

Academic Affairs Deans' Meeting
Minutes
January 8, 2019
2:30 p.m. – 4:00 p.m.
Thomas Edison Campus; Building I, Room 228

Present: Dr. Eileen DeLuca (Interim Provost)
Dr. Martin McClinton (Dean, School of Pure and Applied Sciences)
Dr. Debbie Psihountas (Dean, School of Business & Technology)
Dr. Joyce Rollins (Interim Dean, School of Education)
Dr. Deborah Teed (Dean, School of Arts, Humanities & Social Sciences)
Dr. Denis Wright (Special Assistant to the President/Interim Dean, School of Health Professions)

Others: Barbara Miley (Coordinator, Accountability & Effectiveness)

1. PD Days Follow-up
 - a. Positive comments heard from faculty
 - b. Guest speaker, Erik Christensen (Dean, South Florida State College) was enjoyed by many
 - c. OER session in the afternoon was good as well
 - d. If deans have faculty that want to attend the OER conference, names should be sent to Dr. DeLuca
 - e. The new breakout sessions were enjoyed much more than the two hour sessions in the past
 - f. Dr. DeLuca stated a deans' panel – covering a variety of topics – may be added to the PD menu in the future
 - g. Extra days at the end of the Spring 2019 term could also be good for PD
2. Beginning of Term Procedures
 - a. Still evaluating some areas of low enrollment
 - b. Schedule is pretty much set; need to get through first week to identify any issues
3. Office Hours
 - a. As discussed at the deans' retreat in Summer 2018, deans should be collecting, reviewing, and approving the schedule of office hours from full-time faculty
 - b. The Provost and deans reviewed the language pertaining to office hours from the Collective Negotiations Agreement (CNA)
 - c. Deans need to manage faculty, ensure the proposed office hours are appropriate, and periodically check to make certain the hours are being kept
 - d. As per the CNA, all faculty need to attend scheduled department meetings
 - e. The Provost and deans discussed campus presence among faculty members. For all programs with a ground component, there is an expectation that faculty have regularly scheduled hours no less than two days per week.

4. Budget Cuts
 - a. Budget shortfall as of the end of the year was approximately \$1M
 - b. Dr. Doeble and her staff, Dr. Peel, and Dr. Allbritten met and determined the best solution was to eliminate 35% of the average lapse in the budget
 - c. Deans need to review their budget area(s) of responsibility, manage the dollars and budget well, and contact Dr. DeLuca if shortfalls occur

5. SACSCOC Presentation to BOT
 - a. January 22
 - b. Format will be workshop style
 - c. Dr. DeLuca will be providing a SACSCOC update and introducing the BOT members to Principle 4.2g (Board self-evaluation) which is new
 - d. February 26 meeting will be back to the usual format.

The meeting adjourned at 3:50 p.m.

| Academic Affairs | 2018 Lapse | 2017 Lapse | 2-Year Average | 35% of Average Lapse |
|-------------------------------------|-------------------|-------------------|-----------------------|-----------------------------|
| HGADM | 616.52 | 53,302.08 | 26,960.00 | 9,436.00 |
| SPDADM | 39,230.36 | 21,624.03 | 30,428.00 | 10,650.00 |
| FACGRN | 47,482.00 | 36,057.42 | 41,770.00 | 14,620.00 |
| SPD8 | 37,728.70 | 2,532.57 | 20,131.00 | 7,046.00 |
| VPACAD | 17,843.74 | 1,978.07 | 9,911.00 | 3,469.00 |
| REGIST | 23,720.73 | 12,664.68 | 18,193.00 | 6,368.00 |
| INTLED | 17,132.43 | 11,821.59 | 14,478.00 | 5,067.00 |
| SPDINS | 8,808.83 | 12,669.57 | 10,740.00 | 3,759.00 |
| PRODEV | 2,741.36 | 2,703.96 | 2,723.00 | 953.00 |
| LRLEE | 1,515.34 | 4,415.17 | 2,966.00 | 1,038.00 |
| ACSUP | 7,212.82 | 3,755.02 | 5,484.00 | 1,920.00 |
| CAT | 3,177.14 | 8,621.01 | 5,900.00 | 2,065.00 |
| GRANT | 5,421.86 | 439.53 | 2,931.00 | 1,026.00 |
| CHACSH | 12,000.00 | (0.00) | 6,000.00 | 2,100.00 |
| HONORS | 6,010.12 | 2,286.19 | 4,149.00 | 1,452.00 |
| LEECSH | 11,000.00 | 0.00 | 5,500.00 | 1,925.00 |
| ASMENT | 4,165.32 | 0.00 | 2,083.00 | 729.00 |
| CHASUP | 1,444.95 | 0.00 | 723.00 | 253.00 |
| SPDAFC | (42.24) | 477.97 | 218.00 | 77.00 |
| COLSUP | 575.92 | 0.00 | 288.00 | 101.00 |
| MUSEUM | 0.18 | 0.75 | 1.00 | 1.00 |
| GALLER | 31.06 | 0.95 | 17.00 | 6.00 |
| Total Academic Affairs Lapse | 247,817.14 | 175,350.56 | 211,594.00 | 74,061.00 |

