

**Council of Academic Deans Meeting  
October 28, 2008**

**Summary and Action Items**

- **New Over Expenditure Report:** Mr. Gordon Thyberg reviewed the automotive over-budget notification process. He defined the six levels of notifications for over-expenditures.
- **Marketing Items:** Dr. Michael Heintze presented designs for holiday cards and ornaments to be sold by the Marketing Department. Proceeds from the sale of these items will go towards scholarships.

**Off-Agenda**

- **Academic Calendar:** Dr. Heintze requested feedback regarding moving Spring Break 2010 one week earlier and having final exams on Saturday.
- **Cell Phones:** Dr. Gene Bourgeois stated that providing allocations for cell phones to staff should be very rare. Dr. Bourgeois will provide written guidelines on this topic.
- **Toll Charges:** The toll charges for faculty teaching in Round Rock can be added to their travel vouchers.
- **Bobcat Days:** The change in the set-up of Bobcat Days will be discussed further. Any final changes will be discussed with the Deans prior to implementation.
- **SACS:** Dr. Cathy Fleuriet reminded the Deans that the student program and general education outcomes are due from the Deans by 10/31/2008.
- **Student Fee Hearing:** Dr. Moore announced that the Student Fee Hearing is set for tomorrow at 3:30. Tuition and the library and student center fee will be discussed with the students.