**College of Arts, Humanities and Social Sciences**

Executive Council - Minutes

June 27, 2016 – 1:00 PM in Minard 204J

Present: David Bertoloni, Betsy Birmingham, Jeffrey Bumgarner, Ann Burnett, Jeanne Hageman, Mark Harvey, Nancy Hodur, Daniel Klenow, Hardy Koenig, Miriam Mara, Mark Meister, John Miller, Carrie Anne Platt, Kent Sandstrom, Michael Strand, Christina Weber

**Announcements and Reminders**

* Dean Sandstrom introduced Carrie Anne Platt to the Executive Council as the new Associate Dean of Undergraduate Education.
* The AHSS representatives who will fill openings on Faculty Senate Standing Committees are:
	+ Academic Affairs Committee – Mike Christensen, term expires 5/18.
	+ University Athletics Committee – Jeffrey Bumgarner, term expires 5/20.
* Newly appointed AHSS representatives on other university committees include:
	+ Graduate Council Representative – Bradley Benton, term expires 5/18. (Verena Theile and Nan Yu will also continue to serve as representatives on the Grad Council.)
	+ NDSU Research Council – Michael Strand (as Creative Activities rep), term expires 5/18.
	+ Faculty Lectureship Committee – Mark Harvey, who had served as chair of this committee, informed us that it has been discontinued.
* Annual reports are due to the Dean by July 8, 2016.

**Budget Updates and Discussion**

Dean Sandstrom updated the Executive Council about the additional budget allotment (reduction) the university may have to address in the current biennium. This allotment is likely to be about 2.5%, which translates into approximately $4 million. This budget reduction will be covered primarily by the hiring freeze the university has implemented regarding all state-funded hires.

In very special circumstances, colleges will be able to make a request to receive a portion of the swept salary savings to cover a **critical** teaching need. Dean Sandstrom notes that the provost and president recognize that “certain positions are indispensable to the ongoing operation of NDSU. If such a position becomes open due to a resignation or retirement, the unit may make a request to hire a replacement. That request must be accompanied by documentation showing that the position is absolutely critical to the continued functioning of NDSU. Those requests should be routed through the appropriate supervisory relationships [e.g., the college dean] and will be reviewed by a committee composed of senior institutional leaders. Only truly exceptional cases will be approved.”  (Source: Provost’s email sent at 9:51 AM on 6/20)

Dean Sandstrom summarized the provost’s recent update regarding the Budget Advisory Group’s Recommendations for 90% Budget Preparation for the next biennium (FY18-19). These recommendations// can be downloaded at <https://www.ndsu.edu/fileadmin/provost/Forms/Strategic_Planning/Budget_Study_Group_Final_Report.pdf>.

The College of AHSS will be asked to reduce its budget by a total of $**267,000 annually** for FY18 and 19, which translates into a total of $534,000.  The provost arrived at this figure based on the formula she shared with the deans at the 6/24 Deans’ Council meeting.  This formula took into account the large number of student credit hours generated by our college.

Cuts that will count toward the college’s budget reduction include savings resulting from administrative or organizational restructuring, decreases made in operating budgets, and long-term elimination of state-funded faculty or staff positions. However, it’s important to point out that positions vacated because of faculty or staff participation in the Voluntary Separation Incentive Program (i.e., the retirement buyout program) will not count toward budget cuts on the college level.

Deans have been encouraged to implement at least some of their college-based cuts in operating budgets so Kent informed the Executive Council that we should keep that in mind in discussions of potential targets for reduction. Kent also reminded the EC members that as we consider budget reductions in the college, we need to think about how any actions taken will help the college to align with both its newly adopted strategic vision and the university’s strategic plan.

Dean Sandstrom and the Executive Council then discussed potential ways to address the required budget cuts and processes that could guide deliberations and decisions in the college.

Meeting adjourned at 2:30 pm.

Submitted by Lori Alvarez