In Attendance: Bill Nelson (in for Lauren Adamson), J L Albert, Robert Moore (in for Jim Alm), Mary Finn, Nancy Seamans, Fenwick Huss, Steve Kaminshine, Gwen Benson (in for Randy Kamphaus), Robin Morris, Susan Kelley, Tim Renick, Robert Sattelmeyer, Ron Henry, Chair

Visitors: Amy Lederberg, Linda Nelson, Irene Duhaime, Shanita Forbes

Approval of Minutes:
The minutes of July 23, 2008 were approved with one modification: Under the Faculty Reporting Systems, it incorrectly stated that Georgia State has secured a contract with Digital Measures. Instead it should read that we are considering securing a contract.

Personnel Effort Reporting
There was a new personnel effort reporting systems (PERS) put in last year. Effort reports now are consistent with payroll and have to be run thirty (30) days after the end of a semester. Within 60 days all effort reports should be certified. Certification is essential for generating reports to the board of regents (BOR) and examining how much time faculty members spend on research, instruction, and other activities. Our first year of data show that we have made significant improvements. Summer 2007 reports show that at the end of the two month certification period, 72% of all effort reports were certified. Fall 2007 reports show 79% of all effort reports certified and 87% were certified on last spring. Overall, which includes reports certified after the two month period, we are at 93%. Before last year we averaged only 60%. The new system is making it easier, clearer, and effortless. However, the auditors still believe our numbers have to get better. We are proposing a series of monitoring procedures and consequences for delayed reports. A series of follow ups (emails) will occur throughout the 30-60 day certification period. Delinquency reports will be sent to department administrators/chairs, central administrators, and finally college deans. Consequences will be enacted after the 60 day period (salaries placed back in departments, can not summit new grants, no new awards can be activated). Deans approved of the consequences and suggested that there be in writing how long the consequences would last.

Some of the problems with the effort reporting system in the past were that most sponsored projects didn’t care when in the budget year the effort was charged. But within the university system effort reporting had to be certified during the period in which you were paid. We are asking departments to think about workload for the annual year and pay for summer semester out of the summer’s budget for non-sponsored project work, so that charges won’t subtract during the year. Likewise for buyout courses, departments shouldn’t only charge faculty when they are buying out courses. Instead they should keep the dollar amount the same, but just distribute them across the annual year. Amy Lederberg will be able to meet with individual chairs to further elaborate on the new rules for PERS, if necessary.

Recruiting & Hiring Faculty Procedures
Linda Nelson passed out a draft guideline on recruiting and hiring faculty members from an Affirmative Action/Equal Employment Opportunity perspective. Deans approved of the draft with the following modifications: expand the definition of active recruitment, include information about background checks, distinguish between temporary and permanent faculty members, and provide a list of all available faculty positions on Human Resources website.

Enrollment/Budget Update
Enrollment - 2,647 freshmen are currently enrolled. We expect to have 2,850 freshman enrolled for the fall semester, which is over our target. Transfer numbers will not reach our target; instead we should be a little under 2,000. We have 331,000 credit hours registered for the fall. Average credit hours for an undergraduate student is 12.2 and 10.7 for graduate students.
Budget - July revenue figures for the State of Georgia show a decrease of 6.6% compared to last year. The state is considering taking back the money held for pay raises, which amounts to $24 million. GSU pay increases totaled $2.7 million for this fiscal year and $5.4 million for FY 2010. Faculty members will have to be awarded their promised raises due to their contract agreements. Staff members might also have to receive their raises. It remains unclear what action to take, but whatever it is will have to be dictated by the board of regents. Some suggestions include requiring furloughs and/or placing a temporary fee for students. What is clear is that we are definitely facing at least a 6% budget cut for each of FY’ ’09 and FY’ 10.

Meanwhile, the State of Georgia is requiring the following from institutions: 1) tighten critical hire process to the maximum extent possible; 2) ensure travel approvals be limited to those essential to operation of institution; 3) don’t send requests for vehicle purchases to ODP; 4) review process for equipment expenditures; 5) review all other categories of expenditures (printing, contract, supplies, etc); 6) ensure expenditures for travel are notably less from last year.

**University tuition, consumer choice, and affordability**
There is a concern about the average price of an institution which is currently 6% of the median family salary. It is projected that in ten (10) years that price could reach 24%. We should talk about what some of the cost drivers are, what is the value added in attending a research universities, and how can we manage cost ourselves. This will be discussed more at the dean’s retreat.

**Any other business**
1) Dean’s Retreat on Sept. 24.
2) University System of Georgia will have their administrative workshop Sept. 22-24, 2008.

Next Meeting: September 10, 2008 from 9:30 – 11:30 a.m. in the Golden Key Board Room, 2nd Floor, Student Center.