

Deans Council
August 16, 2010
1:30 PM
Allen 611

Members Present: Jerry Gilbert (chair), Richard Blackburn, Timothy Chamblee, Frances Coleman, Robert Cooper, Lou D'Abramo, Rhett Hobart, Kent Hoblet, George Hopper, Gary Jackson, Joan Lucas, Meghan Millea, Gary Myers, Bill Person, Mike Rackley, Sarah Rajala, Lynne Richardson, Peter Ryan, Butch Stokes, Jack Tucci, and David Lewis (for Jim West).

Others Present: Diane Alexander, Mark Binkley, Wayne Bland, David Breaux, Nancy Fultz, Julia Hodges, Rene Hunt, David Shaw, Judy Spencer, and Tommy Stevenson.

Minutes taken by: Melinda Moore.

1. The minutes of the August 2, 2010, meeting were not ready for distribution at the time of this meeting.
2. Mr. Stokes announced that, as of 1:30 p.m., there were 18,250 students registered at MSU. He predicts the number will be closer to 19,874 by Friday, August 20th.
3. Announcements:
 - a. Dr. Gilbert led a discussion on the revision to the International Travel Form. The faculty, staff, or student that travels internationally will be required to sign the A-04 form (International Travel Statement) before the travel will be approved. The traveler must certify that there are no warnings or restrictions associated with this travel.
 - b. Dr. Gilbert announced that an email will be sent out from the Provost's Office containing an invitation to the Oil Spill Conference on September 23rd. In addition to inviting the appropriate scientists from MSU and other IHL institutions, we would like to invite distinguished colleagues from around the country in the following areas: chemistry and sampling, submerged aquatic vegetation, aerial imagery, data management and modeling, shoreline issues, water column, and wildlife (fish and other marine life, marine mammals, sea turtles, and birds). Please send that information to Melinda Moore in the Provost's Office.
 - c. Greg Mortenson will be at Humphrey Coliseum on September 23rd. Tickets will be available soon as various places across campus.
 - d. Don Zant, candidate for the Vice President for Budget & Planning position, will be interviewing in an open forum at 10:45 a.m. on Tuesday, August 17th in the Swalm Auditorium.
 - e. Dr. Gilbert led a discussion concerning faculty offer letters that include start-up. He stated that ORED is looking at revising the letter.
4. Judy Spencer, Interim Director of Human Resources Management, led a discussion about the retirement incentive, focusing on the evaluations of departments affected by incentive retirees.
5. Dr. Ryan and Nancy Fultz led a short discussion on Memorandums of Agreement. They stated that these should be sent through our office for review/approval. Once approved, they will be sent back to the department for processing.
6. Other Items:

- a. Dr. Julia Hodges led a discussion on the Benchmarking Committee. She stated that they have met and created a set of metrics. A spreadsheet was distributed to Deans and edits were sent back to the committee. The committee will need some assistance from the Deans to identify data in the report. She mentioned that the committee will not be the decision makers. She stated that there is not a lot of information out there to compare our institution to others. It was suggested that we take the peer + peer list and get external reviewers to look at the information as to how we stack up against our national peer institutions.