

Executive Cabinet
Monday, November 30, 2015

Announced by President Frank on October 9, 2015

Effective Beginning on October 9, 2015 – ongoing process

Guidelines distributed on October 13, 2015

- Main Campus Only: Does not include branches or HSC
- Regular Staff Only Funded by I&G and Non-I&G (such as Auxiliary)
- Review Committee:
 - Meets weekly
 - Representatives from office of President Frank, Provost Abdallah and EVP Harris
 - Reviews and Recommends
 - Final Decision by President, Provost or EVP
 - Notification to Dean/Director
- Review of Unfunded Vacant Positions
 - 856 Positions frozen on November 17, 2015
- Review of Vacant Positions
 - Use of funds for staffing
 - Use of funds for operating
 - Obsolete positions for elimination
- Review of Previously Filled Positions Now Vacant: Prior to posting
- Review Process:
 - Receive by OPBA or Office of the Provost
 - Review completed HRP form
 - Evaluate current departmental budget
 - Evaluate prior and current staffing levels
 - Review source of funds
 - Route to HR for additional review
- Reviewing For:
 - Possible opportunities to share services – administrative, fiscal, etc.
 - Possible internal career advancement – reclassifications and/or career ladders
 - Possible elimination of position
 - Through internal consolidation
 - Based on obsolete function/responsibility
 - Appropriate level/title – reclassification
 - Span of control – appropriate number of direct reports
- To Date:
 - Positions Reviewed: 65
 - Positions Approved: 26
 - Positions Denied (includes vacancies): 21
 - Positions In Process: 18