**RHE Deans Meeting**

**May 24, 2016 | 10:15 am – 3:00 pm | Cutler Hall 306**

Attendees: Willan, Anderson, Pennington, Howard, Abraham, Tuck, Cushman, Smith

*10:15 – 3:00 Updates and Discussion Items*

*10:15 – 10:45 Provost Benoit*

The Provost shared that Representative Duffy was on campus yesterday and discussed the mid-year biennium bill with the deans. The deans and the Provost discussed the closeout of FY16 and how the budget planning for FY17 is expected to conclude. The Provost shared that three state committees have been created to look at various state-level budget or budget-impactful items: state share of instruction, administrative efficiencies, and capital funding. Nominations for replacement members of the OHIO Board of Trustees are still being submitted to and reviewed by the Governor.

College Credit Plus

Anderson shared that all of the campuses came together for a CC+ meeting on May 18. This meeting will become an annual process and opportunity to review changes, plans, and needs related to CC+. Anderson noted that there are three house bills currently in review by the state education committee: no decisions yet. Chillicothe recently hosted two successful CC+ events that will be discussed for system-wide implementation next year: College Credit Ready and a CC+ reception. Firm fall 2016 application numbers should be available later in June.

Admissions

Howard provided the deans with an update on fall 2016 application/admission numbers. As of May 20, 2016, applications and admissions are up slightly compared to 2015.

Summer Enrollments

Howard shared updated information on summer enrollments. Enrollments are down in courses from the Patton College and from the College of Health Sciences & Professions, both graduate and undergraduate.

Budget

The deans reviewed budget forecasting updates from the finance office. Updated campus budget information will be distributed from the RHE office once available. Campuses will be held to their presented FY16-17 budget plans. Updated income statements were reviewed.

Chart of Accounts Redesign Project

Howard shared that the project is ongoing but no new information is available at this time.

Facilities

The deans will meet over OULN on May 31 to review EngergyCAP which could positively impact payment processes and usage for campus utilities. Facility directors and budget managers will also be included.

Human Resources

Reminder to the deans that the reappointment process concludes Friday, May 27. Any changes must be forwarded to the RHE office as soon as possible. The standard reappointment letters will include the total raise awarded to each employee; however, the letter will not describe the nature of the raise: merit, total compensation, etc. Deans can provide more detail if desired.

Training Needs

Each campus has provided an Excel subject matter expert who will be able to participate in a system-wide training opportunity.

Group II Travel Funds

Cushman inquired about the ability to use travel funding for Group II faculty participating in COIL. Willan suggested that a proposal should be submitted to the RHE office.

Faculty Travel Funds

A proposal to create a standard RHE process for distributing travel funds for faculty will be developed and presented to the RHE Leadership.

Release Time

The deans discussed parameters for faculty release time.

Lab Curator Responsibilities

The Chillicothe campus is looking for ways to cover the preparation of science labs. Lancaster has a full-time position that prepares all science labs; Southern has a regular part-time position. Faculty at Zanesville receive an overload contract. Tuck will work with Howard to finalize a solution.

Bookstore/Café Adjustments

Auxiliaries has provided each campus adjusted bookstore and café plans for AY16-17.

*1:00 – 2:00 Adam Pergram, Human Resources Liaison*

Pergram met with the deans to discuss human resources questions and updates. Pergram may conduct various HR related training workshops over OULN. Pergram and the deans reviewed the equity review process as part of reappointment. Pergram reviewed a new process for working with HR in advance of a reorganization, which will allow for a comprehensive assessment of the impact on employees and their jobs. The process for job reevaluation and reclassification was discussed. Pergram reviewed the rules around screening job applicants. The state of Ohio has passed the “ban the box” law, which removes the question regarding felony conviction for job applicants; Ohio University’s application now no longer includes this question. A question regarding non-traffic crime can be asked in an interview if asked of all applicants; the response can be considered if directly applicable to the position. The university pay scale goes up 1% beginning July 1. Pergram reviewed changes to the Fair Labor Standard Act. Information was distributed regarding the healthcare exchange. The university has created a working group to look at the performance management process and forms for administrative staff.

Fall Graduation Recognition Ceremonies

Willan confirmed that each campus should plan a fall recognition ceremony.

Degree Plans

Pennington suggested structured degree plans might help students persist toward graduation. Anderson will create a degree plan template to share with the deans for consideration. Anderson also reviewed the existing tools available through PeopleSoft’s course planner.

Optimal College Town Assessment

Willan will keep the deans posted on this initiative. He is currently going through the IRB process.

Dissemination of Information

The RHE Leadership listserv continues to be a useful tool for distributing information to the regional campus system.

Other

Tuck noted there is interest on the Chillicothe campus in a Master’s in Social Work cohort. Willan will plan to reach out to Warren Galbreath and CHSP to discuss the possibility. The other campuses are also interested in pursuing the idea.

Anderson noted that the University Ombudsman position is in the search process.

*3:00 – Adjourn*

*Upcoming Events:*

May 26 Inter-University Council

June 10-11 Foundation Board Meeting

June 12-15 RBCA

June 23-24 BOT Meeting at Lancaster

July 19 Athens & RHE Academic Leadership

August 16 Athens & RHE Academic Leadership Retreat

August 17 RHE Faculty Conference

August 25-26 Board of Trustees Retreat – Dublin