CALIFORNIA STATE UNIVERSITY, HAYWARD
University Committee on Layoffs
Approved as Corrected

Minutes of the meeting on Wednesday February 4, 2004

Committee Attendance: Bruce Trumbo, Marilyn Silva, President Rees, Julia Norton, Dee Andrews, Bill Langan, Don Wort, Kathy Hahn, Melany Spielman,

1. Approval of agenda with Additions from Dr. Terry Jones

2. Reports
   • Chair-No Report
   • President- Impressed that even though we are having a decreased enrollment target, we still must keep FTE as high as possible (less classes, more students per class) to prevent a further loss in revenue. If we slip more than 1% below the target we will lose further funding. We must meet the new target with less resources.
   • COBRA- This year a 2.5% reduction resulted in a 3% decrease in FTES. We all must do everything in our powers to prevent further loss. We can not do business as usual.

3. The values this Committee aims to uphold 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.

At this time, the committee’s immediate goal is to recommend to the Colleges and the Library a set of guidelines based on these core values to assist in the process of budget planning in these difficult times. Again in brief, we urge 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.
4. President Rees shared that the whole University Community is invited to all University Committee on Layoff meetings and speak up. We need the collective power of everybody to work on this crisis so that impact on students is lessened.

5. Committee will meet next Wednesday February 11, 2004 in President’s Conference Room, 12:00-1:30pm.

6. The Deans and Librarian, faculty and staff in each unit are working on plans to meet the projected cut in revenue. This committee encourages everyone to participate in their department, unit, College, or at the University level.

7. Adjournment

    Respectfully submitted,

    Melany Spielman, Secretary