

Minutes
Council of Department Heads
Monthly Meeting
October 28, 2014 at 4:00 pm
UC Magnolia Room

Members:

Darrell Ross (CDH Chair, SA & CJ), Edward Chatelain (CDH Vice-Chair, PAG), Greg Harrell (CDH Secretary, Math/CS), Reynaldo L. Martinez, Jr. (CDH Past Chair, Adult & Career Ed.), Mark Borzi (Comm Arts), Attila Cseh (Econ & Fin), Fred Downing (Phil/Rel), Bob Gannon (Biology), Mizanur Miah (Social Work), Linda Most (Library & Information Science), Chere Peguesse (SSC), Jim Peterson (Poli Sci), Barbie Radcliffe (Middle, Sec., Reading, and Deaf Ed.), Paul Riggs (History), Michael Schmidt (Art), Mark Smith (English), Kate Warner (Marriage & Family Therapy), Ed Walker (Management & Healthcare Admin), Tracy Woodard (WGST)

Guests:

President William McKinney, Provost Hudson Rogers, Associate Vice Provost Sheri Gravett, LaGary Carter (Exercise Physiology)

Quorum

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

I. Welcome and Approval of September, 2014 Minutes

Opening remarks by the Chair

The September 30, 2014 meeting minutes were approved with corrections. Dr. Martinez recorded the September minutes and kindly agreed to make the suggested changes.

II. President McKinney – Updates

President McKinney discussed the following:

- A) The June, 2014 e-mail sent to applicants for a faculty position that the search was being closed due to departmental restructuring – The e-mail was a mistake. From now on Academic Affairs will take the lead in all faculty search communications.
- B) Department Head access to real-time enrollment trends data – Mr. Brian Haugabrook is now working on this new function in the IT portal.
- C) Spending end-of-year money - Deans have had the ability to send end-of-year proposals.

Provost Rogers: Discussion within the colleges should begin shortly concerning end-of-year spending. Department chairs should go ahead and start planning with their Dean. We may need to pool our money campus-wide for university-wide upgrades or initiatives. This becomes priority one. We should put big-ticket, one-time purchase items on the end-of-year spending

Q: Are spending pools gone?

A: Yes, pools are gone.

Q: How are end-of-year spending items prioritized?

A: There are two levels. One, the Deans prioritize with their department chairs. Then, the Deans meet together and prioritize. Academic Affairs makes the decision about Academic Affairs money.

Q: How does the PBC prioritize?

A: The VPs meet together to determine university level priorities.

Q: Will the VPs decide or will the PBC vote?

A: (President McKinney) Both the PBC and VPs make their recommendations to me.

D) CUPA Salary Data

Provost Rogers discussed the CUPA salary data that was provided to the Faculty Senate. He said that the Faculty Senate requested the data, and he sent the data that he had. Provost Rogers indicated that he did not know why department heads' salaries were put together on a single page in the report.

Department heads asked whether all USG schools use CUPA and whether the table is open for discussion as to what can be used to make salary decisions. Provost Rogers indicated that he did not know what other USG schools use and that, for now, we are going to use CUPA because it is one way to obtain parity across the colleges.

E) Delaware Study

Provost Rogers shared that the data was reported in Feb. 2014, and that we received the Delaware Study report August 2014. He will ask Honey to put the series of tables in a PDF document.

Q: Have we done the Delaware Study continuously?

A: (President McKinney) No, it was re-started it when I came in.

Q: What do we hope to do with the Delaware data?

A: (Provost Rogers) It is another form of national benchmarking.

F) Budget Planning

President McKinney:

President McKinney shared that typically we receive a call from the Chancellor's office requesting that we prepare our budget narrative, which is a regular part of the annual budgeting process, by early December. Then, the 31 institutions meet in January through March. This year, the process is accelerated, so we are now finalizing the budget narrative. The 31 institutions are meeting with the Chancellor in December, which is almost three months earlier than previously done. We are still operating on the old formula, which is based on enrollment, for funding. Twenty-one institutions have enrollment decreases, including us. That's where the 11% reduction in state appropriations is coming from. This is an exercise. We won't know what our state appropriation is until the BOR meets in April. We don't want to make the same cut across the board. We must look at our Strategic Plan.

Dr. Gravett: The principles for the budget planning are on the Planning & Budget web site.

III. Provost Rogers – Updates and Faculty Searches

Provost Rogers discussed the following:

A) Faculty Searches - We are late this year because we started pulling the data together in August / September. We did not know that we were going to get overrun with planning for the 5% reduction. We have to get both done, the rehiring and the budget set-aside. I hope to be able to tell you about faculty searches sometime next week.

Q: What is Line 49 on the FY 15 E&G Budget, One Time Funding for Projects?

A: This is for fringe benefits, but it cannot be part of the 5% reduction.

Q: Is the \$5.7 million in Enrollment, Marketing, and Communication necessary and appropriate?

A: In the Atlanta area, the awareness of VSU was almost nil. We have to put some money into advertising. Enrollment, Marketing, and Communication is going through the same 5% reduction planning.

B) Department Heads Initiated a Discussion about Foundation Accounts

Q: Why are Foundation Accounts frozen?

A: They are not frozen. I sign 10 or 15 of these reimbursements a day.

Q: Why were additional levels of approval placed on our accounts?

A: There was a recent IRS ruling that an employee cannot be paid as a consultant with a 1099.

Q: I have the guidelines, but what are the policies?

A: I will share the policies.

C) Q: Can you offer a context for what is going to be covered in your budget meetings with departments related to faculty hiring so that I can prepare faculty?

A: I want to allay the fears, to share how the budget works.

Q: Who is scheduling the meetings?

A: Anita.

D) Department Heads Initiated a Discussion about Department Head Salaries

The department heads expressed concern about adjustments made to department heads' salaries when returning to regular faculty status. One department head stated that his contract states that his salary "may be adjusted" if he returns to regular faculty. He questioned, "Does that mean it could be adjusted to \$1?" Department heads shared what they had heard. One shared that he thought it goes to 5/6 of the 12-month contract. Another shared that it was reduced 13%, while yet another suggested that we align with other universities who leave the salary the same if the department head served for at least five years. Provost Rogers said that he will look into this.

IV. Associate Vice Provost Sheri Gravett – Updates and Questions

Associate Vice Provost Gravett discussed the following:

A) Visitation Day is on Saturday, Nov. 1, 2014.

B) Students can apply for Academic Renewal. This allows their GPA to reset to zero if the student has been out five years. The BOR now allows institutions to change this to three years.

C) Curricular changes for the 2015-2016 catalog must be at the Academic Committee for the February, 2014 meeting.

D) We are in the process of purchasing an online catalog system. This will allow us to make changes later, but for this year, we are still going to print, so we need to have changes by February.

V. Committee Report

No reports were made

VI. Other

No other business was conducted

VII. Next meeting: November 18, 2014 at 4:00pm in Student Union Ballroom A

VIII. Adjourned at 5:34pm

Respectfully submitted,
Greg Harrell
CDH Secretary
10-31-14