

Minutes
Council of Department Heads
Monthly Meeting
November 18, 2014 at 4:00 pm
Student Union Ballroom B

Members:

Darrell Ross (CDH Chair, SA & CJ), Edward Chatelain (CDH Vice-Chair, PAG), Greg Harrell (CDH Secretary, Math/CS), Viki Soady (PBC Rep., Modern & Classical Lang.), Reynaldo L. Martinez, Jr. (CDH Past Chair, Adult & Career Ed.), Fred Downing (Phil/Rel), Doug Farwell (Music), Bob Gannon (Biology), Michael Griffin (Kinesiology & Physical Ed.), Shirley Hardin (African American Studies), Linda Most (Library & Information Science), Barbie Radcliffe (Middle, Sec., Reading, and Deaf Ed.), Paul Riggs (History), Michael Schmidt (Art), Mark Smith (English), Tracy Woodard (WGST)

Guests:

President William McKinney, Provost Hudson Rogers, Associate Vice Provost Sheri Gravett

Quorum

Based on the number of members present, a Quorum (a majority of CDH members) was present.

I. Welcome and Approval of October 28, 2014 Minutes

Opening remarks by the Chair

The October 28, 2014 meeting minutes were approved on a Martinez / Farwell motion.

II. President McKinney – Updates

President McKinney discussed the following:

A) Announcement - Monday, Dec. 1st campus meeting to describe the budget planning process to the campus community

Q: Are all 31 USG institutions being asked to prepare a 5% budget reduction?

A: I'm not sure what the other institutions are being asked to do.

Q: If the cuts don't go through will we be able to keep our department operating budgets?

A: Yes

III. Provost Rogers – Updates

Dr. Sheri Gravett discussed the following:

- A) We are working on faculty evaluation deadlines. Hopefully you have seen an e-mail from your Dean. We hope to be able to use Digital Measures for Promotion and Tenure within a couple of years.

Q: What about redesigning the department head evaluation form? Is it likely to be available through Digital Measures?

A: I will make a note to look at this, but the template will probably not be available in Digital Measures.

- B) The President and VPs office is moving to Nevins Hall while work is being done on the HVAC system in West Hall.

Provost Rogers answered questions and discussed the following:

- A) Q: We've been told that Leave with Pay won't be decided until Dec. 10, but the Fall 2015 schedules are due on Dec. 11. How can we build the schedules if we don't know if someone has Leave with Pay?

A: I have not yet seen any Leave with Pay applications. What is the timeline? [Paul Riggs stated that the A&S Committee met and made recommendations this week.]

- B) Meetings with departments concerning budget cuts

We have less than one month to submit the 5% budget cut plan. When the legislature meets, we can tweak the budget in the Spring. In Academic Affairs, we are now \$150,000 short of the needed cuts. Time is running out for us to determine exactly what the cuts are going to be.

- C) Q: If the budget cuts do not come to pass, will we be able to keep all of our money? You have expressed interest in getting a reserve. How will you do that?

A: You do not get the reserve all at once. We build savings in steps. I don't know what the legislature will do. We need to decide at that point.

Q: The President said that yes, we would get our money back.

A: Ultimately, it is his decision.

- D) Q: Will we see the budget that has been sent forward to the USG? I've heard that some departments have given up more than 5%.

A: I asked the Deans to plan for a 5% cut, which is \$3.7 million from Academic Affairs.

IV. Faculty Searches and ACA Guidelines Updates – Dr. Michael Schmidt

A) Faculty Searches

Q: Is there an update on faculty searches?

A: (Provost Rogers) I was hoping to have that finished last week. As soon as we can tie down the budgets with the Deans, then we can finish looking at faculty searches.

B) ACA Guidelines (attached to the agenda)

Q: For part-time instructors, are they limited to 1300 hours annually or must they be limited to 20 hours a week no matter how many hours they have worked so far this year? In other words, can I work someone 40 hours a week as long as I don't go past 1300 hours for the year or can I not work anyone more than 20 hours in a week?

Q: Can we find a contact person for when we have questions or concerns?

V. PBC Committee Report – Dr. Viki Soady

Dr. Soady discussed the following:

A) We were given the VSU revenue projections for FY 2016, which is basically a flat line from FY 2015. We also got a final Fall 2014 student enrollment count of 11,310.

B) Q: Was there any discussion of end-of-year spending?

A: (Provost Rogers). I've asked the Deans to start prioritizing end-of-year spending lists. Right now, I know we will have at least \$1.6 million.

VI. Other

VII. Next meeting: January 27, 2015 at 4:00pm in a location TBD

VIII. Adjourned at 5:10 pm

Respectfully submitted,
Greg Harrell
CDH Secretary
11-19-14