

**Minutes  
PRESIDENT'S COUNCIL  
Approved  
February 9, 2009**

**PRESENT:**

President F. Ann Millner (via conference call)  
Vice President Norm Tarbox  
Provost Michael Vaughan  
Vice President Brad Mortensen  
Vice President Jan Winniford  
Vice President Bret Ellis  
Forrest Crawford  
JoAnne Robinson

**GUESTS:**

Rich Hill  
Barry Gomberg  
Cherrie Nelson

New Dialing Requirements

1. The meeting convened at 8:00 a.m.
2. VP Bret Ellis advised President's Council to make sure all equipment and web pages are changed to accommodate the ten-digit dialing that will be required beginning March 1.
3. VP Tarbox reviewed budget cuts required by each division.

One-Time Cuts

4. VP Tarbox clarified the accommodation for the shift from a full time to part time position. Benefit money will be returned in full if the position is eliminated. If a position is reduced to less than 1 FTE, the benefit money returned will be reduced.

Accommodation for Shift to Part Time

5. President's Council discussed possible layoff procedures with Rich Hill, University Legal Council, Barry Gomberg, Executive Director of Equal Opportunity/Affirmative action, and Cherrie Nelson, Assistant Vice President for Human Resources.

Strategies for Managing Workload Reductions

- 1) Assure that the university's layoff policy complies with the Regents' policy and other legal mandates.

Changes required to bring PPM 3-10b in compliance with the Board of Regents' policy will be presented to the Board of Trustee for approval on February 10.

- 2) Confirm that existing grievance procedures are appropriate.

Grievance committees are in place. Rich Hill is prepared to work with those committees to get them ready for any appeals.

- 3) Consider who should be involved in different parts of the layoff process.

Barry Gomberg, Rich Hill and Cherrie Nelson will make two reviews: one when each group of layoffs is proposed to review gross numbers and run impact analysis to determine if any protected groups are impacted. Another review will be conducted once actual layoffs are identified to review personnel files for possible concerns.

- 4) Fully consider alternatives to layoffs in addition to wage and hiring freezes.

Voluntary unpaid leaves of absence - this option doesn't generate on-going savings. This option will not be considered.

Voluntary reductions to part-time status - This option will be actively pursued.

Early retirement: increase incentives or reduce eligibility requirements - the early retirement program is in place and is already very generous.

Eliminate some programs - this option will be considered and will be evaluated on a division basis.

Eliminate paid holidays or cut back on paid leave - No. This only saves money if the contract is reduced.

Internal placement procedures for open positions - Yes. A 10% preference will be given to internally displaced employees for rehire in another position.

Mandatory unpaid leaves of absence - No.

Mandatory FTE reductions - This option will be considered before elimination of a position

- 5) Determine the layoff criteria and sequence for each division or other organizational unit:

Cuts will be taken in such a way to minimize impact on instruction

Less critical positions must be eliminated before seniority or performance are considered, and those

positions cannot be recreated for a minimum of one year, unless a waiver is obtained.

Where there is more than one incumbent in a position that is less strategically critical, each vice president/provost must determine whether seniority will be the exclusive means of identifying which incumbent will be laid off.

If performance is used for layoff determinations, there must be performance appraisals (PREPs) or disciplinary personnel actions to justify such decisions.

Next Meetings

6. The next meetings of President's Council will be as follows:

Feb 13	11:00 am - 12:00 pm	President's Office
Mar 2	8:00 - 11:00 am	Board Room
Mar 16	8:00 - 11:00 am	Board Room
Mar 30	8:00 - 11:00 am	Board Room