

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS MEETING  
Tuesday, September 2, 2008  
1:00 p.m. in Solms 106**

**PRESENT:** Mark Finlay, Beth Howells, Zaphon Wilson, Yassi Saadatmand, David Wheeler, June Hopkins, Tom Cato, Major Terry Harmon, Dick Nordquist, Teresa Winterhalter and guests Dr. Ellen Whitford and Rebecca Carroll.

**1. Dr. Ellen Whitford and Rebecca Carroll with budget news**

- This year's budget reduced by 2.1 million dollars; currently operating at 6% less than original appropriation
- Working to clean budget up so everyone can see where the money is
- New surprises every day
- Personal services section (account 500000) show all monies encumbered thus far, including summer '08 instruction
- Student fees for specific courses will be calculated on-line and directed into 10600 account controlled by department heads
- FY '08 budget closed out in the black; FY '07 did not
- When converting to People Soft, departments should identify through the "budget account strings" exactly where item should be charged; People Soft training sessions are forthcoming
- Detailed budget reports will soon be available
- Departmental operating budgets haven't changed in the past few years
- Info coming on how much has been paid on part-time faculty for past three years
- Historically, part-time faculty have been under-budgeted
- 600000 (travel) and 700000 (operating) budgets may be considered interchangeable – (surpluses in one may cover deficits in the other); 500000 (personal services) is not
- VP's have decided that departments can spend up to 75% of their operating budgets; travel budgets are more limited, allowing only essential travel with priority for retaining faculty and faculty applying for tenure and promotion.
- No account set up right now for collection of fees, but that will change, so make sure your fees are reflected accurately in the catalog
- Any budget issues, deal with Rebecca Carroll or Andy Clark
- Tina Leggett (grants administrator) and Geri Kilmer (grants accountant) are working closely together
- Anything done on paper from now on, be sure to indicate where it should be charged
- Goal is to make budget as transparent as possible

- For faculty teaching at Liberty Center or Brunswick:
  - a) Charge to “Department: Special Instruction” 1003020, account code 600000
  - b) When travel form submitted, make sure it comes out of “Special Instruction”
- New searches to be discussed on a case by case basis; shouldn’t keep faculty in temporary lines too long, but may be necessary in some cases
- Don’t want to recruit faculty and not be able to keep them (in case subsequent budgets are even more severe than current one)
- AASU recently at 18% part-time, improvement over several years earlier
- All staff positions have to be justified
- Working on prorated fees for part-time students as strategy to encourage enrollment

## **2. Suggestions regarding essential travel (ways to stretch the budget)**

Dollar amount spent on travel this year has to be “significantly less” than last year, but no specific percentages have been provided. Non-tenured faculty members presenting research can be considered “mission critical.” Most other forms of faculty travel will be scrutinized more carefully. Thus Finlay and various department heads raised some factors that could be taken into consideration:

- should only those giving papers be funded?
- should travel funding be staggered by level of conference? (If so, should priority go to the higher prestige of national conferences or to the lower cost of state/regional conferences?)
- should travel funding be staggered by rank? What about temporary instructors vs. temporary assistant professors?
- should there be priority for those in third, fifth, or other years?
- what about faculty who attend meetings to recruit students rather than present papers?
- what about statewide meetings of department heads or program administrators?
- should per diem allowances for meals be eliminated?
- should allowances for registration fees be capped since many conferences offer meals within that fee?
- would it be helpful to invite an accountant to provide advice on legal academic deductions?

The other items on the agenda were not addressed. Finlay reminded heads that he needs space planning issues promptly.

Respectfully submitted,  
Diane Sellers

