

Date: 15 November 2007
To: Budget and Administrative Procedures Subcommittee (B&A committee)
From: Kevin D. Belfield
Re: November B & A committee minutes

The Budget and Administrative Procedures Subcommittee (B&A committee) met at 2:00 PM on 15 November, 2007. Those in attendance were: Kevin Belfield, Charles Negy, Ed Neighbor, Peter Spyers-Duran, Tadayuki Hara, Richard Ajaye, Oliver Edwards, Scott Hagen, and Aubrey Jewett. Lynn Gonzales from Academic Affairs also attended.

Lynn Gonzales addressed the committee regarding a topic forwarded to the committee concerning Adjunct, OPS, and Visiting Instructor hiring procedures (and delays in the process) by the Faculty Senate Steering Committee (via Dr. Manoj Chopra). She confirmed that Adjunct and OPS hiring is decentralized through departments/colleges to Human Resources and not through Academic Affairs. Lynn indicated that an Adjunct hiring guide is being developed and will be available online. PAF's are now being handled electronically to help streamline the process. Criminal background checks will be required for all new employees, including Adjuncts and Postdoctoral Associates. This service has been contracted to an outside vendor, will have a turn around time of no more than 48 hours with the cost borne by the administration (not the colleges or departments). Aubrey Jewett agreed to report this information back to the Faculty Senate Steering Committee.

The next meeting is tentatively scheduled for Thursday, January 17 at 2:00 PM, MH 327.