

Council of Chairs' Meeting  
Minutes  
January 28, 2009

Attending: Swallow, Dunbar, Kilway, Koehler, Blanton, Krause, Adegoke, Ebersole, Chen, Martin, Kruger, Fillion, Breyspraak, Novak, Mirkin  
Not present: Mardikes, Smith (excused)  
Dean's Office: Vorst, Stroik, Vaught, Wilson

**Guest: Becky Bergman, Director of A&S Advising**

Becky discussed scheduling issues regarding cluster courses and distributed a handout covering Major Maps update, edit cycle for 09-10 catalog, DARS update. A copy of her handout is attached.

Information:

- Dean Vorst reminded chairs of the FAS deadline (February 6<sup>th</sup>). She also reminded chairs that annual evaluations of all faculty will be due March 2<sup>nd</sup>. There was a discussion concerning the method of data entry into the FAS system
- Dean Vorst announced that Council of Chairs meeting time has moved to Wednesdays 2:30-4:00 pm effective Fall 2009.
- Yield Event date set for March 1 with the time TBD. Each department is required to send one representative to this event.

Budget Issues

Dean Vorst reminded chairs of the January 13, 2009 letter from President Forsee that ask everyone to find significant reductions in spending. A discussion of travel restriction issues within the College ensued. We are looking at accommodating the exceptions that were part of the travel restrictions, especially in light of the fact that ORS matching funds were subsequently suspended as was the funding for FRGs. This discussion took up the majority of this meeting and there was a thorough question and answer session. It was pointed out that payroll accounted for 96.5% of the College's budget, meaning that non-payroll accounted for 3.5%. The largest chunk of the non-payroll budget is travel. Though total travel expenditures in the College for fiscal year 2009 were over \$750,000, there were a number of items that were not specifically faculty travel, such as travel for the Debate team, ALI, Study Abroad, New Letters/BkMk Press, faculty recruitment, etc. With these expenditures removed, the FY09 travel was over \$480,000 or more than \$2700 per faculty member. Travel thus far this fiscal year is just over \$300,000; administrative travel out of this total is \$1500. While some savings may be gotten from a more efficient use of supplies and a reduction in food/refreshments, the College's biggest opportunity for savings was in faculty travel.

\*\*It is important to note that travel restrictions were discussed at previous chairs' meetings and were part of the discussions with the Steering Committee, Budget Committee and at the A&S Faculty meeting in December when the College was asked to come up with our scenarios of 15%, 20% and 25% budget reductions.

The chairs were also reminded to impress upon the faculty that the current economic crisis is very real and that it is likely to affect all of us.

Due to the length of budget issues discussion, the planned discussion concerning the Chairs' Committee reports was postponed until the next meeting.