I. CALL TO ORDER
   a) Approve Agenda
   Cutrer called the meeting to order at 9:03 a.m. and announced that Kathleen Watson, Chair of the Senate Budget and Long-range Planning Committee (BLP) was joining the meeting to participate in the discussion of Agenda Item III. She thanked both Watson and Regina Eisenbach, representing Guseman, for attending the meeting. The Agenda was accepted as presented.

   b) Approve 9/16/08 Minutes
   The Minutes of the 9/16/08 AALC meeting were accepted as submitted.

II. ANNOUNCEMENTS
   Cutrer reported on a meeting held last week relative to furniture issues encountered by faculty members in classrooms (missing desks, chairs, lecterns, etc.). The meeting involved representatives from Facility Services, Planning, Design & Construction, VP Hawk, Cutrer, Glasgow, and Criselda Yee from Academic Programs.

   • Based on industry standards, Facility Services is understaffed by 37 FTE employees.
   • If a faculty member encounters furniture issues, s/he should ask the Administrative Support Coordinator of their department to contact Patti Gero in Facility Services (contact information will be emailed to AALC members).
   • Facility Services has a 72-hour response time.
   • Each classroom in Academic Hall and University Hall was reset last Friday, based on Fire Marshal capacity requirements and the campus classroom plan.
   • Each classroom is reset at the beginning of the semester.
   • There is no inventory of surplus classroom furniture that may be used to replace missing pieces of furniture.
   • Chairs/furniture located in a corridor violates the fire code.
   • Currently, there is a six-month lag on Facility Services work orders.

III. UNIVERSITY BUDGET PROCESS DISCUSSION
   Cutrer reported that the University Budget Committee (UBC) will meet this Friday, 10/10, and begin work toward fulfilling one of its charges for 2008-09: development of a recommendation for a well-articulated and transparent university budget process that can be used regardless of the budget situation (growth, flat, reduction), and that will be published for campus reference. When finalized, the recommendation will be submitted to President's Executive Council and ultimately to President Haynes for consideration. UBC serves as an advisory body to the President; recommendations are submitted to the President, who has final authority for decision-making. Individuals serving on UBC from Academic Affairs include:

<table>
<thead>
<tr>
<th>Incumbent</th>
<th>UBC Membership Role</th>
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<tbody>
<tr>
<td>Emily Cutrer</td>
<td>Co-Chair (with VP Linda Hawk)</td>
</tr>
<tr>
<td>Jennifer Jeffries</td>
<td>Provost’s designee as Division representative (each Division VP appoints a designee)</td>
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<tr>
<td>Janet McDaniel</td>
<td>Chair of the Academic Senate</td>
</tr>
<tr>
<td>Kathleen Watson</td>
<td>Chair of Senate Budget and Long-range Planning Committee</td>
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Shaoyi He Ex-officio, Vice Chair of the Academic Senate/Chair-elect
Anthony Glasgow Staff to UBC
Bill Ward Staff to UBC
Marcy Boyle Staff to UBC

Other voting members of UBC include staff and student representatives. Other staff to UBC include Matt Ceppi, Director of Institutional Planning and Analysis; Mary Hinchman, AVP for Business and Financial Services; and, Dan Zorn, Director of Accounting and Technology Services.

To inform the discussion at Friday’s UBC meeting, Cutrer sought input from AALC members regarding important principles, goals and elements of a university budget process. In advance of today’s meeting, members were provided via email attachment copies of other CSU campuses’ processes to serve as samples (not shared as “best practice” models). Discussion ensued. There was general consensus that the following points should be considered:

- Include narratives with budget proposals
- UBC should hold open hearings of Division budget presentations
- Develop and publish a chart or other graphic of the campus process and timeline that indicates the action and identifies the individual/group responsible for the action
- Tie budget proposals to campus and division strategic initiatives
- Trust but verify
- Accountability – examine entire budget (all funds) on a periodic interval (perhaps every 3 or 5 years)
- Provide context for considering proposals
- Determine what aspects of current process are working and retain
- Consider all-funds budgeting
- Establish an ongoing protocol regarding year-end balances: University sweep? Or, allow Divisions to retain and redistribute on a fiscal basis the next fiscal year according to the respective Division’s protocol?
- Explore the possibility of allowing prepayments at fiscal year-end
- Transparency vs. the confidentiality required for some proposals and recommendations

Cutrer thanked everyone for their candid contributions and asked members to forward any other suggestions to Jeffries, McDaniel and Watson prior to Friday’s UBC meeting.

IV. ACADEMIC TECHNOLOGY PLANNING
After the last AALC meeting, Cutrer and Veres met to discuss a campus approach to academic technology planning. An outcome of that discussion was the decision to suspend the University Computing and Telecommunications Committee. Several documents were distributed to AALC members with the agenda materials to provide background information on this topic. The academic technology discussion covers a wide range of topics from redesigning courses to incorporating technology to the development of on-line programs and the sharing of courses. To properly plan for the future and effectively manage human, physical and financial resources, the campus needs to engage in a conversation around academic technology. A few years ago, the “Online Learning Information Technology” committee (OLIT) was formed, but is no longer meeting. Based on a readiness appraisal by Linda Scott, Director of Academic Technology Services in IITS, the campus is in a fairly good position to move forward with implementation of whatever academic technology plan is agreed upon. Cutrer and Veres are meeting again today to continue strategizing about a process for engaging the campus in the discussion. This topic will be placed on the next AALC agenda.

V. REPORT ON MEETING WITH AALC MEMBERS’ ASSISTANTS
Cutrer asked Boyle to report on last week’s meeting with AALC members’ assistants, particularly relative to the new protocol initiated by the President’s Office regarding requests for the President’s attendance or participation in events and meetings. The draft Request form and Division protocol were distributed with the agenda materials. It was agreed that five days would be added to the Division procedures to allow time for AALC members to review requests from their units prior to forwarding to the Provost’s office: requests are due to AALC member at least 25 working days prior to the event/meeting; if endorsed by AALC member, forward to Provost’s Office at least 20 working days prior to the event/meeting). Boyle also reported that AALC members’ assistants asked to be copied on email messages to Event Coordinators at the following milestones in the process: tentative confirmation by the President’s Office, Event Coordinator’s submission of the completed “required information” checklist, and final confirmation by the President’s
office. The Request form and Division Protocols will be finalized and distributed to AALC members for further distribution in their college/unit.

VI. DRAFTING, REVISING AND REVIEWING PROPOSED CAMPUS POLICIES
Deferred to next meeting due to lack of time.

VII. AGENDA ITEMS FOR NEXT MEETING (Tuesday, October 21st, 9a – 11a, MARK 421)
   • Academic Technology Planning
   • Drafting, Revising and Reviewing Proposed Campus Policies

VIII. ACTION ITEMS
None.

IX. ADJOURNMENT
There being no further business, Cutrer adjourned the meeting at 11:08 a.m.

Submitted by
Marcy Boyle, Assistant to the Provost and Vice President for Academic Affairs
Staff to the Academic Affairs Leadership Council