

Faculty Senate Budget Committee Minutes
1:30PM 13 February 2020
Ingram Library, 2nd Floor Conference Room
APPROVED 9 APRIL 2020

Members Present: Lisa Gezon (Senator, COSS), Jack Wei (RCOB), Blynn Olivieri (LIBR), James Schwab (COE), Elizabeth Baker (Budget Services), Michelle Hawkins (Student Affairs), Holly Sailors (Univ. Advancement), Jim Sutherland (Business & Finance), Margaret Mitchell (COAH), Charles Hodges (Senator, RCOB), Laurie Kimbrel (Senator, COE), Laura Caramanica (THSSON), Stuart Rayfield (Interim President), David Jenks (Academic Affairs), Angela Insenga (Senate Chair-Elect) Conner Caldwell (SGA), Shelly Elman (Chair, Senator, COAH)

Absent: Heather Mbaye (COSS), Megumi Fujita (COSM)

- I. The meeting was called to order at 1:30PM
- II. The 28 October minutes were approved November 5 via email.
- III. Budget Update
 - a. Interim President Rayfield discussed the budget. Her email to all-employees gave us where we are currently.
 - i. Seven faculty members who received non-renewal letters on 16 October 2019 were given new letters stating that they will receive contracts.
 - ii. Four non-renewal letters went out 11 February 2020.
 1. One of the four was to a faculty member in their first year.
 2. Three of the four went to faculty members in their third year.
 3. These letters stated that they “may not” receive a contract in AY 21-22.
 4. Third year non-renewals were distributed in February instead of July to give those faculty members more time.
 5. If things change in terms of enrollment, their status can change as well.
 6. There were eight additional letters of non-renewal that went out to temporary limited term instructors that would have gone out if there wasn’t a budget cut. These lines were placeholders and were only for this academic year.
 - iii. Dr. Rayfield stated that we are working towards no other significant changes in the budget.
 1. She stated we are now at the appropriately sized faculty for the core and majors.
 2. Core will be impacted the most.
 3. She feels confident about the budget heading forward; that we can deal with fluctuations that occur with budget with these changes.
 - iv. On Friday, 14 February, all Vice Presidents will meet to submit proposed reductions to Drs. Rayfield and Kelly.
 1. Academic Affairs is 60% of the total budget, so it’s target budget cut of the \$3.8M cut is 60%.
 - a. This doesn’t necessarily mean that AA will take 60% of the cut, but it’s a way to start the conversation.
 - b. President Kelly will review all of the reductions along with Interim President Rayfield.

- c. Student Success will be in the front of their minds when determining cuts.
- d. They will compile and put in one package their proposed reductions for Drs. Rayfield and Kelly examining three areas:
 - i. Operations
 - ii. Staffing
 - iii. Contracts
- e. The credit hour formula that was so helpful in determining faculty reductions won't work for staff.
 - i. Reductions don't affect square footage, so we still need custodial work to maintain facilities.
 - ii. Areas that deal specifically with student success will be prioritizes.
 - iii. There are a variety of vacant staff positions that won't be filled until President Kelly is on campus.
- f. The Center for Student Involvement has nine total positions. Seven of them are vacant.
 - i. We will put forward the Director position to be filled and examine the other positions to see if they can be combined, or if we can use graduate assistants instead.
- g. The University College is on hold until President Kelly is on campus.
 - i. It will probably remain, but might change once President Kelly determines what its purpose will be.
- h. There isn't yet a sense of how many staff positions will be eliminated.
 - i. The word "staff" is used for biweekly and administrative employees.
 - ii. There will be a significant reduction through vacant positions.
 - 1. President Rayfield stated that there are too many positions currently vacant.
- i. Auxiliary Services is pay-as-you-go, meaning that it relies upon how many students sign up for services like meal plans, residence halls, etc.
 - i. Reductions in Auxiliary Services occurs when demand for these services decreases.
 - 1. Food Service staff has reduced 11-12%.
 - 2. Bus services has been reduced.
 - 3. There are no students residing in Strozier or Tyus Halls currently.
 - ii. Auxiliary Services cannot pull money from state funds or tuition.
- v. Discussion of the new critical hire process occurred.
 - 1. It is a statewide change of process, not just USG, for any position that pays over \$40,000/year.
 - 2. UWG is being judicious in what we put forward.
 - a. We have had only one not approved.

3. Focus is on student success.
 - vi. Dr. Rayfield attended the BOR meeting on 12 February at which representatives of Georgia Southwestern University presented their implementation of Momentum Year projects on their campus.
 1. They saw an increase in retention of 7%.
 2. This is the way to grow enrollment: through retention and graduate enrollment.
 - vii. The revised core curriculum was discussed because it will affect credit hour generation.
 1. Have we figured out how we will handle the reduction from 42 SCH to 33?
 2. There will be time to adjust because the old (current) core will be taught for 5-6 more years (the change to the new core won't roll out until Fall 21).
 3. It will be complicated and messy.
 - viii. There was discussion about the use of student credit hours to determine faculty reductions will engender competition between departments.
 1. President Rayfield stressed that we must collectively look at the institution, not just at our own departments.
 2. That we must look at the root cause for low enrolled programs and have a conversation about viability.
 3. We must have annual conversations about where we are losing student credit hours and discuss the root cause.
 4. Accreditation and/or professional organization issues like maximum seat counts in writing or studio courses will be taken (and were) into account.
 5. It was stressed that we must build a nimble organization. That we must turn competition into collaboration by being interdisciplinary.
 6. The formula used to determine credit hour generation for Spring 2020 was based on projection.
 - a. Drs. Rayfield and Jenks will present to Dr. Kelly whether the projected credit hour generation was on target or not once the census comes out on 14 February 2020.
 - ix. Dr. Rayfield is meeting with the Deans, AAUP President, Chair of the Budget Committee, Head of the Chairs Council to get feedback about the faculty reduction process.
- IV. Discussion on how this committee can be more active in budget decisions.
- a. When this committee was first formed, it was actively involved in prioritization and had input in the process to evaluate budget reductions.
 - b. The annual charge to the committee will be to determine faculty priorities.
 - i. There was discussion of having four to five representatives from this committee to be liaisons to the Budget Office.
 - ii. There was discussion of having monthly Senate Budget Committee meetings much as it was during the 2009-2012 tenure, and being part of the prioritization.
 1. At this time of the committee's existence, every dollar the institution controlled was discussed.
 2. Each Vice President presented their proposal to the committee.

3. One meeting prior to the presentation meeting was used as a primer on the budget to get committee members up to speed.
 - c. It was discussed that the change in control of lapsed salaries, that they are now swept rather than used by the departments/units, will be a permanent change.
 - i. Sweeping lapsed salaries is common on other campuses.
 - ii. It was discovered that lapsed salaries were funding permanent positions or items, which shouldn't happen.
 - d. Ms. Baker invited committee members to attend Budget Managers meetings as a way to understand budget processes.
 - i. These meetings are the third Thursday of every month in UCC 308.
 - e. Academic Affairs prioritization must happen in early August. So meetings of this committee will occur every month at times in each month that connect with deadlines for budget proposals.
 - f. We will set another April meeting of this committee, between 15-24 April, to discuss the FY21 budget.
 - g. At the 9 April meeting the committee will discuss prioritization.
- V. There was no Old Business to discuss

The meeting was adjourned at 3:30PM.

Respectfully submitted by Shelly Elman