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Senate Minutes

Kutztown University Senate

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Fall 10-1-2015

### **Senate Minutes 10-1-15**

Kutztown University of Pennsylvania

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**Kutztown University Kutztown, Pennsylvania**  
**UNIVERSITY SENATE MINUTES**

<http://www2.kutztown.edu/about-ku/administration/university-senate.htm>

**OCTOBER 1, 2015**  
**ACADEMIC FORUM 103**

**Present:** A. Arnold, D. Aruscavage, D. Beougher, M. Cardozo, A. Christman, K. Clair, C. DeMarco, S. Doll-Myers, R. Flatley, A. Fu, M. Gallagher, J. Garcia, J. Gehringer, M. Gober, H. Hamlet, E. Hanna, J. Harasta, Dr. Hawkinson, L. Irving, J. Tan (sub. for R. Kaplan), Y. Kim, D. King, J. Kremser, L. Levine, D. Beougher, C. DeMarco, C. Walck, J. Lizza, M. Maksy, S. Mangold, J. Metcalf, A. Morris, L. Norris, R. Portada, M. Radyk, V. Reidout, A. Rodriguez, J. Ronan, J. Schlegel, J. Scoboria, V. Lucabeche (sub. B. Sharkin), M. Sims, R.L. Smith, T. Stahler, J. Van Wyk, A. Vogel, C. Walck, A. Zayaitz

**Absent:** A. Cordner, M. Johnston, P. McLoughlin, A. Milevsky, T. Williams

**Guests:** C. Wells, M. White, T. Witryk, K. Steward, M. Delaney, J. Silberman, P. Quinn, L. Cassellia, B. Watrous, P. Derr, B. Donner

**I. Call to Order**

Senate President J. Schlegel called the meeting to order at 4:02 PM.

**II. Announcements**

**A. Nominating Committee – J. Schlegel**

Per the Senate Constitution (II.F, Election of Senate Officers), three Senators are needed for a Nominating Committee for elections of Senate officers in December. J. Ronan is serving the second year of J. Schlegel's two-year term as Vice-President; Secretary is elected every year. K. Clair has agreed to chair the Nominating Committee; A. Christman and A. Rodriguez have agreed to also serve. J. Schlegel thanked them for their willingness to do this.

**B. Election Results – L. Norris**

1. Election of Professional Staff Senators to complete representation to University Senate.
  - a. C. DeMarco was elected to complete a term vacated by a Professional Staff member; her term will end in August 2017.
  - b. David Beougher and Christopher Walck were elected; their terms will end in August 2018.

2. John Stanley has been elected as LAS representative to Committee on Committees.

**C. Responsibilities of Senators**

1. J. Schlegel projected a list of responsibilities of all Senators. She emphasized the importance of preparation for monthly meetings by reading all materials posted one week prior, by soliciting input from constituents and communicating back to them what transpires at monthly meetings. Senate web page will be updated frequently. Senators are encouraged to ask if they have questions.

2. All Senators are expected to know the contents of the Senate Constitution. Here is the link: <http://www.kutztown.edu/about-ku/administration/university-senate/constitution.htm>

**III. Approval of the Agenda**

J. Schlegel moved to approve the agenda. Motion approved.

#### **IV. Approval of the Minutes** from September 3, 2015, 2015

J. Schlegel moved to approve the minutes from the Sept. 3, 2015 Senate meeting. Minutes approved.

#### **V. Old Business**

A. None

#### **VI. New Business**

##### **A. Fall Appointments** – J. Ronan

Appointments to University Committees were made from statements of Willingness to Serve for positions remaining open after the “big” Spring call for Willingness. 51 responded for 15 positions; 14 of these were filled. Many applied but were ineligible for what they chose; 33 were eligible to fill vacancies but did not express willingness to serve in those capacities. Appointments will be posted to the Senate web page. Motion from CoC to accept appointments. Motion approved.

#### **VII. President, Committee, Task Force Reports**

##### **A. Senate President’s Report** – J. Schlegel

Important issues in the coming months:

1. Strategic Planning Committee (SPC): In terms of mission and vision for the university, considering adding a Statement of Purpose for KU: who we are and our place in higher ed.

