Members Present:
Dana Edwards, Kris Erway, Karina Garbesi, Armando Gonzales, Bill Langan (Chair), Eleanor Levine, José A. López, Nancy Mangold, Saeid Motavalli, Don Sawyer, Don Wort

Guests:
Carl Bellone, Jennifer Cason, Stanley Clark, Dick Metz, Julia Norton, Norma Rees, Hank Reichman

Meeting convened 9:00 am.


Agenda approved.

Chair’s report.
Langan: Proposition 57 passed, which alleviates at least that likely contribution to yet larger cuts.
Garbesi: At a recent ALSS Council of Chairs meeting it was indicated that a 10% cut is now more likely than a 15% cut. Is that true, and does that number assume the student fee increase passes? If so, how likely is it that the fee will be approved?
Rees: The fee increase will be taken up by Board at their next meeting if the Board is ready. The Chancellor proposed that credential candidates have a 25% fee increase rather than the 44% previously proposed; undergrads would go up from 10 to 11% to offset that reduction. Including unfunded mandates and the proposed fee increases, it looks like the cut would be about 12% now.
Garbesi: Is there a sense that the Board will pass the fee?
Rees: There is some opposition on the Board. It also depends which Board members show up.
Langan: The Deans’ cuts scenarios have now been completed and passed on to the Provost. Reimonenq indicated that only fulltime 3-year lecturers are protected [meaning that a layoff would be required to terminate – kg]. The assumption is that those who are less than full time could be reduced, even to zero time, without it bring considered layoff.
Clark: The contract is not clear on what would happen if the successor agreement extends three-year entitlements. We are awaiting word from the Chancellor’s office on that.
Langan: CFA might have a different opinion on part-time 3-year lecturers. Are we prepared for grievances?
Dick Metz: Administration and Business Affairs, Budget Report

Handouts:

?? Administration and Business Affairs Organizational Chart.
?? Business and Financial Services Potential Additional Staff Reductions 2004-2005

Metz: There are only two administrators in ABA at this point in Metz’ office. ABA is a relatively small fraction of total administration at CSUH. The administrative portion of Academic Affairs’ budget is about 40% higher than total administration in ABA. •Five people (net) have been lost from Metz office over the last few years. These are considered ‘vacant’ positions, but there are no plans to refill them. •Three main parts of the organizational chart of ABA are affected by the General Fund. Nothing under Robinson is general funded, including his salary. Kris Erway (Budget Office) will not be cut this time. Kris has only two people now working for her. Metz is trying to hold Poque’s office harmless because the load Human Resources’ load actually goes up during periods of cuts (e.g., grievances). There will be one staff cut in Poque’s operation by attrition. •Sanchez’ and Hoss’ sections will be cut. •The Business and Financial Services handout reflects net losses in positions in Hoss’ group. •When positions need to be filled, they are now filled by temporary employees. This allows the institution the flexibility to let people go without layoff proceedings. There are other advantages as well. Namely flexibility. You can make sure people work out before committing to permanent appointments. Our current temporary staff is fabulous because the job market is so bad. There are many highly skilled people out of work. On the other hand, we are getting good people that we may have to let go. •Additional cuts likely for B&FS are reflected in the handout, Business and Financial Services Potential Additional Staff Reductions 2004-2005. These will be mostly among student assistants and temporary staff. •Campus mail deliveries be cut to one pickup and delivery a day. Packages will not be delivered. These will have to be picked up by departmental personnel. ABA will eliminate letterhead and envelop services. We are doing that through third party now anyway and the service is actually better. •We will eliminate University Stores. Departments will now order supplies and materials directly from home depot. ABA will eliminate payroll type 2 advances and travel advances. Will do the latter via reimbursement.

Redmond: It will be a major hardship for students, can we reconsider the travel advance problem?

Metz: Everything will be a hardship.

Levine: Many things that ABA is eliminating mean that departments will have extra expenditures. Picking up packages, duplicating forms, etc.

