

**College of Arts and Letters**  
Council of Chairs Meeting  
Thursday, October 23, 2025  
University Hall 237 | 1 PM

**Attendees:** Rueyling Chuang, Kaitlyn Creasy, Dany Doueiri, Parastou Feiz, Michelle Fuller, Katherine Gray, Jessica Luck, Matthew Poole, Mihaela Popescu, and George Thomas.

- I. **1:30 Time Certain | Human Resources, Employee & Labor Relations Team:** Alisha Biel - Executive Director, John Jourdane - Associate Director, and Dianna Montgomery - Conflict Resolution Manager: The Employee & Labor Relations team presented an informative presentation on performance management, grievance and complaint processes, and conflict resolution resources available to chairs and staff. They each provided an overview of their role and the services they provide. Alisha shared the annual performance evaluation process for staff, emphasizing its importance for providing feedback. She highlighted training sessions in January and April to help chairs prepare for evaluations. The team expressed their willingness to support chairs by answering questions and offering guidance on managing staff performance and workplace concerns.
- II. **Budget:** Michelle Fuller, Administrative and Financial Analyst, shared handouts and spoke in detail about: Part-Time Funding (PTF) Distribution Model, CAL PTF Funding Model, GEN 08 Account balances.
  - **Part-Time Funding (PTF) Distribution Model:** The process of distribution was reviewed. The total funding need is over \$4.8 million, but the current allocation is only \$2.8 million. This amount remains insufficient to meet our operational requirements.
  - **CAL PTF Funding Model – Actuals Comparison Spreadsheet:** Michelle demonstrated a breakdown of the part-time model and allocations by department. The data also shows the differences between projected needs and actual funding received.
  - **GEN 08 Account:** Michelle provided balances for the GEN 08 account, which is the only discretionary funding source, primarily composed of grant indirect costs. Mandatory deductions include the Provost Research Award, \$89,000, and the Office of Student Research (OSR) Program, \$27,000.
- III. **Enrollment and Supervision Courses:** Dean Rueyling Chuang and Dr. Feiz reminded the Council to schedule courses strategically in order to reduce both the number of course cancellations and associated costs. Council is encouraged to refer to data

***SUMMARY NOTES***

- IV. from previous terms for guidance. Dr. Feiz emphasized the importance of scheduling Supervision Courses carefully, as these courses are the most expensive.
  
- V. **CAL Halloween Social:** Dean Chuang shared that the college will be hosting a CAL Halloween Social on Thursday, Oct. 30, from 12 pm to 1 pm, in UH 237. Light refreshments will be provided.

***Meeting Adjourned***