**MINUTES**

**April 2, 2013, 10:00 a.m. -12:00 p.m.**

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| **Present** | Dana Sally, Carol Burton, Darrell Parker, Robert Kehrberg, Dale Carpenter, Richard Starnes, Mimi Fenton, Mark Lord |
| **Guests** | Patsy Miller for Regis Gilman, Linda Comer for Marie Huff, Emily Sharpe for Brian Railsback, Chip Ferguson for James Zhang |
| **Recorder** | Anne Aldrich |

**ANNOUNCMENTS/INFORMATION**

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| **Endowed Professorship Candidates (Mark)** | Reminder - all endowed professorship candidates must be interviewed by the Chancellor. |
| **Department Head Workshop (Mark)** | The Department Head workshop is this week - email to come soon. The focus will be on Master Planning. Mark provided COD with back ground information on the Master Planning process. |
| **Program Prioritization Forum III (Mark)** | The Program Prioritization Forum III is tomorrow. It was suggested a spreadsheet of all information would be helpful. Mark will touch base with Vicki and Angi. Deans were not formally included in the process, but informally some deans are very involved in assisting faculty in preparing for this event. |
| **Searches (Mark)** | Mark expressed appreciation to the deans for their help with searches. |
| **Graduate School and Research Dean Search (Richard)** | The Graduate School and Research Dean ad will be posted soon. Interviews will be scheduled during exam week, prior to faculty leaving for the summer. |

**DISCUSSION**

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| **New Spending Restrictions (Mark)** | Spend carefully. Suspend all unnecessary travel unless it is directly job related. Conferences are job related, however be wary of sending multiple people where you could get by with one. |
| **Budget Discussion - follow up from meeting with Executive Council (Mark)** | The Council of Deans will meet with Executive Council in two weeks (April 15) to engage in a 3% budget cut exercise. The end of this year is very much influx – there may or may not be a reversion. We may not have carry forward - if we do not have carry forward we will need to spend $3.6 million very quickly. We have a non-recurring list as well - we need to identify what can be actionable this year. Additionally, we need to create an itemized list with a brief rationale for the 3 % cut and how that *will not* affect our student capacity or quality. The Chancellor asked deans to be strategic, guard quality, mission alignment, and take into consideration Program Prioritization Task Force results to date.  Today we need to determine a general idea of what can be done and what additional information the deans need to complete this task. Discussion ensued regarding strategic cuts vs. across the board cuts. Some of the options discussed are increasing class size/physical capacity or increasing teaching loads. It would be helpful for deans to have a specific number to calculate fringe benefits. Mark will get that number from Robert Edwards.  State money and CITI money – theoretically this is all state money. We do not know yet whether the state will sweep CITI funds. It would be helpful for deans to know the source of 3% - is this just state money or all budget sources? Some deans could also use summer monies to offset some of their cuts. The deans had questions regarding phase 2 of the budget cut scenarios – what is the role of the Council of Deans after they present their 3% cut?  Flexibility and cuts will shift with time – we can hold searches but at some point they must be reactivated. Realities will shift the closer we get to the end of June. At this point we are not being asked to suspend searches that were based on previous strategic decisions. The issue with Criminal Justice will need to be resolved.  Mark distributed budget worksheets previously provided and presented at the Chancellors Leadership Council. Anything on this list – can it be spent this year? Mark will send this document to the deans electronically – if it feasible to spend this year please highlight those items. |
| **CHHS Dean Candidate Douglas Keskula** | COD conducted interview with College of Health and Human Sciences Dean candidate, Douglas Keskula. |