Administrative Council Meeting  
Tuesday, October 21, 2010  
11:00 a.m.  
Science III Conference Room – Room 100


Meeting was called to order at 11:07 a.m.

1. **Approval of Minutes**  
Tabled until next meeting.

2. **Dean’s Remarks**  
Dean Blanco discussed the funding model as presented by Provost Coley on October 20, 2010 at the Chair Leadership Council meeting. Materials related to the funding model were distributed:

   - Principles of the Instructional Funding Model,
   - Academic Program FTES, FTEF, SFR,
   - Academic Funding Model,
   - Academic Discipline Report (Handouts)

   The funding model Excel spreadsheet will be sent electronically to everyone.

3. **Brief Announcements**  
None

4. **Budget**  
2010-11 NSM Budget Impact dated May 11, 2010 (Handout)  
The budget reflected a reduction of six percent that was required by the CSU system. Currently, there is a call to increase targets, NSM new target is 1568 FTES. It was noted that a discussion about how to allocate and fund additional FTES growth is necessary. The funding model does not explicitly address how to fund new growth.

   A reminder was given that academic needs must be accompanied with budget implications. Chairs are asked to provide this information on a regular basis. It is recommended that a regular monthly meeting be arranged between the chair and the administrative support coordinator (ASC) to review the department budget. Ms. Bishop has provided all the necessary materials to all ASC to report budget in a format that can easily be incorporated into an overall school budget. Dean Blanco stated that he will not be inclined to approve any hiring that is not accompanied with financial impact. It was also discussed that the accounting module of PeopleSoft continues to exhibit problems and often information has to be produced manually. Dean Blanco asked that PeopleSoft financial matters be directed to him for follow up. It was noted that maintaining department budgets is a primary responsibility of the ASC. The ASC evaluations should reflect performance in this area.

   The funding model allocation as prepared by the Office of the Provost was handed out (Natural Sciences and Mathematics Instructional Funding Summary and Allocation 2010-11.) Dean Blanco requested that each department continue to work with the allocations given May 11,
2010 until there is more time to analyze the allocation suggested by the funding model. Dean Blanco will take into consideration special needs that might require changes.

5. **Curriculum**
   None.

6. **Associate Dean’s Report**
   Assoc. Dean Haddad distributed data showing target and achieved FTES. NSM is posed to meet the increased target for 2010-11.

7. **Chairs’ Report**
   None.

8. **Old Business**
   None

9. **New Business**
   None

10. **Adjournment**
    Meeting was adjourned at 12:30 p.m.

Next scheduled meeting will be October 26, 11:00 – 12:30 p.m.

Meeting notes respectfully submitted,
Oni Brown