to degree seeking/credit bearing programs. Deans' Council thanked Yimin for working out the process. The group discussed the importance of identifying the responsible person in each agreement's process, and how to make sure that Northwest Accreditation and program accreditation steps are included. Yimin will develop a process to record the faculty involvement in the process.
 6. Math Pathways, Continuity of Operations: Departmental, and FYE (Eric Amsel)
 - a. Eric spoke with Deans' Council about his request to attend chairs meetings to speak about Math Pathways, Continuity of Operations, and FYE. He offered a brief overview of each topic, explaining the purpose and departmental benefits. Eric will follow up with the deans to arrange to attend their chairs' meetings.
 7. SBBFP: Merit Allocation (Madonne Miner)
 - a. The SBBFP Committee met last Monday, and Madonne provided information from the deans about how merit pay was allocated. SBBFP recommended that if a rubric is used for determining merit pay to faculty, that it be distributed to faculty, along with the numerical values they received. SBBFP requests as much transparency as possible in the merit allocation process.
 - b. SBBFP also discussed that 40% of faculty searches don't take advantage of HR training. They, along with HR, are hoping to have training as part of all faculty searches.
 8. Liaison Committee Reports
 - a. RS&PG- Brenda Kowalewski reported that \$84,000 in funding was requested, and that they had approximately \$42,000 in funding available to distribute. The funding was broken up into projects that involved innovative teaching, community involvement, ext.
 9. Other business
 - a. Pre-promotion salary bump: Tim Herzog requested that deans speak with their college's APAFT representatives about the pre-promotion salary bump process and document. He stated that APAFT is reviewing the document, including the clause that says that a tenure channel must be met for a review to be considered successful. He asked that the intent of the document be considered in the T&P process, and that guidance be given to the T&P committees.