

September 5, 2008

TO: Provost's Council

FROM: Judith M. Bowman
Assistant Vice President for Undergraduate Studies

SUBJ: Provost's Council Agenda for Tuesday, September 9, 2008

The Provost's Council will meet on Tuesday, September 9 from 8:30-10:00 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Approval of the August 26 minutes (see attachment, p. 1-2)
2. Budget Process and Prioritization

PROVOST'S COUNCIL
September 9, 2008
Minutes

The Provost's Council met on Tuesday, September 9, 2008 from 8:30-9:30 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, Paul Champagne, Chandra de Silva, Bill Graves, Phil Langlais, Ginny O'Herron, Rick Patterson, Chris Platsoucas, Marty Sharpe, and Charles Wilson. The following agenda items were approved.

1. The August 26 minutes were approved.
2. Budget Process and Prioritization

Carol Simpson discussed the instructions we have received from the Governor's Office to begin contingency planning for 5, 10 and 15% base budget reductions. The University will strive to protect the academic mission, but the cuts will have an impact on the colleges. She asked the deans to look strategically at individual programs that may not be part of the core mission and to distinguish between what must be done and what we would like to do if funds permit. She also encouraged deans and managers to be entrepreneurial and to look for ways to accomplish things more efficiently while preserving the core mission and leaving room for growth. Dr. Simpson indicated there is not a hiring freeze at this time. However, if there are positions that need to be filled, justification for the position must be submitted to the Provost's Office along with the impact of not filling the position.

Each college and administrative area received a budget reduction information sheet, which included a listing of vacant positions. All units were asked to submit the spreadsheets showing 5, 10 and 15% reductions to Academic Affairs by Tuesday, September 16. Dr. Simpson will meet individually with each dean and manager about their budgets. Bill McMahon noted that the Budget Office will cover severance costs and any funds that have been expended if a position is to be eliminated mid-year.

Dr. Simpson noted some of the areas that will be reviewed centrally for budget reductions include: graduate research assistant support; adjunct faculty costs, especially for courses with low enrollment; and service centers.

Council members had several comments, questions and suggestions.

- Faculty and chairs should be involved in discussions as much as possible.
- The specifics of the budget reductions should be kept confidential until we know the amount of the reduction.
- Will or should raises be impacted by the reductions?
- Should consideration be given to differential tuition and additional lab fees?

Dr. Simpson responded that she welcomed faculty input, but reminded deans that the deadline for completion of the prioritized Academic Affairs contingency plans is September 16. At this time, the University has received no information regarding the pending salary raises. Marty Sharpe informed the deans that they will receive the program viability review data from SCHEV in the next few days. These data should be considered as deans determine their budget reductions.