Minutes of the Executive Committee Meeting, Thursday, July 20, 2006

Members present: Calvin Caplan, Denise Fleming, Nan Maxwell, Susan Opp, Mo Qayoumi, Henry Reichman, Don Sawyer, Eric Suess, Steve Ugbah, Dianne Woods

Members absent: David Larson

Guests: Fred Dorer, Myoung-ja Lee Kwon, Sonjia Redmond

1. Approval of the agenda

M/S/P (Caplan/Maxwell) to approve the agenda

2. Approval of the minutes

No minutes to approve

3. Reports

A. Report of the Chair

- Reichman asked everyone to introduce themselves. Reichman stated that he and President Qayoumi attended the Board of Trustees meeting the previous week where a successor strategic plan document to “Cornerstones,” a system-wide planning document was discussed. There was also a campus enrollment funding discussion; CSUDH held a protest. Faculty Trustee David Bradfield spoke on behalf of the “payback” campuses; Kim Geron spoke on behalf of East Bay. The Board of Trustees took no action, but Reichman’s understanding is that the funding model may be called into question.

- The Executive Committee retreat is scheduled for August 16, with faculty attending in the morning and the President and Fred Dorer in attendance during lunch and the afternoon session. Reichman asked that the Executive Committee hold the morning of August 18 open in the event there is additional work to be done. Reichman stated that he will not be available between now and the retreat as he will be in intensive bargaining.

B. Report of the President

- President Qayoumi reported that he has spent the past three weeks meeting with departments and faculty and looking at data and context in which decisions have been made. The President stated that he would like to hold a monthly meeting with faculty from various colleges as a forum for ideas to be exchanged. The President believes the budget process should be transparent and is working with Kris Erway to develop additional budget reports that will provide a more complete picture of the university’s finances.

- The President discussed the structural budgetary problem, lack of adequate reporting mechanisms, and the mix of one-time funding with ongoing funding. As he looks at numbers, Academic Affairs has $1 million dollars in structural funding issues that needs attention.

- There is currently a $2 million deficit. Addressing enrollment is critical; if we can meet the enrollment target for this year, we will be able to address the $2 million in structural budgetary issues. In addition, the Oakland center is a major financial drain on Continuing Education.

- The summer enrollment census indicates that FTE is about 4.4% lower than last year. A lower headcount results in lower incoming fees. The President stated that a flat FTE is problematic as the FTE must be built upon in order to make headway on enrollment growth into the fall. The President stated that he will be meeting with community colleges regarding transfer students. In addition, letters are being sent to students who have between 11 and 15 units, as these students could take an additional course at no
cost; this would increase FTE. As of now, the President has not been able to identify an individual to head up Enrollment Services even on an interim basis; thus, he would like to start a search for that position as soon as possible.

- President Qayoumi stated that he is pleased that Fred Dorer accepted the Interim Provost position; East Bay is the sixth CSU campus at which he has served. The President expressed a desire to start the search for a permanent Provost as soon as possible.

- The President stated that two campuses, SLO and SFSU, appear to have good enrollment plans and good outcomes. At many CSUs, Enrollment Services is housed in Academic Affairs, Student Affairs, or reports directly to the President. Qayoumi wants to examine the structure of Enrollment Services at CSUEB and is open to all ideas.

- The President reported that he continues to look for more data and input to make improvements in financial, enrollment, and operational efficiencies. He is also examining workers compensation cases to determine if there are cases that can be finalized. A team from across CSU is scheduled to visit in order and offer suggestions about improvements in CSUEB’s plant management, including ways to save money on energy costs. Those the President has asked to come are not high paid consultants, but individuals who work within the CSU system; we will cover their travel expenses.

- With regard to tenure track positions, the President reported that Fred Dorer is working with Deans on a long-term plan that can operate within financial constraints. As of the present, there are 30 open tenure-track positions, including roll-overs from last year.

- Maxwell expressed her gratitude for the tenure track positions and asked how Fall enrollment is proceeding. Qayoumi stated that enrollment is up somewhat from last year. Saudi Arabia is sending 5000 students to American universities; Libya is sending students for first time in 15 years; CSUEB hopes to see some of those students enroll.

- Caplan asked if the enrollment figures are head counts or FTE; Qayoumi believes they are headcounts. Rush-Woods asked if there is a new formula for enrollment.

- Reichman stated that there will be a 2.5% increase in fees for resident students only.

4. Search for Provost/VP Academic Affairs

Reichman stated that the search committee for the Provost/AV Academic Affairs can be in place by early October. An initial meeting should be set so that prospective members will be ready to make an initial cut, then conduct screening interviews in November and hold campus visits in early December.

M/S/P (Sawyer/Maxwell) to approve search for Provost/VP Academic Affairs and empower Reichman to work with President Qayoumi and Fred Dorer to set the schedule.

M/S/P (Caplan/Opp) to eliminate Information and Computing Services from the Provost/VP Academic Affairs description.

5. Enrollment Services status and search for AVP Enrollment Services

Sonja Redmond stated that she believes there is a relatively recent job description for the AVP of Enrollment Services, which she will forward to Ex Com. Redmond stated that it would be highly beneficial for a student to be a member of the committee if the bylaws can be changed in time to maintain the timeline.

Caplan stated that the Associate Student officers are already in place. Reichman stated that a change of the committee would necessitate Senate approval. The President stated that there will be a forum where input can be given. Redmond expressed her preference for up-front input from students.

Caplan suggested that we look at procedures regarding Ex Com acting for the Senate during summer. Woods asked if student retention is included in the position description. Dorer stated that there will be an opportunity to provide input into the position announcement.

Reichman reviewed the appointment review document and the procedures for search committee.

M/S/P (Caplan/Fleming ) to provide Executive Committee members from each of the Colleges to serve on the AVP Enrollment Services search committee: Sawyer, Ugbah, Suess, Woods

Sawyer requested that Reichman report to the faculty as soon as possible in event that any concerns arise.
6. Faculty Support Services (not discussed)

7. Fall Convocation

Sawyer asked the President how would he would like to proceed with planning for the upcoming Convocation, e.g., having faculty and staff come together or meet separately. The President stated that he envisions faculty and staff coming together, but having a single focus.

Further discussion ensued regarding the focus of the Presidential talk, recognition of faculty, staff, and awards. Caplan suggested separate faculty and staff gatherings. Opp expressed concern about crowding as there has been standing room only in the past year or two. Maxwell prefers having faculty and staff together to hear the same message; suggested holding the Convocation out of doors. Fleming and Ugbah agreed that having the community together is important. Rush-Woods stated that is important to honor traditions; there should be a special event for tenure. President Qayoumi concurred.

8. Adjournment

M/S/P to adjourn.

Respectfully submitted,
Denise Fleming, Secretary