Minutes of the NS&M Administrative Council Meeting  
Tuesday, May 04, 2010  
11:00 a.m.  
Science III Conference Room – Room 100


Meeting was called to order at 11:01 a.m.

1. **Approval of Minutes**  
   Tabled.

2. **Dean’s Remarks**  
   None.

3. **Brief Announcements**  
   **Campus Space Planning**  
   Dean Blanco distributed a copy of the e-mail sent to the campus regarding campus space planning. Departments should compile their lists of changes and submit it to Ms. Bishop for one response for the school can be submitted. Dr. McBride reported that he already submitted Biology’s response directly to Facilities Management.

   **AVC’s Health and Science Building**  
   Dean Blanco passed around an invitation to the Antelope Valley College Health and Science Building Groundbreaking ceremony to see if someone would like to attend in his absence.

   **Foundation Initiatives**  
   The Office of Advancement has requested initiatives for fundraising. Dean Blanco asked that all requests be submitted through him first for information and support. There are currently four initiatives that will be presented to several CSUB Foundation Board members: Computer Engineering program, Biotechnology concentration laboratory funding, reinstatement of Geotechnology Center, and Statistical Center to provide fee-for-services to the community. It is desired to hear comments from these members to help us refine other initiatives and eventually conduct a capital campaign. Both Dr. Gebauer and Ms. Boschini expressed frustration due to lack of response from prior submissions, particularly since they had stringent submission requirements and short deadlines. Sometimes, information submitted over a year ago may not necessarily be current or relevant anymore. For Nursing, the primary consideration is to have the operational funds to offer the program to incoming students; refurbishing the Romberg Nursing Education Building is not as important if the program is not fully funded.

   **Year-End Deadlines**  
   The Accounting Office released year-end deadlines. The deadlines do not apply to grants as their grant periods vary. However, grant related requests will be slowed to allow for completion of the fiscal year.

   **Headroom Screen**  
   A screen (monitor) has been installed in the Science I main corridor, or headroom. Dean Blanco said he would like to have the same installed in all the science buildings. Individuals wishing to
post information to be advertised on the screen should submit the information to Ms. Sonia Silva.

Textbook Issues
Faculty have reported problems with the Runner Bookstore, including the wrong textbooks being ordered and insufficient quantities. The Department Chair Leadership Council sent a letter to Dr. John Hultsman regarding their complaints. Dean Blanco said he will also report the issues to the Provost.

End of Year Events
Dean Blanco requested that Dr. Haddad be invited to end of the year events as the Dean will be out of the office until 6/9/10.

Campus Personnel Updates
The names of new campus personnel were distributed. The list included Juli Smith, Interim Safety and Risk Manager and Robert Meszaros, Director of Communications and Public Relations. The Chief of Police has yet to be named.

NSM Website
Dr. Haddad reported that the NSM website has been updated. Suggestions for additional changes should be submitted to him.

Field Trip Policy
Dr. Haddad stated the NSM Field Trip Policy has been sent to Dr. John Dirkse for review.

Academic Disqualification
Departments should work with Ms. Denise Tucker in order to intervene before students reach dismissal. Departments should have procedures to assist students in academic disqualification status.

Timeblocks
Dr. Haddad is working on an amended memo of understanding regarding the scheduling of courses and should be released prior to the end of the academic year. Both Drs. McBride and Thomas reported disdain for the new timeblocks as there is too much overlap on the labs.

4. Budget
2010-11 Budget
The NSM 10-11 Budget 05.03.10 was distributed, which indentified sources of additional funding. Dean Blanco is planning to put forth a report to both the President and the Provost on what the school FTES can accomplish with the base budget. Grant and one-time funding should be separated out as it is not part of the base. The budgets in each department should cover all tenured/tenure-track faculty. All other faculty hired with one time-funding and/or soft funds are not considered permanent and should be identified as such. The School of Business and Public Administration has asserted that they cannot meet target with their base budget and has requested a special allocation from stimulus funds for 10-11.

Stimulus and Enrollment
Dean Blanco reported that the Nursing allocation does not cover the cost of accepting two 40-student cohorts. They have significantly streamlined their operations, but still find that they are short approximately $300,000. The program cannot accept any new students in 10-11 if they do not receive any additional support. CSUB’s stimulus package is $1.7M and the schools have submitted requested that exceed the total. Dean Blanco requested $300,000 for Nursing. Dr. Gebauer reported that some of the stimulus funds will be committed to online course development.

5. Curriculum
   None.

6. Associate Dean’s Report
   Dr. Haddad distributed the 5-4 Reduction Impact 10-11 report. Dr. Gebauer requested that the report be revised to reflect the totals such as FTES.

   Dr. Haddad also distributed a PeopleSoft enrollment report for spring ’10. The department chairs are asked to look over all the classes and if necessary, justify the need. Every class offered should be essential.

7. Chairs’ Report
   None.

8. Old Business
   None.

9. New Business
   None.

10. Adjournment
    Meeting was adjourned at 12:34 p.m. The next meetings are scheduled for May 11 and June 10, 2010.

Meeting notes respectfully submitted,

Laura Ann Bishop

Approved 09/28/10