2. Academic Standards and Policy Committee (ASPC): Four policy revisions should be forthcoming.; several, such as timeline for academic warning-dismissal process, were returned by Senate for ASPC to revise further but have not yet come back to Senate. Current policies are available on the Policy Register, accessible here:

<http://www2.kutztown.edu/about-ku/administration/governance/policy-register/policies.htm>

The policies under revision for Senate consideration are:

ACA-025 Final Examinations

ACA-036 Course Guides

ACA-051 Independent Study

ACA-042 Academic Warning, Probation and Dismissal

Senators should review, get feedback from constituents and convey to ASPC as they revise these policies.

3. Calendar Committee: will be considering a 4-day exam week for Spring 2016. Contact if your constituency has input.

4. PA Budget impasse: has a huge impact on students. 1,600 of them are awaiting refunds; their basic needs are not being met. On-campus students are ok for housing and credits for food until funds are released; KU Foundation also has an emergency fund. All need to recognize the severity of this situation.

##### **B. Senate Vice President’s Report** – J. Ronan

The CoC is continuing to encourage/aid in the creation and/or revision of mission and bylaws, as well as their alignments with university vision/mission.

##### **C. University President’s Report** – Dr. Hawkinson

The President deferred his comments to the budget presentation of J. Silberman and M. Delaney (VII.E).

##### **D. Student Government Board Report** – J. Scoboria

1. J. Scoboria asked fellow Senators to encourage students to go to Harrisburg and advocate

for a budget resolution since it deeply impacts students and the university.

2. PASSHE Annual Student Governance Association conference took place; this benefits students in governance to connect and work with each other.

3. SGB is organizing another march to highlight that the on-campus student polling station was moved five miles from campus. This has happened at other universities as well. SGB would like support from the KU community to march for the Nov. 3 election.

4. The SGB is developing a new Standing Committee for Diversity for more inclusion and effective communication with university leadership.

5. Good turnout for student voter registration; also mailings to Harrisburg regarding budget.

**E. Budget Report:** M. Delaney; J. Silberman

M. Delaney, with input of J. Silberman, gave a budget report that put the KU approach to budgeting – traditional and emerging strategies – at the forefront. The report can be accessed here: <http://www3.kutztown.edu/webshare/senate/BudgetUpdateSenate100115.pdf> (password protected)

1. KU cannot and does not mix funds; funds are shifted strategically for both long-term projects and to cover budget shortfalls.

2. There are discrete budgetary “silos” and differences between unrestricted/restricted funds.

3. Auxiliary funds come from student fees and cover such items as housing, dining, and the Rec. Center. Current renovation of S.U.B., for example, is funded by student fees.

4. Both current year needs and long term facility needs must be considered, along with emergency reserve. These need to be balanced, but this is not static. Ebb and flow between them based on need.

5. Key: KU is required to have a balanced annual budget of normal operating expenses; these increase faster than revenue. Budgeting process has a “Structural Budget Deficit.”

6. New Strategy: instead of budgeting assuming 100% of personnel costs, now assuming 98% (realistic considering retirements, resignations, etc). This should save one million.

7. At end of each fiscal year, any university (not departmental) surplus is moved to unrestricted plant budget for long-term use; 4-6 million on average; traditionally about 6.5% of 122 million annual budget. This is how 73 million accumulated over the last 9 years. However, in the last 2 years this is much reduced due to need to balance the annual operating budget.

8. 2010: 6.5 million out lay for migration to People Soft was a huge additional expense.

9. Comments and Questions:

a. J. Silberman: “unrestricted net assets” are not a random pot of money. Net assets are down 4 million.

b. M. Delaney: reduced enrollments have university budget down by 2 million.

c. A. Morris: who decides allocation to different categories?

Dr. Hawkinson: First step is to make community aware of the process. The Board of Trustees decides the overall allocations/big ticket issues.

-Let’s enhance the planning process and start at departmental and college levels with public presentations and make clear the priorities at different levels.

-The process will take several years because of already planned long term projects.

