Approved by Council of Deans
February 13, 2014

UNIVERSITY OF MICHIGAN-FLINT

Council of Deans Meeting

Thursday, December 12, 2013
3:00 p.m. – Shiawassee Room

~ Minutes ~


Guests: Beth Manning, Assistant Director/Human Resources
Greg Tewksbury, Vice Chancellor for Business and Finance

Provost Voland called the meeting to order at 3:00 p.m.

Approval of Minutes from November 14, 2013

The Minutes of November 14, 2013, were approved as amended.

Compensation Issues

Discussion took place regarding recent changes to staff in the deans’ offices of Secretary Intermediates, non-exempt, and Executive Secretary, non-exempt, to Assistant to the Dean, exempt. Beth joined the conversation in explaining the background of why a change was made. Gerard invited deans to send him a recommendation that he could review.

Budget Information Request

Greg joined the meeting and indicated that in an effort to do a better job with the overall budget, he would like to receive more information from each of the units. He distributed a handout and reviewed the goals of the budget process with deans. He indicated that he would like four pieces of information from each of the units: key initiatives, cost containment plans, enrollment projections, and facilities which he discussed. He indicated that even though part of the information requested includes a 2-4% reduction plan, there are no plans and/or information to warrant that that is going to happen. He stated that a formal memo will be sent from him and the Provost. The deans would be asked to submit their reports by February 15.

Consistent Vacation Schedules

Discussion took place regarding the inconsistencies that have sometimes occurred regarding units and/or departments allowing their staff to leave early especially prior to a holiday. Much discussion took place. Gerard said that there are really two issues involved:

• When departments are supposed to be open, there has to be someone covering the office or information posted referring guests/visitors to an alternate office for assistance.
• A reminder message may have to be sent out regarding the policy that if time is taken off, it has to be charged to vacation accrual.

After additional conversation, Gerard indicated that he and Diana would send out a joint message to faculty and staff in Academic Affairs reminding them about the policy and how departments need to be covered.

**Matters Arising**  
Albert indicated that he attended the UNV 100 presentation by Jerry Sanders and Tonya Bailey, “Let’s Talk About Sex and HIV” Class Showcase and Celebration and he said that it was wonderful. He indicated they did a great job and really showcased how we are involved with community engagement. He was very impressed.

The meeting adjourned at 4:00 p.m.