

Minutes
Council of Department Heads
Monthly Meeting
September 29, 2015 at 4:00 pm
IT conference Room

Present Members: Darrell Ross (CDH Chair, SA & CJ), Greg Harrell (CDH Vice-Chair, Math/CS), Michael Schmidt (CDH Secretary, Art), Lynn Jones (CDH PBC Rep, Accounting)

Mark Borzi (Comm), Doug Farwell (Music), Edward Chatelain (PAG), Fred Downing (Phil/Rel), Robert Harding (Pols), Chris Meyers (History), Mark Smith (English), Viki Soady (MCL), Charles Backes (Adult/Car/Ed), Janet Foster (EDSE) Mike Griffin (Kin/Phys Ed), Linda Most (MLIS), Corine Myers-Jennings (CSD), Leon Pate (Curr/Lead/Tech), Barbie Radcliffe (Mid/Sec/Read/Deaf Ed), Kate Warner (Psyc/Marr/Fam/Thpy), LaGary Carter (NHS), Bonni Cohen (NHS), Kathe Lowney (IDEA)

Absent Members: Jim Baxter (Chem), Bob Gannon (Biology), Attila Cseh (Econ/Fin), Aubrey Fowler (Marketing), Ed Walker (Mng/Bus), Reynolda Martinez Jr (Adult/Car/Ed), Mizan Miah (SW), Shirley Hardon (AFAM), Chere Peguesse (SSC), Alicia Roberson (CA), Tracy Woodard Myers (WGST)

Guests: Phil Allen (Assistant to the President), Sheri Gravett (Associate Provost), Michael Black (Institutional Effectiveness),

Quorum: Based on the number of members present, a Quorum (a majority of CDH members) was present.

- I. CDH Chair Ross – Welcome and opening remarks by the Chair.
 - a. Approval of August, 2015 Minutes as submitted. Motion: Pate / Second: Most
- II. Interim President Staton (Absent) – Phil Allen shared the following updates:
 - a. Updates on VSU marketing campaign, mailing, radio, TV in FL, AL, and SC.
“Ahead of years past – Deeper into high schools – sophomore and even freshman.”
 - b. Paint Valdosta Red Initiative – Connect the community, VSU and students.
 - c. “Upcoming additional announcements regarding reorganization/restructuring at VSU.”
- III. Interim Provost Gerber (Absent)
- IV. Dr. Gravett – introduce Mr. Tony Thomas (office of legal affairs), Legal Training for DDD, forthcoming:
 - a. Spring legal training for DDD.
 - b. Send any issues, topics, or ideas to Mr. Thomas.
 - c. Potential training topics include HR / VPAA Disciplinary tools, Title IX, Use of the VSU Behavioral Intervention Team (BIT),
 - d. Contact his office with questions at any time: 229-333-5351; tghomas@valdosta.edu
West Hall 125 direct extension 6531
Dr. Gravett – introduce Leah Ann Johnson (Follet Bookstore) **Attachment 01*
 - e. Lee Ann Johnson and Jennifer Cane – *Follet Bookstore presentation and handouts.*
 - f. New system to submit textbook information.
Q&A / discussion regarding who can submit, “concierge setup,” submitting textbooks for multiple sections, bookstore issues, getting books in on time, missing books and supplies, communication issues, etc.
 - g. Spring 2016 Deadline for textbook submission - October 15, 2015.