| Direct Instruction | 2018 Lapse | 2017 Lapse | 2-Year Average | 35% of Average Lapse |
|---------------------------|-------------------|-------------------|-----------------------|-----------------------------|
| DLADM | 0.00 | 74,561.99 | 37,281.00 | 13,049.00 |
| BIOLEE | 2,783.21 | 71,556.70 | 37,170.00 | 13,010.00 |
| FYEQEP | 29,842.98 | 35,477.25 | 32,661.00 | 11,432.00 |
| MUSLEE | 1,382.00 | 1,486.58 | 1,435.00 | 503.00 |
| EDADM | 3,116.76 | 13,682.13 | 8,400.00 | 2,940.00 |
| MATLEE | 2,935.40 | 11,566.93 | 7,252.00 | 2,538.00 |
| DEANBT | 10,877.59 | 10,789.67 | 10,834.00 | 3,792.00 |
| CVLEE | 458.06 | 12,416.37 | 6,438.00 | 2,254.00 |
| NURASN | 10,139.56 | 7,590.96 | 8,866.00 | 3,103.00 |
| HPADMN | 8,471.21 | 5,311.84 | 6,892.00 | 2,413.00 |
| HIMLEE | 1,021.77 | 8,897.00 | 4,960.00 | 1,736.00 |
| THELEE | 5,882.25 | 7,327.19 | 6,605.00 | 2,312.00 |
| LOWDIV | 4,493.69 | 0.00 | 2,247.00 | 787.00 |
| BASEDU | 0.00 | 96.00 | 48.00 | 17.00 |
| NURBSN | 4,205.93 | 6,428.57 | 5,318.00 | 1,862.00 |
| DENLEE | (4,169.28) | 481.28 | (1,844.00) | (646.00) |
| LALÉE | 93.35 | 2,324.15 | 1,209.00 | 424.00 |
| FIRACD | 0.04 | 206.11 | 104.00 | 37.00 |
| DE | 1,326.43 | 1,134.95 | 1,231.00 | 431.00 |
| ASECE | 152.93 | 857.50 | 506.00 | 177.00 |
| ECHLEE | 152.93 | 857.50 | 506.00 | 177.00 |
| APPSCI | 1,830.04 | 53.67 | 942.00 | 330.00 |
| RADLEE | 291.78 | 1,405.48 | 849.00 | 298.00 |
| LIBART | 928.47 | 2,795.79 | 1,863.00 | 652.00 |
| ENGLÉE | 500.00 | 124.76 | 313.00 | 110.00 |
| RESLEE | 63.03 | 262.33 | 163.00 | 57.00 |
| SCILEE | 1,327.48 | 934.30 | 1,131.00 | 396.00 |
| HUSVLE | 0.00 | 728.00 | 364.00 | 128.00 |
| OPTIC | 693.00 | 626.92 | 660.00 | 231.00 |
| BASBUS | 1,042.00 | 0.00 | 521.00 | 183.00 |
| FIRLEE | 292.13 | 0.66 | 147.00 | 52.00 |
| EMTLEE | 1,221.87 | 193.50 | 708.00 | 248.00 |
| JOULEE | 0.00 | 410.08 | 206.00 | 72.00 |
| CRIPV | 0.00 | 0.00 | 0.00 | 0.00 |
| HUMLEE | 31.00 | 224.00 | 128.00 | 45.00 |