-Plans should relate back to KU’s Strategic Plan

-We need to move forward through dialogue

d. H. Hamlet: What is the Foundation’s role?

Dr. Hawkinson: KU contracts with the Foundation, paying approximately 2

million annually for their services. There is a new team in place; optimism that the return on the annual fee will greatly increase. Substantial gifts have been forthcoming in the last few months.

e. A. Arnold: Why the reduction of 4 million of unrestricted net assets?

M. Delaney: to fund budget deficits; also rise in self-sustaining accounts.

f. P. Quinn: My understanding is there was a Memo of Understanding between KU and the Foundation to get it out of debt, not to fund its annual operations.

J. Silberman: severity of deficit has to do with the 2010 People Soft decision instead of supporting Academic Affairs

P. Quinn: Then the deficit is on the back of Academics and Students.

Dr. Hawkinson: Most money does support academic mission.

g. L. Levine: Clarification on new budgeting for 98% of personnel instead of 100% .

A: there will be more alignment between projected/actual budgets, and we can save more predictably through the year.

h. K. Clair: question about demographics and prospects for future enrollments.

J. Silberman: no real significant change in our region.

Dr. Hawkinson: Although national dip should be over in about 2 years, here in PA the dip is ending – therefore we need to recruit more effectively.

i. K. Ehrensall: Is it correct that KU pays the Foundation from E/G unrestricted Funds, but funds from the Foundation are restricted?

J. Silberman: yes, in the form of scholarships and so on.

#### **F. General Education Assessment: P. Derr**

Gen Ed Assessment Chair P. Derr noted that KU is in its fourth year of the new Gen Ed model. The Committee was to revisit in four years to make adjustments to better serve our students. They are now compiling data and will have results by the end of the semester. Suggestions have been received and are welcome.

1. A. Arnold: what are some of the suggestions?

P. Derr: More writing; professional development opportunities for faculty teaching specific competencies; redesign check sheet; more opportunities for the communication competency.

2. J. Schlegel: what of a freshman/sophomore experience?

P. Derr: faculty have expressed desire for interdisciplinary experience for freshmen; team teaching – would have to keep within the CBA.

3. K. Clair: How do competency requirements impact transfer students?

P. Derr: They get the competency assigned to the course equivalent from another institution.

4. A. Vogel: Can the meaning of “general education” be more clearly defined?

P. Derr: We need to stop the “get gen ed out of the way” mentality; it should be a four-year meaningful experience.

5. D. Lea: Is the committee looking at models at other institutions?

P. Derr: Yes.

#### **G. Budget Crisis Impact on Students – L. Cassellia**

The presentation about the reality of this crisis is available here:

<http://www3.kutztown.edu/webshare/senate/SenateFoodPantry.pdf>

1. Food insecurity – uncertainty about where the next meal will come from – is a growing trend among students; last Spring KU Student Development took steps to help.
2. The PA budget impasse means students aren't receiving PA aid; severe impact on food and necessities.
3. Friend Inc. has established a monthly food bank for KU students, who are also eligible for all their designated distribution days. Senator E. Hanna has been instrumental in this.
4. Students in need should be referred to the Student Development office for information, links and immediate assistance.
5. Students faculty and staff who want to help should also contact that office.
6. Responses were very supportive. Answers to questions from Senators:
  - a. Pay-pal to Friend Inc. is the best way to make a donation; specify food
  - b. Can unused student Aramark swipes be given to those in need?
    - L. Cassellia: could not comment.
  - c. faculty/staff can purchase bear bucks cards; give to L. Cassellia's office to distribute.
  - d. perhaps consider Aramark's response to crisis when their contract is up.

**VIII. As May Arise**

- A. A. Zayaitz noted the fatal shootings at the Oregon Community College.
- B. R. L. Smith noted that hunger data among students should be collected for PASSHE.
  - J. Schlegel noted contact with PA Senator Schwank; KU President's office is offering assistance with information as well.

**IX. Adjournment:** meeting adjourned at 5:59 PM

Respectfully submitted:  
L. Norris  
Secretary, University Senate