Langan: That was Metz’ point. Everyone will be hurt.

Levine: Departments are always the last place to which cuts can be passed. Departments at some point will become non-functional. It is inefficient to have a relatively well-paid secretary doing package pick-up.

Garbesi: This is a good point and COBRA should watch out for cuts that are overall economically inefficient.

Wort: Appreciates Metz pointing out clearly the impacts of the cuts, i.e., being specific.
Reichman: Agreeing with Levine and Garbesi... We can do an accounting of the effects of specific proposed cuts and make decisions about where money should go based on that.

Metz: Many cuts increase our legal risks because staff reductions make it difficult to stay in compliance with many laws.

Wort: We need to communicate these kinds of risks to the legislature.

Metz: Cuts in Facilities and Planning Operations, Sanchez group, have a direct impact on teaching environments. We had 65 housekeeping staff in 1989; we now have 37; we will have only 31 in 2001. In 1989 we had 26 ground crew; in 2004 we will have 14. Because of the pay discrepancy, you have to layoff many ground keepers or housekeepers, to be equivalent to laying off one tenured faculty member. We will cut engineering staff from 12 to 8.

Lopez: The other units provided budget details. Can you do that?

Metz: Yes. Metz promises to send budget information to COBRA.

**Carl Bellone, Academic Programs and Graduate Studies**

Handouts:

?? Academic Programs and Graduate Studies, Background Information for COBRA (text and organizational chart)

?? Academic Programs and Graduate Studies, budget summary figures (no title)

Bellone: • Bellone has no assistants. His contemporaries at other campuses generally do. Administration is lean, but he is fortunate to have good people running the offices. In 2001, the university dropped one MPP position, and Bellone took up both roles (Academic Program and Graduate Studies). Last year, his office took a large (17.8% in the general fund budget allocation.) He is now working on scenarios for further cuts between 9.3% and 16%. • Multi-media is masters program funded out of the four colleges. Taught all through assigned time of faculty from regular departments.

Garbesi: The salaries of faculty teaching PACE courses are not included in the PACE budget, right? Those are paid by the departments, through the colleges, right?

Bellone: That is right.

Gonzales: PACE salaries are calculated using the usual funding formula, but the specific allocations to the colleges and departments are handled informally.

Langan: Can we cut some of those offices below Bellone? Community College Outreach, for example.

Bellone: We are concerned about loosing money because of not meeting the FTES target. Does not think it would be wise to cut there.

Rees: Agrees with Bellone. Given cuts to sections it will be difficult to keep the students who do come. Availability of sections has been the greatest determinant in our enrollment. If we miss the FTES target our budget will suffer yet more.

Langan: FTES is down this year, 1.7%, what about head count?

Clark: The FTES value is based on annualized projection.

Erway: Our fees are based on head count.

Levine: We need to let the faculty know there is space for students.

Clark: He has asked the Dean’s to communicate with their faculty regarding available access and removing caps on courses.
Minz: Was concerned that by having departments independently scheduling, we would have higher probability of course conflicts.
Bellone: This is something his office is trying to address. There is a scheduling committee.
Redmond: As an administrator she has to balance the immediate effect of cuts versus the long-term effects. Cutting ties to the community (i.e., outreach programs) can hurt us a lot later on.
Mangold: Where do we get data on headcounts etc.
Clark: Website of Institutional Research and Analysis.
Garbesi: Are the number of sections included on that website also?
Clark: Institution research was recently moved to Academic Affairs from ABA. Data of that sort will now be given higher priority. We hope to have it on the website. There is greater demand for that under the scrutiny caused by the cuts.
Bellone: Under Instructional Services, Cason and D’Avella’s work is paid by outside funds from the Chancellor’s Office.

New Business:
None

Next meeting:
Redmond, Student Affairs, and John Charles, UIT.

Meeting adjourned: 11:00 am.

Respectfully submitted,
Karina Garbesi, Secretary