

CFC Minutes  
August 28, 2012

Attending: Lynn Fedeli, Mel Fein, Garrett Smith, Chuck Aust, Daniel Rogers, Jennifer Dail, Roxanne Donovan, Steve Collins, Dean Robin Dorff , Susan Rouse (Chair)

1. Susan called the meeting to order and minutes from May 1 and May 21 were approved.
2. Introductions were made, and Susan gave a brief overview of the history of CFCs and the role of the committee.
3. Dean Dorff has been doing PeopleSoft admin training for faculty hiring. The software is built around the hiring process approved by the Faculty Senate. HSS is testing the system before it is launched University-wide. It will be used for hiring part-time faculty, as well as tenure-track faculty.
4. The Dean will discuss his priorities for the College after getting a clearer picture of HSS, its faculty and operations. There will be a Tea on the Terrace on Sept. 24 and 25. It will be social and focus on new faculty and staff. We should expect another meeting in November after the first round of tenure and promotion decisions. The Dean will also be attending department meetings in the next few months.
5. The Dean discussed the financial state of HSS, which was in excess of 300,000 in the red at the end of the fiscal year. Some of this was the result of spending and some the result of accounting practices. Some personnel costs (stipends, etc) that had been funded from summer money will now be by permanent money. The Chairs are now working on department budgets. The Dean intends to 1) push budgets to the department level where they will be built around actual expenses (other than personnel costs), then build the College budget and 2) have the relationships between departments and the dean's office be team-centered and collaborative, as well as have stronger relationships between faculty, staff and the chairs in the budgeting process. The HSS budget is yet set.
6. While in the past year 2/3 of the travel money was coming from the Dean's office, the new Dean would like travel to be more departmentally controlled both to control costs and to have transparency in process and monies spent. Thus departments should play a larger role in setting their own priorities.
7. Travel is not likely to be a flat allocation per faculty. Rather faculty, department and program needs should play a larger role in determining what travel is funded. When departments are not able to cover needs, the Dean's office may be able to cover some travel, faculty development, or special program expenses. The Dean is trying to sort out already made commitments for travel, including to program coordinators, etc. He hopes to honor these commitments for this year.

8. While some decision-making will rest in departments, the Dean will make decisions about questions that come to him, and he will provide a rationale for how the decision was made.
9. Mel asked about programming for election related activities this semester. The Dean said that he would like for these activities to be initiated and planned by faculty and/or student organizations, although the Dean's office will lend support where appropriate, including helping with publicity.
10. The Friday teaching policy, mandated by the BOR, remains in effect. The College policy that requires all full-time faculty to teach on Fridays every third (non-summer) semester will be evaluated, and there may be some latitude within departments in the future to set these teaching schedules as long as both full- time and part-time faculty are teaching on Fridays. The Dean's office will be looking at enrollments to evaluate the policy of the three- semester rotation of full-time faculty and there may be some flexibility at the department- level as long as the overall goal is met.
11. Susan outlined her plan to have Brett set up a webpage for the CFC to put current and past agenda and minutes online. This should be completed by the end of the semester (coincidentally, the end of Susan's term as Chair of CFC).
12. Susan asked for nominations for a Chair-Elect. Steve Collins nominated himself. Other nominations, please email Susan in the next couple of weeks. We will elect a new Chair at the next meeting and that person will begin his/her term at the first January meeting.
13. Susan will be emailing soon for agenda items for the next meeting. Roxanne asked that salary compression be on that agenda.

Susan Rouse  
CFC Chair