

11-9-2004

Minutes, Arts & Sciences Finance and Service Committee Meeting, Tuesday, November 9, 2004

Arts & Sciences Finance and Service Committee

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Recommended Citation

Arts & Sciences Finance and Service Committee, "Minutes, Arts & Sciences Finance and Service Committee Meeting, Tuesday, November 9, 2004" (2004). *Finance and Service Committee Minutes*. Paper 62.
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**Finance and Service Committee
School of Arts and Sciences**

MINUTES for November 9, 2004
Bush 105, 12:30-1:55 pm

Committee Members Present: Don Griffin (Chair), Martina Dow (Secretary), Udeth Lugo, Son Ho, Dorothy Mays, Dick James, Martha Cheng, Gloria Child, Joe Siry, Mark Zelina, Gloria Child. Guests: George Herbst, Doug Child, Les Lloyd

I. Old Business

- a. The Committee welcomed Mark Zelina as a new student member.
- b. We approved the minutes from the last meeting.
- c. Doug Child has been chairing a task force that is working on salary policy for the Faculty of Arts and Sciences. There will be a colloquium dealing with this issue on November 19, 2004 at 3:00 p.m. in the Faculty Club. The Finance and Services and the Professional Development committees will have dual responsibilities in considering this plan before it goes to the faculty. Salary comparisons with peer institutions and policies regarding minimum salaries were developed in the past (1980 and 1987-1988), but those policies have not been updated or followed in a number of years. Some discussion then followed Dr. Child's presentation. It was asked whether there was any indication of gender bias in the task forces studies, and Doug indicated that their study did not reveal any such bias. It was mentioned that beginning salaries are established by the Dean of the Faculty, and at this time, a new PhD with no experience receives a beginning salary of \$45,000. The Dean has made adjustments to salaries for returning faculty in order to address the compression that results from increases in beginning salaries. Presently, deans and directors control the salary pools for those individuals working within their programs. The purpose of the salary study is to establish policies for minimum salaries, yearly increments, salary increments for promotion, etc. All members were asked to attend the colloquium on November 19, 2004.
- d. Les Lloyd reviewed the process of meeting with departments regarding the IT Master Plan. The first phase of the IT project will take 2 to 5 years. The Plan will provide comparisons of our IT programs with other colleges, assess the current status and establish priorities for developments in information technology at the College. After the Plan has been completed it will be sent to the Finance and Service committee for its consideration, before going to the President and the Board of Trustees for approval. So far, comparisons with other institutions reveal that, in general, Rollins compares favorably with smaller colleges, but not with larger research institutions. It was mentioned that if computers were used more widely in the classroom, more students would get involved. It was also suggested continued workshops will be needed to help students and faculty with computer skills. Don suggested that we meet in January or February to examine the status of the IT Plan. At that meeting we will need an executive summary. Les agreed

to have such a summary report of the Plan ready for the Committee's consideration in the spring term.

II. New Business

- a. None.

Next meeting will be December 7, 2004 at 3:30 pm in Bush 105.

Respectfully submitted,

Martina Dow, Secretary.