

# Deans' Council

## Minutes: Tuesday, June 12, 2012

1:30 – 3:00 pm

President's Conference Room

Martha Potvin  
Joseph Fedock  
Larry Baker  
Carl Fox  
Robert Hietala

Jeff Jacobsen  
Marvin Lansverk  
Paula Lutz  
Robert Marley  
Tom McCoy

Helen Melland  
Tamara Miller  
Susan Dana  
Matthew Caires

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**I. Call to order**

**II. Approval of Minutes of May 8, 2012, Meeting**

Minutes unanimously approved as written.

**III. Information/Announcements**

**A. OFS Advisory Committee Representative/Space Management Committee Representative**

Representatives from Deans' Council have been requested for the Space Management Committee, University Facilities Planning Board (Dean serves as chair) and Facilities Services Advisory Committee (Dean serves as chair). There is some overlap among these committees and perhaps one Dean might serve on multiple committees which deal with space. Deans interested in these committee assignments should notify the Provost.

**B. Departmental Mailers**

Examples of departmental mailers used for recruitment of students were distributed. New Student Services and the Provost's Office partner to provide this service. Deans should make their department heads aware of this recruiting tool.

**C. Academic Affairs Update**

- Freshman 15: Data show that half of incoming freshmen take 14 credits or less. Our message to new students is to minimize student debt and reduce time to graduation by taking a minimum of 15 credits per semester.
- Enrollment Update: We are expecting 200-250 additional students for fall 2012. David Singel is working with appropriate individuals to identify space to accommodate increased course sections. The possibility of renting modular classrooms is being explored. Department heads should be made aware of the anticipated enrollment growth and be as prepared as possible for the need for increased staffing.
- Technology Enhanced Active Learning (TEAL) classrooms: A workshop on this topic held in the spring generated significant interest among faculty. Existing instructional space will be converted to TEAL classrooms which will help with the space shortage.
- Undergraduate Graduation Rates: A subset of the Higher Education Summit group has been looking at strategies for increasing graduation rates, including:
  - Evening and weekend courses
  - Offering required courses every semester

- Financial literacy information
- J Term (intersession)
- Distance delivery options for completing final courses
- DFW Rates: There have been some gains and some losses. The President has established a goal of not more than 25%, which will require significant changes.
- CIO Search: Dewitt Latimer has been named CIO. He will start June 25.
- EHHD Dean Search: The lead candidate has declined our offer. The position will be re-advertised with an anticipated start date of January 1, 2013.

#### IV. Topics for Discussion:

##### A. Romney Renaissance Project – Bob Lashaway

Bob Lashaway provided an overview of the Romney Renaissance Project. This \$20 million project is the number one priority for MSU-Bozeman on the LRBP. An MSU committee has been established and will be reviewing architectural plans.

##### B. College of Business Building Project – Bob Lashaway

Susan Dana reported on a recently completed programming session. The building will consist of 46,000-50,000 square feet, primarily dedicated to student areas. The building plan was developed on these guiding principles:

1. Community of professionals (faculty, staff, students, business community)
2. Support exchange of ideas and creation of knowledge
3. Celebrate its “place” (incorporating building materials from Montana)
4. Small/flexible building suitable for multi-use and sustainable

The planning committee is now entering the schematic design phase. The start of construction is planned for June 2013, with anticipated completion in 2015. Construction costs are estimated at \$13 million. The Board of Regents authorized expenditure of \$1.6 million for design, but the Legislature must authorize construction. O&M costs will be negotiated.

##### C. MSU Interest Earnings – Terry Leist/Laura Humberger

Laura Humberger reviewed the short-term investment pool (STIP) process. Adjustments in investments are made about twice a week for 425 individually monitored funds. The proposed change would create approximately 25 funds which will be reviewed every day to maximize investment. This process will be automated. By handling these accounts more globally, the required cash cushion will be reduced and increased investment returns will be realized. This new process will be communicated widely to campus prior to the anticipated implementation date of July 1, 2012.

##### D. Development Officer Costs

In FY12 development officer salaries were paid centrally, but each college was assessed the appropriate dollar amount. In FY13, development officers will be paid from central funds, but colleges will not be assessed. The resulting salary savings will remain in the colleges, but will be targeted for operating funds. This is an initial effort to establish reasonable operating budgets for the colleges.

##### E. Evaluation Process for Department Heads

Deferred to July Deans’ Council.

**Next Meeting: Tuesday, July 10, 2012, 1:30 – 3:00 pm (President’s Conference Room)**