

**Minutes**  
**Steering Committee**  
**February 17, 2009**

**Present: Charles Perry, Rick Moffett, Alfred Lutz, Deb Sells, Jill Austin, Jim Burton, John Cothorn, Loren Mulraine, Pat McCarthy, Tonjanita Johnson, Virginia Donnell, Janet Kelly**

Meeting began 1:00 p.m., BAS N 219.

\*Approach for the week: prioritize, review criteria, and establish guidelines.

\*Charles Perry met with President McPhee, 2/16/09

1. President wants to see all ideas
2. President wants all information from Steering Committee, no voting
3. President will handle policy issues/procedures
4. Don't assume tuition and stimulus package will provide relief—President will use his options
5. President wants report to be clear, specific, prioritize options

\*Criteria:

1. Positioning for the future
2. Cost savings: categorize by near term, long-term/clarity of costs
3. Impact analysis/people affected
4. Preserve academic quality
  - a. enrollment
  - b. retention
  - c. academic quality
  - d. community/public service/institutional reputation
5. Potential for self-sufficiency

**Consider:**

\*Investment costs/up front costs

\*Regulatory aspects/waiver of obstacles that hamper decisions (make notations as needed for clarity, information and understanding)

\*Faculty Work Load Analysis (provided and presented by Dr. Austin)

1. FWL-Staffing Profiles; handouts previously sent in e-mail were explained
2. Discussion and review: Summary of Staffing Profiles
3. Temporary faculty cuts would be a projected “near term” timeline item  
—various scenario options; potential for efficiency to be reviewed by

- President and will be included in our final report
4. Propose categories of temporary positions

Recommendations to President:

1. What do we have to bridge for 2-3 years?
2. Prioritize work group reports
  - a. Energy Efficiency
  - b. External
  - c. Non-Academic

Dr. Burton presented concept of how much money may need to be considered for bridging and total budget cut to make sure we are on the same page with real dollars cut, program reduction (bridge money); phantom faculty funds; actual dollars. Estimate between \$25M-\$27M.

**Began evaluation of Academic Work Group recommendations, page 3 from final group report:**

1. Academic Affairs—improve efficiency—change current processes ( ? ? ? )—will discuss again as a group
2. Suspend overtime pay to clerical employees and/or (including Security, Housing, Murphy Center...)—efficient use of overtime needs to be emphasized—comp time est. \$200K.—approved to leave in our report
3. Farm Laboratories—refer to non-academic work group report—wait until we get into the program review before decision is made.
4. Create a media center—approved to leave in our report as presented
5. Consolidate Audio Visual Services....—they will become more revenue producing, self-support—approved to leave in our report.
6. Cancel low-enrollment summer school courses—approved to include this sentence in our report.
7. Governor's School—not our decision to make
8. Temporarily defer faculty research grants for academic year but do not recommend for summer.
9. Small Business Dev. Center—not our decision.
10. Faculty sabbaticals—Don't touch.
11. Academic Support Services—Don't touch.
12. Center for Economic Education—Don't touch.
13. Academic Enrichment—support recommendation and revisit whether this function of Academic Enrichment should exist. Is Acad. Enrich. Strategic?
14. Post-retirement—approved to leave in our report
15. "Encourage" administrative personnel who are tenured within an academic department to teach one course per semester. Recommend when possible, encourage—approved to leave in our report with changing "require" to "encourage"
16. Center for Popular Music—approved to leave in our report
17. College development officers—don't touch, but they need to show they are cost effective

18. Duplicative PHED courses—approved to leave in our report. Check duplication with other program material to come.
19. Eliminate funding for the Debate Team—approved to leave in our report—no strategic value.

V. Longer-Term Strategies—page 7—Academic Work Group Final Report

1. Tri-semester—recommend. Reevaluate summer sessions; needs further analysis
2. Four-day schedule—revisit with six-day scheduling
3. Explore options for allowing some courses to be offered in six-week mini-sessions each fall and spring.—leave in as stated.
4. On-line and hybrid courses—bring in WEB assisted proposal presented by Drs. Austin and Donnell. Revisit detail—table for now and bring up with more detail later
5. Education, energy, environment, and economics—leave alone for now.

**Dates and criteria for next meetings:**

Thursday, Feb. 19, 2009—

Non-Academic report—8 a.m.-11 a.m.  
11-1 office and lunch break  
Energy Efficiency—1 p.m.-4 p.m.  
WEB assisted material  
Dean's material (due to Dr. Perry Wednesday)

Friday, Feb. 20, 2009—

External report—8:30 a.m.-11:30  
11:30-1 office and lunch break  
Academic report—1:00-4:00 p.m.  
Steering Committee (review duplication; alternate delivery material)

Saturday, Feb. 21, 2009—

9 a.m. – until .....

Tuesday, Feb. 24, 2009—

Leave open if we need the time.

Meeting adjourned 4:50 p.m. Scribe, Janet Kelly