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

Executive Council - Minutes

July 25, 2016 – 3:00 PM in Minard 318F

Present: David Bertolini, Betsy Birmingham, Jeffrey Bumgarner, John Cox, Nancy Hodur, Hardy Koenig. Daniel Klenow, Hardy Koenig, Mark Meister, John Miller, Carrie Anne Platt, Kent Sandstrom, Michael Strand, Christina Weber

**Announcements and Kudos**

Bruce Maylath, Professor of English, has been awarded the IEEE Professional Communication Society’s 2016 Ronald S. Blicq Award for Distinction in Technical Communication Education. The award will be presented at ProComm 2016, the IEEE International Professional Communication Conference, which is scheduled for Oct. 2-5 in Austin, Texas. Dr. Maylath has been asked to address the conference as a featured speaker.

Dean Sandstrom thanked the unit heads for completing their annual reports in a timely manner. The dean stated that the reports indicated that our college has once again increased its level of productivity in scholarly publications, creative activities, and grants and contracts. The dean requested that the chairs/heads provide him with comprehensive information about AHSS faculty who won notable university, regional, or national awards in the past year. The list should include awards received beyond the college level. The dean also asked the unit heads to distinguish between internal and external grants when providing information about sponsored research in their programs. This approach to reporting will allow the college to have a clearer picture of the grant activities of the faculty.

**Budget Updates and Discussion**

Dean Sandstrom talked briefly with the Executive Council about the forthcoming special session of the ND Legislature. The dean also mentioned recent news reports indicating that tax collections have been down an additional $100 million since February. Given the reduced tax collections, the key concern is whether Gov. Dalrymple and the Legislature will decide that another allotment will need to be imposed for the current biennium (FY17).

The dean subsequently shared information with the chairs and heads about budget expenditures in the college and its departments, such as the monies that were allocated to travel, food, and equipment in both FY15 and FY16. The Executive Council then discussed possible steps that could be taken to reduce budget expenditures for the next biennium. These steps include: (1) reducing college-level support for travel, chair trainings, and dean’s fellowships and challenge grants; (2) reducing departmental operating budgets by 5-10%; (3) restructuring staff assignments and duties; (4) reorganizing academic units and administrative roles; and (5) reducing administrative stipends.

After the budget discussion, the chairs and heads decided that it would be best for them to meet individually with Dean Sandstrom to discuss how their academic unit can reduce its budget expenditures. The information they share with the dean will be incorporated into the plan developed by the college to address budget shortfalls.

The dean and Executive Council also discussed ideas about how to engage the college faculty and staff in budget discussions. Key ideas proposed by the dean included scheduling a Town Hall meeting early in the fall semester, sending out a survey to members of the college after the Town Hall meeting, and working with a budget advisory group that would help in coordinating these events and sharing information.

**Other Business**

An Executive Council retreat will be scheduled for the first week of Fall Semester classes.

Meeting adjourned at 4:15pm.

Submitted by Lori Alvarez