- V. Dr. Black – updates
- h. AFARAP Schedule – handout provided. 100% Digital Measures.
Send items that “don’t fit” to Dr. Black, so they can be updated/fixed.
 - i. Next stage is using DM for T&P actions.
 - j. General discussion regarding Department Heads criteria and evaluation missing on AFARAP.
 - k. Send comments on the Department Heads Handbook to Dr. Gravett or Dr. Ross by November CDH Meeting (November, 17).
Link: <http://www.valdosta.edu/academics/academic-affairs/department-heads-handbook.php>
- VI. Mr. Brian Haugabrook, Information Technology – (Absent)
- a. Updates by Dr. Gravett; “easy access” to Faculty Portal. Updates forthcoming with FP user interface.
- VII. Dr. Lynn Jones (PBC representative)
- a. Dr. Jones provided a summary of the 9/11/15 PBC meeting. [*Attachment 02](#)
 - b. FY 16 budget presented and discussed
 - c. VSU is #2 in bond debt (\$200m in debt)
 - d. Summer dollars decreased by 50%
Salary savings and reallocation, summer is split between 2 FY budgets.
 - e. FY17 expected 2% decrease in enrollment total.
 - f. Budget allocation formula from BOR is based on enrollment (Phil Allen corrected - credit hour production), not retention progression and graduation.
 - g. V-State Experiences are highly attended, specifically ATL area, better than ever.
 - h. Capitol Campaign updates
42 million in gifts/gift commitments, 11 million received, 26.5 million pledges, 15.5 million estate gifts.
 - i. Questions from CDH by Lynn Jones to PBC / Traycee Martin. [*Attachment 03](#)
Cost benefit analysis of University Fleet Vehicles.
Cost benefit analysis of summer classes by college – in anticipation of lapse lines/funds.
 - j. Comments from CDH – Usage of Fleet Vehicles by Faculty, Administrators, and Plant Operations (Backes, Most, Soady)
Comments and discussion from CDH – (Chatelain, Jones, Lowney, Most, Ross, Schmidt, Ross)
Lengthy discussion regarding faculty reductions took place. VSU Strategy, budget reductions, vision, credit hour production impact, goals, targeted improvements, data collection, reductions, and loss of faculty lines/ sections. How do we balance cuts, with personnel and meet the needs of our students. Refer to accrediting bodies. Concern for new faculty potentially leaving VSU, for fear of additional reductions. Concern for VSU’s reputation – future hiring.
- VIII. Backes: Department Heads contact group, or email list-serv.
- a. Mechanism to monitor current/active/official DH list, in VPAA office. Dr. Gravett – set up through I.T.
 - b. Excel spreadsheet, list assembled, disseminated by CDH Secretary (Michael T Schmidt)
- IX. Other Business.
- a. Q: Update on privatization of dorms (Griffin) Phil Allen, data is being collected at this time.
 - b. (Schmidt) Faculty portal update with new faculty access to FP, phones, and computer setup, Access to V-Drive – issues with IT and new faculty.
- X. Next meeting: October 27, 2015 @ 4pm – IT conference Room

XI. Adjourned at 5:30pm

Respectfully submitted, Michael T Schmidt
10-25-15

* Attachment 01

Follet – VSU Bookstore

Textbook adoptions for the spring school term are due to the Bookstore by **10/15/2015**. We will be using Follett Discover to collect adoptions for the spring. We have already met with the Deans and the Department chairs to introduce this new ordering system that will give faculty more options when placing orders.

Follett Discover can be accessed by:

- Log in to <https://myvsu.valdosta.edu> with your active directory password.
- Select the Blazeview D2L link.
- Select the Follett Discovery link in the header at the top of the main page.

To see the features & content that is available with Follett Discover, view a short video: <http://follett.com/discover/login.cfm>

The full video is just under 10 minutes and will provide an overview of Follett Discover. The webpage also includes shorter videos that focus of specific aspects of Follett Discover.

Visit the Follett Discover Demo site at - https://demo.betterknow.com/log_in.

The user name is: **instructor1493** and the password is **bet**.

Lee Ann Johnson

Store Manager

Follett Store #1493

Valdosta State University

Student Union Building

1500 N. Patterson Street

Valdosta, GA 31698

leeajohnson@valdosta.edu

(229) 333-6051 (office)

(229) 333-5666 (bookstore)

www.thevsu bookstore.com

Jennifer Crane

Course Materials Manager

Follett Store #1493

VSU Bookstore

Valdosta State University

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1500 N. Patterson Street

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(229) 333-5459 (office)

***Attachment 02**

FY16 Education & General Budget

PBC: 9-11-15

REVENUES

	2016 Final Approved	8/27/2015	Change from Original
1 State Appropriation Revenue	45,712,334.00	45,934,148.00	221,814.00
2 Tuition Projected through June 30th	51,423,555.00	51,423,555.00	-
3 Special Institutional Fee - \$295/student	7,300,000.00	7,300,000.00	-
4 Other E & G Revenues - <i>CAR Fees</i>	2,612,176.00	3,509,770.00	897,594.00
5 Tuition Carryover from FY15	-	-	-
6			
7 Total General Fund Revenues	107,048,065.00	108,167,473.00	1,119,408.00

