

**Dean's Council
Minutes, April 15, 2010**

In attendance: J. Jeney, J. Brown, L. Chakrin, B. Langer, H. Nejad, S. Perry, L. Siecke and E. Rainforth.

Faculty Sick Time Accounting

- J. Jeney – Human Resources (HR) seeks input and guidance to accurately record faculty sick time.
- HR is hoping to develop guidelines to assist with recording.
- Human Resources (HR) and benefits often do not know when a faculty member is taking sick time and really should have 30 days advance notice if possible.
- B. Langer agreed that deans also, do not often know about individual cases of faculty illness.
- The Faculty Handbook offers one reference for dealing with faculty sick time or “reduced workload.” It appears on page 68.
- Faculty receive 87.5 hours of sick time per year and it is accrued on an annual basis. They can carry infinite amounts of sick time.

Faculty Conference Attendance

- Faculty must report to their deans when planning on attending a conference. Copies of these attendance records must be kept in the units for five years whether they are paid or unpaid.
- J. Jeney passed out an “Attendance at Conference Form” along with some guidelines, for faculty to use when attending a conference.
- B. Barnett asked that J. Jeney return with B. Cronin, HR Director, to revisit this issue, along with the issue of faculty load and overload reporting, and to finalize resolutions.

B. Barnett asked about planning dates with faculty. S. Rosenberg noted that SSHS faculty are expected to respond by the last week of June.

Other academic units have already met.

Planning dates for academic affairs -- it was decided that two days in late July would be set aside. One day would be for planning with unit deans, the other with other members of academic affairs.

Honors Convocation

- E. Rainforth mentioned that the induction ceremony will have the platform party – deans, Provost, President, robed but without caps.
- Faculty will process from the Mansion to Friends Hall. There was some discussion on the program, accolades and special awards.

Flex Calendar

- C. Naporano will update the calendar changes and resend to the deans and faculty.
- There will be a one year notice for the next cycle report that will be included on this year's flex calendar – only newly hired faculty will be excluded from this calendar procedure. B. Barnett recommended that both proposals be submitted at the same time.

Policies

- Discussion on wording of policies for repeat grade and residency requirement.
- Deans were in agreement with B. Barnett that there should be more explanation of policy in the wording. B. Barnett and E. Rainforth will discuss these policies at next Institute meeting.

Library

- L. Siecke mentioned that the space committee has plans to add office space to the library and enhance the existing space.
- She had received a drawing of 12 possible office and lab spaces that will displace students and take up almost all of the natural light on the 4th floor.
- Steve Perry noted that the Space Committee has not met in some time.

Budget

- Ramapo is facing a deficit of 3.5 million and cutbacks and caps on tuition with no increases in capital fee.
- Ramapo budget is creating a list of things that have to be cut; this may include up to 5 faculty positions which could include new hires.
- B. Barnett will solicit discussion about these cuts from each unit.