Budget Council Meeting Notes
April 19, 2011

Members in attendance: Susan Brooks, Ramah Carle, Chris Ervin, Elizabeth Hardin, Danielle Rodriguez representing Angela Gay, Ken Smith, Charisse Turner, and Cleo Widmaier

State Budget Update
- The Legislature’s most recent budget proposal calls for a 17.7% cut and includes funding for building reserves and enrollment growth; however, right now, we are not where we will be on June 1. Beth feels there is some wriggle room at 17.7%, estimating the cut will actually be between 13.3% and 17.7%, and is likely to end up near 15%.
- The Legislature has promised to have a budget by June 1. We will experience some uncertainty until the budget process is complete.
- We will prepare for a 15% cut and work forward with that number.

Reductions in Force (RIF)
- The current estimate of the number of positions to be RIF’d due to the FY2012 budget cut is between 20 and 30. That number could decrease if our budget situation improves.
- The RIF process for SPA employees is covered in PIM19; the EPA process is simpler.
- We are required to give 30 day’s notice to employees subject to a reduction in force (RIF); therefore, we should begin moving forward with preparing the specific documents required.
- The RIF documents will originate in the specific departments; and when complete, those for SPA employees should be hand-delivered to the Human Resources Office. Documents for EPA employees should be hand-delivered to Ramah Carle, Associate Provost for Academic Budget and Personnel.
- May 9 is the hard deadline for the paperwork to be in Human Resources, as it takes ten days for the position analysis and selection process. Then a decision must be made on the person that meets the qualifications; the person identified for the RIF may not be the person in the particular position being eliminated.
- No notifications will be made until a recommendation is fully vetted and agreed upon. Do whatever you need to do to assure we are fully in sync on recommended layoffs. The deadline could be moved May 2 to allow for back and forth communication if necessary.
• An orchestrated process for communicating RIF information is required. Gary Stinnett or Jeannie Madorin will be present with the supervisor for the conversations with all SPA employees being RIF’d. Ramah Carle will be involved with all EPA RIF conversations.
• An attendee asked if we must eliminate temporary employees before RIF’s take place. Beth responded that State law says yes. In addition, she said that we do not assign temporary employees to permanent positions. Also student temporary employees are exempted.
• Beth encouraged the council members to call soon with any questions they might have, and sooner rather than later would be best.