

## **Minutes of the Executive Committee October 26, 2009**

Present: Von Till, Backer, Roldan, Kaufman, Najjar, Phillips, Lee, Heiden, Gleixner, Baker, McClory, Lessow-Hurley, Meldal

Absent: Whitmore, Selter

1. The Executive Committee discussed convening committees that had not selected a chair in the spring, and had not yet met for the first time in fall 2009. Chair Kaufman commented that he had told the SERB committee they did not need to meet until they received the results of the online SOTE pilot and had work to do.

The Campus Planning Board expressed an interest in taking on the additional charge of sustainability. However, members of the Sustainability Task Force expressed a strong desire that there be a separate sustainability policy committee. The Executive Committee discussed where the proper location for a sustainability committee might be, and decided that it fit best as a special agency.

The Consent Calendar was approved as is.

2. The Executive Committee voted and approved Chair Kaufman's nominees for the Distinguished Service, the Outstanding Professor, the Outstanding Lecturer, and the President's Scholar Award Committees.
3. The Executive Committee discussed the faculty nominees for the Strategic Planning Board (SPB). Several members expressed concern that not all colleges were represented in the candidate pool. A motion was made to extend the deadline for another week in order to solicit additional nominees. Several committee members argued against extending the deadline on the basis that sufficient time had been given for all colleges, and interested faculty members, to submit their nominations. The Executive Committee voted and the motion failed.
4. Vice Chair Von Till announced that attendance at this year's Senate Retreat was at an all-time high. There were 69 total attendees with 41 still present for the breakout groups. The Executive Committee discussed the quality of the presentations given at the Senate Retreat, and special recognition was given to Katherine Cushing, Anton Kashiri and Cathy Bussalachi. Several members commented that they were surprised to find out just how much was already being done by FD&O, and the Student Union to advance sustainability on campus.
5. The Executive Committee discussed the budget and how complicated the situation is, because the budget spans 2 years. Our 2008/2009 budget had already been approved when the state budget dived, resulting in our mid-year reduction. We had expected to receive one-time federal stimulus money to help us, but that didn't happen right away. The Chancellor just received the \$77 million in federal stimulus funds, but he is only distributing about 1/3<sup>rd</sup> to the campuses. This is mainly for 2 reasons. First, the Chancellor is not sure if we will have another mid-year budget

reduction. Second, we still have a pending lawsuit over student fee increases. If the Chancellor is forced to return the increase in student fees, it would amount to approximately \$6-8 million.

SJSU's share of the \$77 million on federal stimulus funds is approximately \$1,525,000. SJSU plans on spending about \$1.3 million to open 105 sections in the spring. There will be 75 new GE sections and additional writing courses (not remedial writing courses, but 100W level).

The Executive Committee discussed the difficulty in opening new sections, while ensuring we do not exceed our budgeted enrollment. Our plan is to open additional sections, but to reduce the number of students in each section. However, we are anticipating approximately 321 additional FTES for spring.

The rest of the federal stimulus money will be used to hire additional temporary advisors to help evaluate students for graduation. We still have over 1,000 students that have not graduated. Furthermore, we still have to drop our enrollment by 10.8%, or approximately 3,000 students next year. Our plan has been submitted to the Chancellor's Office for approval, but we are still waiting for a response.

The Executive Committee discussed the need to focus on conservation. President Whitmore is proposing going to 4-10 hour days this summer to conserve on utility costs. We also do not have the janitorial staff available to clean offices 5 days a week. Furthermore, in January 2010 we are expecting increases in our mandatory health and dental costs.

The Executive Committee discussed the fact that there is a federal threshold on the amount of money that must be spent on higher education, and that we are at that threshold. However, the Executive Committee discussed what would happen if there is no money at the state level to meet the mandated costs. The state would then have to go to the federal government and request a waiver.

Student fees went up 32% this year. The Executive Committee discussed what might happen if we have another 10% to 15% increase in student fees. Several members commented that this could push the cost per unit above open university fees.

The Executive Committee discussed the fact that term limits pose a problem in allowing local legislators enough time to fully understand the complexity of the issues facing us. A suggestion was made to reach out to the parents of our students.

The Executive Committee discussed whether health care reforms might help decrease our health care expenses. A member commented that PERS negotiates our health care costs.

## 6. Status Updates:

### a. Instruction and Student Affairs Committee (I&SA):

I&SA is currently working on a referral from Stephen Branz (Associate Dean, Undergraduate Studies) on late and retroactive enrollment. Several members expressed concern that if an application for a late add is checked and validated at place A before going to the department chair, it could force the chair to approve it, or risk having a grievance filed.

### b. Organization and Government Committee (O&G):

O&G has been working on a referral to modify the charge of the Admissions and Standards Committee. However, it now appears that the issues are on the academic side and would be best handled by the Undergraduate Studies Committee, and not the Admissions and Standards Committee. Therefore, the 1996 policy needs to be rewritten. The Executive Committee discussed which committee was best equipped to take on this referral given that the Undergraduate Studies Committee is overburdened right now. It was decided that the Curriculum and Research Committee would review the policy and bring the necessary changes to Senate.

### c. Professional Standards Committee (PS):

The PS Committee is currently working on 3 policies, the Selection and Review of Department Chairs, the Appointment and Evaluation of Lecturers, and the automatic inclusion of the sustainability tagline on all university email. PS has received comments from only 10 people regarding the Selection and Review of Department Chairs, and only 2 people regarding the appointment and evaluation of lecturers. Therefore, PS decided to extend their deadline for comments an additional week.

A referral was made to PS with regard to the automatic insertion of the sustainability tagline on all outgoing employee emails. The argument against the insertion of the tagline is that the email belongs to the individual creating it, and the individual is not being given the option to opt out. The University's response to PS was that they were not violating policy.

7. The Executive Committee discussed and approved including the Senate Administrator, Eva Joice, on the Senate Roster. Although the Senate Administrator has specific duties outlined in bylaw 3, she is not a member of the Senate.

The Executive Committee also discussed and approved identifying the Senate Administrator as the Recorder (non-voting) for the Executive Committee on the Senate website, and on Executive Committee rosters. Although, bylaw 3.5 gives the Senate Administrator the charge of attending and taking the minutes of the Senate and Executive Committee, she is not identified on the committee roster as the recorder. Consequently, the recorder is often left out of the headcount when materials are distributed that need to be archived with the minutes.

8. The meeting adjourned at 1:35 p.m.