EXPENDITURES

8 Academic Affairs			
9 <i>Administrative</i>	2,731,591.00	3,105,626.00	374,035.00
10 <i>College of Arts & Sciences</i>	19,792,401.00	20,247,867.00	455,466.00
11 <i>College of Business Administration</i>	6,225,920.00	6,352,856.00	126,936.00
12 <i>College of Nursing & Health Sciences</i>	4,134,931.00	4,155,300.00	20,369.00
13 <i>College of the Arts</i>	7,115,172.00	7,185,933.00	70,761.00
14 <i>Dewar College of Education & Human Services</i>	14,492,427.00	14,858,340.00	365,913.00
15 <i>Graduate Office</i>	1,048,635.00	1,059,367.00	10,732.00
16 <i>Other (Honors College, AFROTC, Int'l, SSCtr)</i>	1,380,371.00	1,443,637.00	63,266.00
17 <i>Library</i>	3,772,991.00	3,831,502.00	58,511.00
18 <i>eMajor</i>	817,610.00	817,610.00	-
19 <i>Continuing Education</i>	179,230.00	179,230.00	-
20 <i>IT</i>	5,614,744.00	5,614,744.00	-
21 <i>Academic Affairs Pools</i>			-
22 <i>Academic Equipment/Materials & Maintenance</i>	50,000.00	50,000.00	-
23 <i>Faculty Scholarly Travel</i>	200,000.00	200,000.00	-
24 <i>Graduate Assistant Stipends</i>	1,200,225.00	1,213,506.00	13,281.00
25 <i>IT Infrastructure</i>	168,191.00	168,191.00	-
26 <i>Major Scientific Equipment</i>	15,000.00	15,000.00	-
27 <i>Release Time for Research</i>	70,000.00	70,000.00	-
28 <i>Summer Faculty</i>	2,574,280.00	1,291,884.00	(1,282,396.00) ✓
29 <i>QEP</i>	20,000.00	20,000.00	-
30 Total - Academic Affairs	66.0% 71,603,719.00	71,880,593.00	276,874.00
31			
32 Other Areas			
33 <i>Athletic Director</i>	965,638.00	969,638.00	4,000.00
34 <i>Enrollment, Marketing, & Communications</i>	6,795,135.00	7,125,948.00	330,813.00
35 <i>Finance & Administration</i>	13,003,138.00	13,309,139.00	306,001.00
36 <i>Institutional Advancement</i>	1,884,270.00	1,888,402.00	4,132.00
37 <i>President & Direct Reports</i>	1,196,589.00	1,426,032.00	229,443.00
38 <i>Student Affairs (Incl. \$20k Equipment Pool)</i>	2,011,233.00	2,011,233.00	-
39 Total - Other Areas	24.4% 25,856,003.00	26,730,392.00	874,389.00
40			
41 Institutional Accounts			
42 <i>General Expense</i>	166,604.00	167,065.00	461.00
43 <i>Estimated Health Costs and Retirement Increases for 1-1-15</i>	4,346,428.00	4,346,709.00	281.00
44 <i>Staff Reclassifications</i>	-	-	-
45 <i>Utilities</i>	4,203,560.00	4,203,560.00	-
46 <i>Vehicle Pool</i>	193,961.00	193,961.00	-
47 <i>Deferred Maintenance</i>	677,790.00	643,109.00	(34,681.00)
48 <i>Tuition Carryover</i>	-	-	-
49 <i>One Time Funding for Projects</i>	-	-	-
50 <i>Committed One-Time Projects</i>	-	2,084.00	2,084.00
51 Total - Institutional Accounts	9.7% 9,588,343.00	9,556,488.00	(31,855.00)
52			
53 Total General Fund Expenses	107,048,065.00	108,167,473.00	1,119,408.00
54 Funds Available/Reductions Needed			

Target Budget Calendar

FY16 is 7/1/15 through 6/30/16

FY17 is 7/1/16 through 6/30/17

FY18 is 7/1/17 through 6/30/18

SEPTEMBER 2015

- PBC EMC reviews FY16 Enrollment and Revenues analysis, presents FY17 Enrollment (Headcount and Mandatory Fee) and Revenue projections
- FY17 USG Budget Request submitted to Governor's Office - OPB and LBO Review begins
- FY17 Budget Hearing instructions sent to institutions
- USO issues FY17 instructions for Revenue Projections, Mandatory Fee Requests, Professional Program Tuition, Graduate Tuition, E-Rate, Miscellaneous Fees, Auxiliary 5-Year Plans, Housing and Food Services rates

