I. CALL TO ORDER
   a) Approve Agenda
   Cutrer welcomed everyone and called the meeting to order at 9:05 a.m. She welcomed Shaoyi He as a new member of AALC, in his role as the new chair of the Academic Senate for AY 2009/10. Cutrer also welcomed Patricia Prado-Olmos, representing Baldwin at this meeting.

   The agenda was approved with modifications.

   b) Approve Minutes
   The 5/19/09 Minutes were approved as presented.

II. ANNOUNCEMENTS
   Cutrer announced the following:

   - Barbara Preece accepted the offer to become the new dean of the library and will join the campus in the fall. Cutrer thanked Veres for chairing the search committee and AALC members for their participation in the on-campus visits and for the feedback from their meetings with the finalists.
   - The Post Promotion Increase (PPI) process for faculty has been completed.
   - President Haynes is convening an ad hoc leadership meeting on Thursday, 6/11/09, from 3:00 p.m. to 4:30 p.m. in COM 206, and Cutrer asked AALC members to attend.

   Golich announced that the groundbreaking ceremony for the Social and Behavioral Sciences Building is tentatively scheduled for September 3rd.

III. ENROLLMENT UPDATE
   Cutrer referred members to Chancellor Reed’s memo dated 5/22/09 addressed to CSU Presidents re: reducing 2009-2010 enrollment (distributed with the agenda materials for today’s meeting). The office of Enrollment Management Services (EMS) explored how the enrollment management strategies described in the memo might impact CSUSM enrollment and drafted an analysis of the steps that might be taken and their impact. Cutrer distributed a copy of the scenarios prepared by EMS. Because of an impending freshman orientation and the need to program PeopleSoft Student, there was a short turn-around to make decisions regarding implementation of any enrollment management strategies. In an effort to preserve access for the most number of students, a decision was made to limit students to enrolling in 13 units with the hope that this strategy would result in the availability of seats in sections for students with late summer registration dates and maintaining the unit enrollment cap at a level that would maintain eligibility for financial aid.

   The discussion segued into a conversation regarding the process for making this decision and best ways to communicate such decisions, anticipating that there may be a need to act swiftly in the coming weeks and months in light of the anticipated reduction in funding. There was consensus around the following principles for the future:

   - Identify audiences for consultation, communication, and information.
- Map out a communication strategy and agree upon a communication plan prior to adjourning a meeting.
- Seek input from Senate Chair regarding Academic Senate expectation.
- For collective bargaining purposes, apprise Jeffries of actions regarding Unit 3 employees by copying her on email messages.

It was decided to send a follow-up announcement regarding the 13-unit limit for students. Cutrer will draft a memo for AALC members to send to employees in their unit and to which members will append a memo providing further explanation about how the decisions may impact their respective unit.

IV. **AUGUST RETREAT**
Tabled. No discussion due to lack of time.

V. **BUDGET**
Cutrer reported that there is no new budget information to share. Members were encouraged to attend the President’s Budget Forum, which will be held on Friday, 6/12/09. The State’s financial situation has not changed and remains dire. The campus is dependent upon decisions made at the State and system-wide level, the timing of which is beyond our control. Ad hoc meetings may be convened as information becomes available. Cutrer asked members to be as flexible as possible with calendars to accommodate meeting requests. In addition, Cutrer asked members to continue to closely monitor unit expenditures (hires, purchases, travel, etc.) and to avoid new commitments for next year.

VI. **AGENDA ITEMS FOR NEXT MEETING** *(Tuesday, September 1\(^{st}\), 9:00 a.m. – 11:00 a.m., KEL 3010)*
There are no AALC meetings scheduled until September 1\(^{st}\) due to the challenge of identifying mutually acceptable meeting dates/times due to vacation schedules. Members expressed a desire to have tentative meetings scheduled as placeholders for ad hoc meetings that may be necessary as information about the budget becomes available. Boyle will send an email message with a schedule of tentative, possible meetings between now and September. If a meeting is confirmed at a time a member is unable to attend, the member may send an appropriate representative (Associate Dean, etc.).

VII. **ACTION ITEMS**
*Cutrer/All*: Prepare memos to division employees explaining enrollment management measures that are being implemented.
*Boyle*: Email members a schedule of possible AALC meetings meeting schedule for summer.

VIII. **ADJOURNMENT**
There being no further business, Cutrer thanked members and adjourned the meeting at 11:00 a.m.

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