

**Deans Council Minutes
August 18, 2008**

Members present: Peter Rabideau, chairman; Hart Bailey, Richard Blackburn, Donna Clevinger, Harry Lull (for Frances Coleman), Jerry Gilbert, Kent Hoblet, George Hopper, Melissa Mixon, Gary Myers, Bill Person, Sarah Rajala, Lynne Richardson, Braxton Stowe, and Jim West. Also present were: Mark Binkley, Julie Fulgham, Mike Rackley, Kirk Schulz, and Butch Stokes.

1. **New Department Head and Administrator Training:**
Dave Breaux, Dept. Head Council Chair distributed a tentative agenda for the Information Workshop to be held on August 25th.
2. **E-Verify and Procedures-HRM:**
HRM sent out an email detailing how to process new hire paperwork. HRM mentioned that the training sessions are going well. They will get a list of staff that has not yet attended a workshop to the Deans, once the last training session has ended.
3. **Tuition Incentive Program:**
MSU is giving back to the departments from tuition due to higher enrollment growth. Departments have a need for money from enrollment increases. The money will go to the Dean's office and will then be distributed to the appropriate department.
4. **Outside Employment:**
When submitting an outside employment form, you should include a short description of the consulting work to be performed. Outside employment for a professor to teach at another University should never be approved.
6. **Course Fees:**
Dr. Rabideau mentioned that requesting to add fees to a course could be looked upon as another way to extract tuition from students. Requests should be sent when the reason can be justified.
7. **MAC Conference:**
Conference will be held Sept. 28th-30th at Delta State University in Cleveland, MS. IHL is interested in MS State participating.
6. **Other Items:**
 - Braxton Stowe reported:***
 - The "Drill" will be on the drill field at 6:00 p.m. today.
 - Dean Clevinger reported:***
 - Classes start at 4:00 p.m. today.
 - We will have a back-to-school luncheon on Friday, August 22.
 - Dean Myers reported:***
 - Flyers were passed out announcing the Fall-Fest days for Arts & Sciences.
 - Dean West reported:***
 - Our department received funding from the Enterprise Foundation.
 - Dean Richardson reported:***
 - Flyers were passed out announcing the "State Your Financial Future" 2008-2009 schedule.
 - Dean Hopper reported:***
 - The 41-member university organization recently earned first place as the 2007-08 overall outstanding student chapter, as well as placing first in the 2003-04 SAF Student Chapter Web site competition
 - Dr. Gilbert reported:***
 - The New Faculty Bus tour is scheduled for Sept. 25th. Deans are invited, but space is limited.
 - We still have tents available for the games scheduled on Sept. 13th and 26th and Oct. 25th. The price is \$750.00 per game.
 - Julie Fulgham reported:***
 - Assessment plans are due Sept. 19th.
 - We will be hosting a workshop on Sept. 16th and 18th. Please let us know if you are planning on attending.