OCTOBER 2015

- PBC Reviews FY17 Budget Hearing narrative, FY16 Fringe lapse
- FY17 Budget Hearing narratives DUE to BOR October 21st

NOVEMBER 2015

- PBC Meeting - Review FY17 Enrollment and BOR Revenue Projections
- VSU's Budget Hearing November 9th

DECEMBER 2015

- PBC Reviews FY17 Mandatory Fee Requests, Auxiliary 5-Year Plans and PPV 10-Year Projections; FY17 Revenue Projections DUE to BOR December 4th

JANUARY 2016

- USO - Chancellor presents FY16 Amended and FY17 Budget Request to Joint Appropriations Cmte of General Assembly
- PBC Reviews FY17 Professional Program and Graduate Base rate requests, Miscellaneous Fees, Housing and Food Services rates
- FY17 Base Graduate Tuition and Professional Program Tuition Requests DUE to BOR January 15th
- FY17 Miscellaneous Fees, Housing and Food Services rates DUE to BOR January 22nd

FEBRUARY 2016

- PBC Reviews FY16 Spring enrollment, Lapse Remaining, Process for 1X projects, Proposed FY17 eRates, approve merit process if applicable
- FY17 Merit database open for recommendations

MARCH 2016

- FY17 Merit recommendations due to Deans
- FY16 Expenditure and encumbrance deadline for Departments

APRIL 2016

- FY18 Dean and Director Budgets due to Provost Office or Divisional VP
- FY17 Merit Recommendations due to VP's and subsequently HR and Budget Services
- BOR allocates FY17 State Appropriations and sets FY17 Tuition rates and fees (dependent on General Assembly passing FY17 Budget bill)
- PBC Reviews FY17 Budget Scenario and Budget Summaries for other Funds; Reviews FY17 Proposed eRates; Reviews FY16 lapse and 1X projects
- FY16 Expenditure and encumbrance deadline for Vice Presidents

MAY 2016

- FY17 Original Budget file with all summary information and schedules DUE to USO May 4th
- FY17 eRates DUE to BOR May 4th
- PBC Reviews FY 16 1X processes, funding available
- USO - Board of Regents approves FY17 Original Budgets

JUNE 2016

- FY18 Initial revenue estimates and planning
- FY18 Initial estimates (Sq Ft, Insurance and Utilities) DUE to BOR June 29th

JULY 2016

- FY17 Budgets available to Budget Managers to amend and spend when FY16 books are closed

