**Leadership Minutes**

**July 30, 2020 from 11am-12pm**

**Attendees:** Dr. Jeff Passe, Dr. Hend Gilli-Elewy, Dr. Jann Pataray-Ching, Dr. Dennis Quinn, Dr. Betty Alford, Dr. Eden Haywood-Bird, Dr. Christina Chavez-Reyes, Dr. Sandy Dixon, Ms. Paulina Lopez, Ms. Marissa Stinson and Ms. Stephanie Rascon

1. **Welcome**

Dean Passe welcomed all to the leadership meeting being held through Zoom due to COVID-19. The leadership team shared personal updates with one another.

1. **Approval of meeting’s minutes**

Leadership meeting minutes for July 16th were approved with no changes.

1. **University Administration Changes**

Dean Passe reported on University Administration changes. There are now eight Deans versus ten, with Dr. Erik Rolland as serving as interim Dean for CEU and Dr. Alison Baski as interim Dean for Engineering. VP Danielle Manning has left the University and her responsibilities are being split up amongst other Vice Presidents on campus.

1. **Employees on Campus Monthly Reporting**

Dean Passe and AD Gilli-Elewy discussed the new University monthly reporting of any faculty and staff employee that are going to be on campus. Beginning in August a monthly report will be due on the first Monday or every month with all employee visits. Ms. Stephanie Rascon will be sharing a link and compiling information received from departments to submit to ELR. Secondly, AD Gilli-Elewy asked department chairs and ASCs to work with their faculty to provide on campus access as necessary. They may need to order keys, open offices, departments and/or resource libraries.

**5. Parking**

Parking permits will still be required during Summer and Fall semesters and can be purchased through a self-serve booth on campus. Ms. Rascon will share a form to request a coupon code to be used at a permit dispenser for up to 11 complimentary permits. This is available to faculty and staff who had a valid 2019-2020 parking permit. This request will need to be submitted two days in advance: <https://forms.office.com/Pages/ResponsePage.aspx?id=HqZLFuw5XU-J_6ofAKUhtK7uqbNGBvZAqdvX-qGjxVxUN1hBM1JSTFJIU0wzVVVPQVhDTUhTU0dJSS4u>

1. **New Faculty Offices**

AD Gilli-Elewy confirmed that department ASCs are to be working on setting up and coordinating the painting, ordering of furniture, etc. with facilities for new faculty offices.

* Dr. Quinn inquired on IGE’s new faculty office in 94-369 that is currently occupied by EWS adjunct faculty. Dr. Dixon will work with her ASC Ms. Erica Ben to have it vacated.
1. **Budget**

Dean Passe reported a $299 million-dollar reduction to the CSU coming out to about 3% of the state budget, CPP and CSU reserves are to help soften the impact. There are currently 45 unfilled positions in Academic Affairs, which will be prioritized in the order of need. SFRs will be carefully examined and each program will be asked to justify. Dean Passe believes CEIS is doing well, but is unsure about unfilled searches from last year as the Provost will be examining each situation and needs.

* AD Gilli-Elewy believes the 10% cut will be mostly in the adjunct allocation and is working on that through the revised SFRs she shared with department chairs. By upping SFRs we are meeting FTEs with higher ratio and reducing the number of contracted lecturers. If we go over the allocation for lecturers the funding will have to be covered by the college budget which is already low. It is important to be efficient and stay on enrollment targets since that is how the budget is allocated across the college.
* Dr. Dixon is concerned about Spring 20-21 Service Learning core courses that were moved from Fall to Spring, as we are anticipating to still be on virtual mode. Dean Passe said departments have to be creative and reconceptualize service learning to be able to operate online. Dr. Chavez-Reyes said the Center for Civic Engagement has a page that can be used as a resource.
1. **Other**
2. **NA**
3. **Next meeting – Monday, August 10th at 10am**