

College of Arts, Humanities and Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

August 5, 2009

For approval on Sept 3, 2009

Attending: Ken Ayoob, Interim Dean; Harry Wells, Associate Dean; Ann Moore, Budget Analyst; Mary Glenn, JoAnne Berke, Zo Devine, Laura Hahn, Susan Bennett, Paul Blank, Tom Mays, Marcy Burstiner, Brian Post, Marlon Sherman, John Powell, William Herbrechtsmeier, Mary Virnoche, Anne Marie Dannenberg, Valerie Budig-Markin, Jody Garoutte, Judith Wyland, recorder

DISCUSSION ITEMS:

1. Staff furloughs: Following the HR furlough calendar, academic department offices will be closed. Only the College offices, Provost's and President's offices will be open and minimally staffed, with staff and administrators amending office calendars to accommodate this. Any deviations from the calendar by academic department staff must be pre-approved by the Chair, followed by approval by the Dean. Changes will only be granted because of office/program needs, not for personal preference.
2. Faculty furloughs: (*refer to APS "Academic Year Instructional Faculty Furlough Implementation AY 09-10"*). Individual plans will need to be drafted by faculty and Chair, followed by approval of Dean. Record keeping forms are being drafted by the appropriate units for tracking all absences, including furlough times. Exempt employees are *NOT* exempt during a week when furlough is taken (work week extends from Sunday morning 00:01 (one second after midnight) to Saturday 24:00 (12 midnight), thus any sick leave, furlough or vacation time off must be recorded.

Discussion brought up questions and concerns: that a 10% reduction of work in actuality will add more work (point acknowledged, but reduction is mandated--the "how to's" are to be configured by each department and unit); question, "how is extended medical leave affected?" (HR and payroll will inform campus, and about proration of furlough time for part-time faculty); will the academic calendar be adjusted to accommodate? (it was suggested that Chairs contact Bob Snyder); "will there be a reduction of requests to departments—evaluation process, etc?" (answer: no, not if they are required items, such as WASC accreditation items).

Further suggestions were: to encourage faculty to begin adjusting syllabi to accommodate a 10% reduction and to point out in syllabi what adjustments are being made in order to give the public a view into the situation, and with a slant to show

students what they are missing, rather than just a simple reduction in assignments; encourage faculty to complete the upcoming survey from the Committee for Institutional Change (CIC).

Budget Overview:

1. There are NO funds for equipment.
2. College support for travel will be case-by-case, and be either program trips, or tenure and promotional faculty coming up for review in 2010-11. This means neither the Interim Dean nor the Associate Dean will have College travel funds. If they travel, it will be with personal funds.
3. The Dean's discretionary fund is being reduced from \$30,000 to \$5,000.
4. Department OE will be disbursed on the AY 08-09 funding, less 10%.
5. Temporary help (excluding GAs) is being reduced 10%.
6. The temporary help reserve is reduced from \$8,800 to \$3,000.
7. Contingency fund (\$115,000) will see no cuts, based on needs generated over the past few years.
8. Operating expenses of the College office are being reduced 50% or more.
9. A plan must be drawn up for reorganizing the structure of College administrative units—Chairs will be consulted, and they will have the opportunity then to consult with faculty. Any plan, however, must show staff reduced by one, and faculty by 1 FTEF, thereby reducing Chair time. The College avoided any staff cut by utilizing open positions.
10. Assigned time for graduate coordinators will be eliminated or diminished starting in Spring 2010. There is a potential of 21 WTUs in savings per AY. (10.5 WTUs saved for AY 09-10)
11. There will be no release time for serving on the College personnel committees.
12. The first round of cutting sections saw 23 cancellations. Low enrolled courses will be subject to cancellation, and must be attended to no later than the second class meeting. By contract, if a lecturer teaches more than two sessions, the year's salary must be paid.
13. So far, the College has cut \$946,000 for AY 09-10, including base budget, projected savings in chair and assigned time, and one-time reductions.

Chair Time: Per memo from Bob Snyder (August 4), Chair time is reduced from 12 to 10-month, with stipends for summer work.

Changes to IUPC evaluation criteria or procedures for all continuing and new probationary faculty whose service might be affected by the furlough must be delivered to those faculty within the guidelines of Article 15.3 of the faculty contract.

Long-term budget reductions will be guided by:

- Benchmarking analyses—reduction in units in some majors, and possible adjustment of class rotations, class sizes and SFR.
- Program elimination, and not necessarily those in categories 3 and 4.

- Faculty teaching courses outside their home department
- Courses across disciplines being counted in majors.
- Distance education and hybrid classes
- Larger GE classes
- Raising enrollment caps
- Managing enrollment down
- Fund raising

Meeting adjourned 12:30 pm