FY17 Proposed Assignments

Fiscal Year 2017 Budget Development	Primary Responsibility	For Mandatory Fees and Auxiliary: Hold Open Budget Meeting and Present fee request to Student Fee Committee NLT	FY17 financial data forms, signed approval sheets and budgets to Budget Services for review	Present FY17 to PBC for Approval	Due to USG BOR	Notes:	
10/1/2015 - FY 2016 Revenues Projection, Mandatory Fee, 5-Year Auxiliary Plan, Professional Program Tuition, Graduate Tuition, E-Rate, Miscellaneous Fee, Housing and Food Services Fees and PPV 10-Year Projections instructions issued							
Internal Revenues and requested information for Budget Hearing	FY 2017 Headcount	Mr. Andy Clark	NA	10/16/2015	NA	Needed ASAP	
	FY 2017 Revenue projection	Mr. Andy Clark/Ms. Traycee Martin	NA	11/13/2015	Tentative 12/4/2015		
	FY2017 Budget Narrative	Dr. Brian Gerber/Ms. Traycee Martin	NA	NA	NA	10/21/2015 VSU's Budget Hearing is scheduled for Monday, November 9, 2015	
Mandatory Fees and any related Debt; Auxiliary 5 year plan	FY 2017 Mandatory Fee Paying projections (4 buckets)	Mr. Andy Clark	NA	10/16/2015	NA	Needed ASAP	
	FY 2017 Mandatory Fee requests	Dr. James Archibald (Student Activity), Ms. Shannon McGee (Auxiliary), Mr. Herb Reinhard (Athletic), Mr. Brian Haugabrook (Student Tech)	Should be scheduled for October (and beginning of April)	10/31/2015	Tentative 12/18/2015		
	FY 2017 Housing and Food Services	Ms. Shannon McGee (Auxiliary)	Should be scheduled for October (and beginning April)	NA	1/8/2016	Tentative 1/22/2016	
	PPV 10-Year Cash Flow Projections	Dr. James Archibald, Ms. Traycee Martin, Ms. Shannon McGee, Mr. Herb Reinhard	NA	NA	NA	Tentative 12/18/2015	
Other	5-Year Auxiliary Plans	Ms. Shannon McGee (Auxiliary), Mr. Herb Reinhard (Athletic) and Dr. James Archibald/Ms. Traycee Martin (Student Rec Center and Union)	To be scheduled the beginning of November	NA	Tentative 12/18/2015		
	FY 2017 Misc Fees	Ms. Jan Fackler	Open call by 10/1/15, present to Student Fee Cmte in October and April	10/31/2015	1/8/2016	Tentative 1/22/2016 BOR Policy for approval of Miscellaneous Fees is transitioning in FY17 Their new process will be sent in October with the Mandatory Fee Request information	
	FY 2017 Base Graduate Tuition	Dr. Brian Gerber	Open call to Deans by 10/1/15	11/13/2015	1/8/2016	Tentative 1/15/2016	
	FY 2017 Professional Program Tuition Requests	Dr. Brian Gerber	Open call to Deans by 10/1/15	11/13/2015	1/8/2016	Tentative 1/15/2016	
FY 2017 E-Rates	Dr. Brian Gerber	NA	NA	2/19/2016	Tentative 5/4/2016		

***Attachment 03**

NOTES from 09.29.15 CDH to discuss with Traycee Martin 10.02.15

- 1) Request for cost-benefit analysis of fleet vehicles
 - a. Utilization rate (as %) and how the vehicles are actually allocated?
 - i. Perception that cars are not available and that filling out online request is an effort in futility (and inefficient use of time)
 1. E.g., time savings of fleet vs. rental
 - a. Value of faculty time as a “commodity”—individual used 3 hours to pick up rental car versus the trip itself only 2 ½ hours in duration
 - ii. Perception that cars may not be appropriately used
 1. E.g., newer model passenger sedans being used by physical plant to pick up trash
 - a. Comment made during the meeting that physical plant previously had circa 1970s vehicles and it was time for new ones
 2. Question arose that suggested the perception was that the fleet allocation was preferential
- 2) Summer classes—use of lapse line pool
 - a. How will these amounts be allocated?
 - b. Request for cost-benefit analysis by college
 - i. As well as graduate vs. undergraduate
 1. Graduate students/faculty expect 12-month academic cycle
 - c. Concern about reactive vs. proactive—what is needed in SCH to get departments lines where wanted (“needed”)
 - i. Led to discussion that one-size-fits-all model does not work because of discipline and/or accrediting agency requirements
 - ii. What is the realistic expectation regarding part-time faculty (particularly in light of accrediting agencies)
 - iii. Given the decrease in faculty lines there is a concern re: generating SCH; comment made at CDH that could increase SCH by increasing class sizes (as long as not precluded by accrediting agency)
- 3) I gave an update on the increase in state appropriations of ~\$221K for FY16
 - a. How/why additional increase?—I perceived it was because the actual enrollment exceeded the projected
 - i. And folks want to know where we are for fall 2015 regarding projected and actual for enrollment/SCH?
 - b. I mentioned the FY18 “be prepared as an institution . . . “
 - i. Folks want to know how to prepare and what to do to mitigate changes/losses
- 4) Some discussion on the end-of-year “wish list” for allocation of unused budget
 - a. Will this roll out earlier (I mentioned I thought I’d heard at new administrator budget training that the budget cuts off at the end of February for 2016)?
 - b. Some concern re: discussion/collaboration with deans and/or having needs/wants heard
- 5) Strategy
 - a. What do we (VSU) want to be given undergrad enrollment/SCH is down and graduate is up?
 - b. What about tending to the local market (perception that the “local” enrollment numbers are down as well)?