

Dean's Council Minutes

September 30, 2013

I. Call to order

Beckie Hermansen called to order the regular meeting of the Dean's Council at 2:40pm on September 30, 2013 in the Academy Room. The following were present:

Mike Medley, Dan Black, Vance Larsen, Beckie Hermansen, President Scott Wyatt, Sheryl Bodrero, Marvin Dodge, and Sue Dalley.

II. Approval of minutes from last meeting

Beckie passed out minutes to be reviewed. The minutes were approved after some changes were recommended.

III. Celebrations:

- a) Vance (Fine Arts): Blew up a bunch of stuff! Happy with the way the concert turned out since the weather was cold. President made a comment that if we keep having outstanding performances, future events will be hard to top. "You can't take it with you" Opens on the 2nd and will be starting a half hour earlier. Start time is 7:30pm.
- b) Sheryl (Humanities): Dr. Nawar will be giving a lecture on the 14th about religion in the Islamic world. The following day Oct 15th Saudi Arabian students will celebrate the Feast of the Sacrifice and would like to host a cultural celebration with food, traditional costumes, music, images, possibly writing out individual names in Arabic. Advertisements will be going out to the community, would be very valuable for all to attend.
- c) President Wyatt: Emile Kasende will be on our campus for the next 6 weeks. He is a chemist and former Fulbright scholar from the DR Congo. He is here to complete his research given the fact that Snow College offers better and more reliable power and technology than his country.

IV. Transition (President Wyatt)

- a) President Wyatt explained that in the absence of Dr. Smith and the pending arrival of Dr. Hood, he is the acting CAO. Dr. Smith is no longer an employee of the college.
- b) The following proposals were presented to help with the transition to Dr. Hood.
 - a) Hire an external interim CAO to manage academic affairs for the next two months. Candidates included Dr. Rick White and Roger Baker.
 - b) Divide out CAO responsibilities among the Deans Council. This was met with great discussion as to a comprehensive list of CAO responsibilities of which workload and the workload document was of primary concern.

- c) Divide out CAO responsibilities among the Deans Council with a senior member of the Deans Council acting as Chief Dean to coordinate the efforts over the next two months.
 - d) Have Dr. Beckie Hermansen continue to lead the Deans Council. Marvin Dodge will hand all academic affairs financial requests and President Wyatt will handle other academic affairs issues. The Deans will come prepared to the next meeting with items (such as workload) than can initially be addressed prior to the arrival of Dr. Hood. All academic affairs information will continue to funnel through the Academic Affairs office in order to maintain protocol.
- c) All agreed to move forward with the final option—sub item d (see above).

V. Rural Superintendents Initiative (President Wyatt)

- a) This item was tabled for the October 14th Deans Council

VI. Convocation

- a) Question came from President Wyatt about who should be in charge of convocation. Suggestions included rotating the responsibility from Division to Division, even on a semester basis. The position does carry CHE, but is not associated with tenure.
- b) President Wyatt further suggested that the nature of Convocation be more intellectually based, even associated with an all campus book/read (students and faculty) with various topics presented based on the collective reading. With or without the book, it was recommended that Convocation represent an intellectual theme by and from which a variety of courses could make learning connections.
- c) It was recommended for consideration that Convocation be the responsibility of a potential full-time General Education and Assessment person. That position is not an established position at the College and General Education is divided among the divisions—no one owns it.
- d) Candidates for Convocation should forward their name as well as present their ideas for Convocation to President Wyatt as soon as possible. It is recommended that the person be selected prior to spring semester.

VII. Transportation (Marvin Dodge)

- a) Marvin discussed the use of suburbans. Suburbans are reserved through the entire academic year. All college vehicles are purchased through state programs and it is hard to add new vehicles. Doug Johnson (Community Education) had 3 cars at his disposal he does not want to manage. On most days, these cars are not used. Some faculty teaching on the Richfield campus have enjoyed exclusive use of these vehicles (does not require paperwork through motor pool). There are three current motor pool cars that will be replaced this year, most likely by hybrid vehicles.

- b) Regarding minibuses. The state contract for a minibus is \$70,000 plus and no campus group has the money to afford the purchase of such a vehicle. Despite the advantage a minibus would be to athletics, such a vehicle serves little purpose to other campus groups. For example, the science department prefers the suburban of similar type vehicle in order to accommodate the light off-roading associated with some trips. The University of Utah is selling two mini busses with 120,000 miles on them for \$30,000 tomorrow (10/1). These vehicles would not be large enough for athletics and still be able to accommodate other programs and/or organizations like science. However, drivers of these vehicles must have a CDL. The state has been trying to approve Sprinter Vans which hold 12 passengers (real seats). If approved we will be able to use these for transportation without a driver-required CDL. Marvin's recommendation is for the purchase of sprinter vans while holding onto the suburban for other uses (off-road).
- c) It was recommended that a program or some type of software be engineered that will allow college personnel to see on-line what vehicle are reserved and by whom in order to facilitate better communication regarding the use and non-use of college vehicles. Such a system by alleviate the frustration encountered when a reserved vehicle is not being used and could have been used by another department.
- d) There is question as to a motor pool policy based on a hierarchy of needs such as faculty needed a vehicle to regularly travel to Richfield to teach classes. How to establish a reservation hierarchy is problematic and right now is best addressed on a first-come, first-served basis.

VIII. Part Time Employee Information

- a) Need to make sure that people are classified correctly. Beckie will work with Bonnie to get part time employees figured out. Dan asked for this information to be sent out to all divisions. He says he is at 32 full-time faculty in his division but he is not sure if this is actually correct. Part-time hiring is handled directly through HR and nothing is really being communicated to the Deans regarding the part-time hire in their Division.
- b) Beckie offered to send this spreadsheet that will allows the Deans to verify the part-time faculty in their division. Hopefully, this will assist with payroll and other personnel related issues.

IX. Other

- a) Mike: UQI for Morris Casperson was approved. Everyone votes yes.
- b) Beckie: Only one innovation proposal was submitted. A new email will extend the deadline. The proposal submitted will receive automatic funding of \$500.

X. Adjournment

Beckie Hermansen adjourned the meeting at 5:00pm. The next Deans Council is scheduled for October 14th 2013.

Minutes submitted by: MarKay Mullen