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|---------------------------------------|------------------|-------------------|-------------------|------------------|
| ARTLEE | 57.52 | 0.88 | 30.00 | 11.00 |
| ARCDDES | 0.00 | 0.00 | 0.00 | 0.00 |
| PHILEE | 0.00 | 0.00 | 0.00 | 0.00 |
| PTLEE | 32.47 | 56.76 | 45.00 | 16.00 |
| LANLEE | 0.00 | 25.26 | 13.00 | 5.00 |
| BUSNES | 0.00 | 0.00 | 0.00 | 0.00 |
| COMPRO | 0.00 | 0.00 | 0.00 | 0.00 |
| PARLEG | 0.00 | 0.00 | 0.00 | 0.00 |
| ACCTNG | 0.00 | 0.00 | 0.00 | 0.00 |
| BASNUR | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Direct Instruction Lapse | 91,477.60 | 280,893.06 | 186,202.00 | 65,182.00 |

| Student Services | 2018 Lapse | 2017 Lapse | 2-Year Average | 35% of Average Lapse |
|-------------------------------------|-------------------|---------------------|-----------------------|-----------------------------|
| AUX8 | 38,031.96 | 91,089.20 | 64,561.00 | 22,597.00 |
| VPSS | 5,203.45 | 55,533.84 | 30,369.00 | 10,630.00 |
| STUMKT | 352.00 | 15,435.51 | 7,894.00 | 2,763.00 |
| ADMISS | 7,157.08 | 13,226.27 | 10,192.00 | 3,568.00 |
| LCASMT | 836.79 | 28,806.85 | 14,822.00 | 5,188.00 |
| FAID8 | 3,762.88 | 10,906.14 | 7,335.00 | 2,568.00 |
| GRAD | 288.83 | 1,393.77 | 842.00 | 295.00 |
| ENROLL | 106.85 | 18,766.33 | 9,437.00 | 3,303.00 |
| DEANST | 3,661.39 | 11,650.85 | 7,657.00 | 2,680.00 |
| HOUSNG | 5,952.20 | 4,876.97 | 5,415.00 | 1,896.00 |
| SPDSS | 1,789.68 | 2,809.50 | 2,300.00 | 805.00 |
| SS7 | 3,845.87 | 2,715.42 | 3,281.00 | 1,149.00 |
| SS6 | 4,976.64 | 669.67 | 2,824.00 | 989.00 |
| HOPE8 | 424.00 | 283.00 | 354.00 | 124.00 |
| ORIENT | 161.11 | 83.14 | 123.00 | 43.00 |
| Total Student Services Lapse | 76,550.73 | 258,246.46 | 167,406.00 | 58,598.00 |
| Total College Wide Lapse | 970,076.33 | 1,376,615.13 | 1,173,402.00 | 410,725.00 |

Preliminary FY20 Budget



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|--|--------------------|
| FY19 Enrollment Decline | (\$667,000) |
| FY19 Recurring Items Funded from Non-Recurring Funds | (\$258,247) |
| FY19 Non-Recurring Budget Items | \$325,000 |
| Initial Budget Shortfall | (\$600,247) |

Projected Expenses

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|--|--------------------|
| Utilities | (\$34,402) |
| Security | (\$67,183) |
| Contract Services | (\$24,362) |
| Insurance (Health) | (\$312,202) |
| Insurance (General Liability) | (\$200,000) |
| Enrollment Decline (1%) | (\$325,000) |
| Operating Budget Cuts | \$410,725 |
| Total Potential Additional Expenses | (\$552,424) |

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|----------------------------------|----------------------|
| Adjusted Budget Shortfall | (\$1,152,671) |
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Additional Budget Considerations:

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|------------------------------------|-------------|
| <i>Revenue -</i> | |
| Tuition Increase | \$525,062 |
| Additional Dual Enrollment Revenue | \$100,000 |
| <i>Expenses -</i> | |
| Salary Increase (1%) | (\$335,000) |
| Additional Operating Budget Cuts | \$800,000 |

Processes to be Reviewed:

- Minor Project Requests
- Position Reclassifications
- New Hires
- Adjunct/Overload Budgets
- Zero Based Budgeting