

# ACADEMIC PROGRAM CHAIRS MEETING NOTES

Tuesday, September 2, 2008  
9:00-10:30 AM, Dean's Conference Room

Members: Simone Aloisio, Terry Ballman, Harley Baker, Bill Cordeiro, Amy Denton, Scott Frisch, Marie Francois, Ivona Grzegorzcyk, Beth Hartung, Karen Jensen, Joan Karp, Jackie Kilpatrick, Jack Reilly, Don Rodriguez, Dan Wakelee, Bill Wolfe

1. Approval of Notes

We are going to try to go paperless for the Chair's Meeting. Please send comments or suggestions

July 15<sup>th</sup> Notes-Approved

2. Announcements from the Dean's Office

CERF Funds-Joan Karp commented that CERF funds are to support activities within the program. Some programs save it for large equipment purchases. Having balances go into the fund balance every year is a poor planning tool. The chairs object to the timing of the announcement and the need to request fund balances back every year

Ivona G.-CERF funds are needed unexpectedly for student projects, student assistants, travel, and summer activities. This model would mean there are no funds from June 30 through the allocation for Fall. This penalizes those programs that are fiscally responsible. This plan makes it difficult to know/predict CERF funds. The Spring allocation comes in the middle of Spring, this would mean the program has a very short time period to spend it.

CERF Plan

Project: how much will each area get this year:

Program Plan: Let's examine large balance programs. Review plans submitted over a year ago. Revise the plans if necessary.

Nursing SIM Lab Open House Sept 18<sup>th</sup> –Campus Community 3:00- 5:00pm

Major Fair Volunteer- Marie Francois

3. Year-End Balances

Dean's Office and Academic Resources will be reviewing program budgets quarterly and will be bring it to Chair's meeting to discuss and for review

Temporary Pool balance- \$500,000 balance in 07/08. If there are balances the chairs will be consulted on how we can use these balances

Faculty Recruitment - we will more than likely not be recruiting this year.

4. University Key Strategic Initiatives

Dawn has requested \$50,000 from fund balance to address the initiatives. What would be our proposal for the funds? Please come prepared to discuss proposals to support the key strategic initiatives at next Chair's meeting. Does the \$50,000 include athletics?

Athletics should become a larger discussion on Wellness. A consultant has been hired for athletics, Bob Goin. Simone commented that the Athletics fee has been accumulating. He is concerned that the initiative does not say athletics and recreation. Recreation is still coming to IRA and requesting funds.

How are volunteers being selected? There will be a campus global. If you would like to serve on one of the committee please contact the contact person.

5. Handbook for Faculty and Staff Coordinators

Please give us your feedback on both handbooks. Please share with your faculty.

6. CSUCI @ Ventura County Day

Oct 21<sup>st</sup>

Marty Robinson CEO of Ventura County, serves on the Dean's Leadership Council and suggested a hands-on meeting to introduce the faculty to the County. The County is the 2<sup>nd</sup> largest employer with 8500 employees and recruits 350-500 new employees annually.

This could lead to student internships, guest speakers, request for faculty expertise on projects, etc.

Chairs suggested that we invite Gary Berg

Where are we with Academic Internships Brochure? The brochure will explain the process for academic internships. Do we need a Handbook? How can we make it easier to facilitate internships? Risk management forms?

7. Items from the Chairs

LOTTERY-call for requests will be coming out soon.