

Dear Colleagues,

As you know, a retirement incentive program was part of an agreement between state unions and Governor Rell to help reduce Connecticut's projected budget deficit. As of July 1, Southern will lose 85 employees under this program. A number of these faculty, administrators and staff members have been with the university for many years. They carry with them valuable experience and skills and leave behind a legacy of dedicated service to Southern and its students.

Even as we celebrate the contributions of our retired colleagues, planning is already underway to ensure that our institution's mission can progress with minimal disruption. Discussions are ongoing among Provost Selase Williams, the deans and department chairs to provide for adequate coverage of classes for Fall 2009 and Spring 2010. The departure of key academic administrators Deans Jim Granfield (Education), Ed Harris (Communication, Information and Library Science), and Sandra Holley (Graduate Studies) is likely to result in some significant reorganization within the Division of Academic Affairs. Consistent with the university's commitment to shared governance, no reorganization will take place without full consultation between administration and faculty.

To ensure that health and safety operations, as well as essential business functions, continue to run efficiently, several measures have already been put in place. Key changes include:

- In the payroll office, retiree Jeffrey McLellan will return as a 120-day rehire, ensuring that there will be no short-term change in service.
- In the accounts payable office, the retirement of Anele Harrington has seen her responsibilities reallocated to existing staff. Renee Knight will now handle travel requests/authorizations and Diane Marino will be responsible for bond funds. The reallocation of these and other duties among existing staff will result in possible processing delays for travel and other accounting requests. Please ensure that approved travel documentation is submitted at least three weeks before departure.
- In the purchasing office, Madeleine Popolizo has retired, and Judy Sizensky-Searles has temporarily transferred to facilities operations. Judy has assumed the fiscal administrative officer position previously held by Donna Alger.
- Robin Kenefick will transfer from the bursar's office to oversee the P-Card (university credit card) operations, which was previously administered by Judy Sizensky-Searles. The expansion of the use of the P-Card for purchases less than \$1,000, along with other efficiency measures, will help to offset the staff reduction for this department. Despite these changes, there may be some processing delays times for purchase requisitions and purchase orders, especially in the short-term.
- With the retirement of Richard Fabish from the University Copy Center, Robin Kenefick will supervise the student workers. This will allow duplicating services to continue uninterrupted.

- In facilities operations, with 12 custodians and two superintendents retiring, the University is reviewing alternative solutions to fill this void, including shift consolidation and the use of more efficient equipment. In the meantime, priority areas for custodial coverage will be the restroom facilities; classrooms; common areas and offices.
- The key position of director of engineering and environmental services, vacated by Pat Norton, will be administered jointly in the interim by Bob Sheeley, associate vice president for capital budgeting and facilities operations, and Tina Agentis, environmental health and safety coordinator.

As we continue our planning to offset the personnel impact of the retirement program, I ask for your patience and understanding as changes are implemented. I will update on new developments as they occur and I wish you all a happy and relaxing summer as we look ahead to the new academic year.

Dr. Cheryl J. Norton
President