To: The University Community  
From: The University Committee on Layoff  
Subject: Proposals  
Date: February 6, 2004  

The University Layoff Committee (UCL) has been convened by President Rees to make recommendations regarding the impact of budget cuts on the employment of faculty at CSUH. The committee is now gathering information that will permit it to give informed advice in order to prevent layoffs.

In its deliberations, the committee is attempting to uphold a core set of values. These are:

- Sustaining FTES at levels required by the CSU Board of Trustees;
- Maintaining high-quality programs that serve the University’s mission to educate a diverse student body;
- Preventing layoff;
- Promoting faculty participation in cost-cutting decisions and measures.

The committee has recommended to the Colleges and the Library a set of guidelines based on the core values to assist in the process of budget planning. The committee’s letter to the Deans and its attachment can be accessed via the link: http://imctwo.csuhayward.edu/senate/a_ucl_min.shtm

We have urged the Deans and the University Librarian to consider the following:

- Minimizing the impact of budget cuts on enrollment;
- Avoiding cuts that disproportionately impact minority and special needs students and quality of instruction;
- Avoiding cuts that would lead to layoff of tenured and probationary faculty, FERPers and 3-year lecturers;
- Consulting with the faculty on ways to reduce the overall impact of cuts on instruction and other expenses.

We invite all members of the CSUH community or their representatives to attend the committee's weekly meetings, communicate with members of the committee, or reply in writing, in order to provide suggestions for budget savings in these challenging times. The dates and places of the meetings are posted on the Academic Senate website, http://imctwo.csuhayward.edu/senate/a_ucl.shtm.

With our great thanks for your time,

**Committee Members:**

- William Langan
- Melany Spielman
- Bruce Trumbo
- Donald Wort

Dee Andrews
Julia Norton, Chair
Marilyn Silva
Kathy Hann