

**Provost's Council
April 28, 2020**

SUMMARY NOTES

Members Present:

Margaret W. Baker, Dean, School of Nursing and Health Professions
Pamela Balls Organista, Interim Vice Provost and Special Assistant to the Provost
Michael Beseda, Vice Provost for Strategic Enrollment Management
Shawn Calhoun, Acting Dean, University Library
Marcelo Camperi, Dean, College of Arts and Sciences
Tyrone Cannon, Interim Provost and Vice President of Academic Affairs
David Donahue, Senior Director, Leo T. McCarthy Center for the Common Good
Julie Dowd, Director, University Ministry
Susan Freiwald, Dean, School of Law
Shannon Gary, Associate Vice Provost and Dean of Students
Jeff Hamrick, Vice Provost, Institutional Budget and Planning & Analytics
Michael Harrington, Associate Vice Provost for Institutional Budget and Planning & Analytics
Shabnam Koirala-Azad, Dean, School of Education
Shirley McGuire, Senior Vice Provost for Academic Affairs
Shona Milazo, Associate Vice Provost and Dean of Student Academics Services
Charles Moses, Dean, School of Management
Deborah Panter, Associate Vice Provost for Educational Effectiveness
Anastasia Vrachnos, Associate Vice Provost for International Initiatives
Mary Wardell-Ghirarduzzi, Vice Provost for Diversity Engagement and Community Outreach and Chief Diversity Officer

Absent and Excused:

Guests:

Rosana Aguilar, Assistant to the Senior Vice Provost
Carmen Fernandez-Baybay, Business Manager and Assistant to the Dean, University Library
Sharon Li, Director of Budget and Planning, College of Arts and Sciences
Morgan Maich, Assistant Director of Administration and Finance, School of Management
Alison Nishiyama, Director of Administrative Operations, Strategic Enrollment Management
John Pinelli, Executive Director, College of Arts and Sciences
Kelvin Quan, Director of Operations, School of Nursing and Health Professions
Esther Sprague, Senior Director, Administration & Finance, School of Law
Ramona Valencia, Director of Budget and Operations, School of Education
Linda Wong, Assistant Director | Institutional Planning, Budget and Analytics
Joey Zafra, Senior Director of Administration and Finance, School of Management

1. Temporary Workers, Contractors, and Student Employees: Policies, Terminations, and Requests for Exceptions

The budget managers in the academic affairs units were invited to join in this discussion led by VP Hamrick.

In response to the budget shortfall resulting from COVID-19, the university needs to decrease expenses relating to contractors/temporary workers hired through HR Options, consultants, and student employees.

The university spends \$16MM annually on these worker groups. The COO and Cabinet asked the vice presidents to reduce this work force by June 1.

These policies will be indefinite until lifted and will be effective starting summer 2020.

Hamrick asked academic affairs to identify some common exemptions to send to cabinet for approval. IBAR will approve lower level exemptions.

Linda Wong in CIPE will send list of contractors and temporary workers to the units in the next day or so. Deans and vice provosts have until June 1 to terminate those workers in HR Options, unless an exemption has been made in writing.

Hamrick suggested the following two exemptions 1) anyone paid out of grants, gift account, FDF (faculty development funds for full-time faculty), and TDF (teaching development funds for adjuncts) through HR Options is fine and 2) alumni graders or tutors.

Additional groups considered for exemption:

- Positions that help units cope with COVID-19 may be exempt
 - The dean or vice provost will need to submit a request to the provost for his consideration.
- Positions related to enrollment, student healthcare, safety, or wellness
 - This category includes CAs (community assistants) and ARDs (assistant residence directors)
- Students with federal work study
 - SEM can help identify these students
- Learning and Writing Center tutors
 - Hamrick will write up an exemption for this group
 - Dean Camperi was asked to bundle the remaining tutors in CAS for an exemption
 - Hamrick was asked to provide guidelines for writing these exemptions
 - Hamrick will organize a meeting between AVP Shona Milazo and a CAS designee to work out the language for this exemption and try to bundle them.
- Positions for SDS related support
 - EMTs and shuttle drivers would fall into this group
- Student workers related to student orientation activities

These cuts do not affect ABEL or Bon Appetit workers as they are managed through a third party. The university does not make hiring decisions for them and they are not on our payroll... Both companies have already laid off a substantial portion of their work force.

Temporary workers for vacant program managers or program assistants are no longer allowed. Units are asked to redeploy existing program managers or program assistants to support those duties at this time.

Concerns about students not being able to pay for their tuition if they lose their student worker jobs and undocumented student workers were raised. We may be able to tap into the CARES Act and the Trustees emergency fund to help.

Hamrick will write a memo to cabinet asking for a blanket group or category to be approved at the academic affairs level instead of the cabinet level.

Hamrick and Beseda to draft a proposal to Cabinet on how to use Student Life Fund, Disaster Relief Fund, and Trustees Emergency Fund to help protect student employment. Beseda will have a proposal by tomorrow on how to use CARES act to supplement those funds.

There being no further business to discuss or transact, the Provost's Council meeting adjourned at 11:22 a.m.

Respectfully submitted,

Tina Tsan
Assistant to the Provost and Vice
President of Academic Affairs