

*Final*

## **AAC Meeting Notes**

November 20, 2008 10:00am

**In Attendance:** Chuck Stoup (chaired) Linda Finch Hicks, Steve Owen, Claudia Lopez, Veronica Padilla, Rebecca Chavez, Alex Mastrangeli, Roia Ferrazares, Stacey Shulman, Nilima Bhatia

**Divisional Reports: Arts & Humanities** – The managers held a discussion on the budget

**Biological Sciences** – The managers held a discussion on the budget, career compass and Spot Awards. MCB has had some difficulty with matching employees to compass job descriptions.

**Physical & Mathematical Sciences** – The managers held a discussion on the budget.

**Social Sciences** – There is a new version of the Business Resumption Plan being launched in early 2009. Paul Dimond, Manager of the Office of Continuity Planning, shared with managers which sections of the new old plan should be ignored. Linda pointed out that when the Marchant Building was flooded recently, that no master list of what was stored there was available. The Business Resumption Plans should include inventories and contact lists. The deadline of 12/31/08 for completion of the Business Resumption Plans is arbitrary considering the fact that a new version of the Continuity Tool will be available in January. There is a documentary about the Northridge University earthquake that is available for loan. Faculty scientists and researchers need to consider how their research would be affected by a major earthquake, and consider swapping materials with colleagues in other states. One department provided their researchers with USB memory sticks as part of their continuity planning. The AAC briefly discussed the role of UCLA in providing backup servers for UCB.

## **2. Misc. Announcements –**

APM 025 – Stacey Shulman reminded AAC representatives that departments need to submit reports for all faculty members on activities whether compensated or uncompensated.

Career Compass – Nilima reminded everyone about the job mapping deadline. Compass job descriptions must be completed for temporary and part-time employees as well.

Performance Evaluations – Nilima stated that the performance ratings will need to get uploaded to central HR even though they are not tied to salary increases.

## **2. Topical Discussion – Budget**

Overview:

Campus was initially asked to absorb \$5 million in cuts which it absorbed centrally by deferring commitments (startups, etc). \$5 million will be addressed in 08/09. A second cut of an additional \$9.5 million must be addressed in 08/09 and cannot be absorbed centrally. The legislature is currently deliberating in Sacramento and there is no chance for a vote anytime soon despite the fact that, with changeover of legislators anticipated in January, there will be a knowledge drain with new legislators coming in. The legislature must agree on an approach – sales tax increase? Fee increases? Reduce spending? There is no further guidance at this time.

At UCB, people respond to announcements by Brostrom and Breslauer by getting panicked. Breslauer has said he will do what he can to protect the TAS budget for 09/10 by maintaining it at 08/09 levels by reducing faculty searches which reduces the start up pool – underwrites guarantee. If there is to be a cut to the permanent

budget, this can reduce provisions as well through reduction of salary savings, especially for certain divisions in L&S. This affects other resources available to departments, forcing them to reduce course loads and other limited discretionary spending. This increases the pressure on the operations side.

The timing of these budget decisions is particularly troubling for department managers as they make course commitments for future semesters, and announcements come in after commitments have been made.

Studying administrative efficiency:

Departments are studying their administrative functions as a result of anticipated budget cuts, and exploring alternatives such as clustering. Clustering works well in some functions and not others, and clustered departments can become too large and inefficiencies result. There are opportunities in the Social Sciences, but the Biological Sciences have already clustered as much as they can.

The processes that can be streamlined include teaching evaluations, purchasing, timesheets and class scheduling. In order for these processes to get automated, there needs to be support from Deans and the academic senate. There were a series of automations in the '90's which were very costly but eventually did save the University resources. Our Unit is finally getting the attention of central campus.

Adjourned at 11:55 am