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Senate Minutes

Kutztown University Senate

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Spring 4-5-2018

### **Senate Minutes 4-5-18**

Kutztown University of Pennsylvania

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**Kutztown University Kutztown, Pennsylvania**  
**UNIVERSITY SENATE MINUTES**  
<http://www.kutztown.edu/about-ku/administration/university-senate.htm>  
**April 5, 2018**  
**ACADEMIC FORUM 202**

**Present:** H. Alviani, A. Arnold, L. Barish, D. Beougher, M. Cardozo, A. Christman, K. Clair, J. Conahan, A. Cordner, R. Courtney, S. Dewey, S. Doll-Myers, R. Flatley, M. Gallagher, J. Garcia, K. Hawkinson, K. Hudak, M. John, D. B. Johnson, D. Lea, S. Mangold, P. McLoughlin, L. Moss, F. Murshed, E. Nieves, R. Palov, R. Perkins, V. Reidout, S. Riley, J. Ronan, R. Salafia, C. Sunsay, M. Vaughn, M. R. Weller (for F. Wei), D. Wingrove, T. Wong, A. Zayaitz, Y. Zhang

**Absent:** D. Aruscavage, M. Gober, R. Gross, D. Immel, J. Jedwab, D. Johnson. E. Johnson, E. Kraal, R. Portada, W. Rogers, M. Scheuing, T. Stahler, A. Vogel, C. Walck

**Guests:** M. Delaney, J. Downing, D. Hayduk D. Mace, K. Mitsuma, H. Tienken, D. McCargo, G. Silberman, C. Wells,

**I. Call to Order**

University Senate President A. Arnold called the meeting to order at 4:07 PM.

**II. Announcements – A. Arnold**

None

**III. Minutes**

D. Johnson moved to approve the minutes from the March 1, 2018 meeting. R. Courtney seconded. Motion passed.

**IV. President, Committees, Task Forces**

**1. Senate President's Report – A. Arnold**

- i. The Academic Standards and Policy Committee: This committee is doing extremely important work that needs staffing in order to do its work most effectively. We have offered the use of the Senate office for meetings and M. Bononno will assist with their staffing needs.
- ii. Contingency Plans for Class Cancellation: Please ask your departments how best to handle classes cancelled due to weather, illness, etc. We need to make sure that students receive the education for which they are paying.
- iii. Verification of Attendance: A. Arnold sent emails to help clarify some of the more murky aspects of this process. Faculty are struggling to do the right thing. Many have been waiting until the last minute in order to give students every chance to attend. T. Wytrik has a focus group that is working to streamline and clarify the process. Everyone is working hard to meet the requirements in a way that is best for everyone. The emails are part of the Senate President's work to build a culture of trust and cooperation on campus, to make sure that faculty, students and administrators are feel heard on similar issues that involve us all. T. Wong suggested that making the question as close to a binary decision as possible might be helpful.

## 2. Senate Vice President's Report – J. Ronan

The Committee on Committees has had a strange year. There are a large number of people applying for committee positions, but not all committees had applicants. The committee had to reach out for 10 seats, and still have 6 without applicants. The committee filled 83 positions and 123 respondents. More positions went to women because more women applied. The committee considers such things as whether the committee is a major committee requiring continuity and whether the applicants are tenure track or associate professors seeking promotion to full professor. The committee staggered the terms for the positions in order to maintain continuity as much as possible. The list of appointments was read. The motion to approve the appointments passed.

## 3. Senate Secretary's Report – A. Corder

Senate elections have been completed. Nominations were done in the week before Spring Break, and the election took place in the week and a half following break. There were 18 individuals who stood for election to 9 positions. The list of individuals who won their election was read and the winning candidates were recognized by the Senate.

## 4. University President's Report – K. Hawkinson

- i. Board of Governors: K. Hawkinson attended the recent Board of Governor's meeting and would like to invite them to visit KU next year. There are several goals: increased enrollments, resolving budget issues, and work on reforms from various work groups. The web page for the state system lists reforms. The system is currently searching for a new Chancellor. M. Gallagher was honored for her work.
- ii. Enrollment: Enrollment is up in every category. Last year at this time there were 1,044 deposits; this year there are 1,269. Between 800-900 accepted students will be on campus next week. The Council of Trustees will meet the same day. There will be a Town/Gown meeting soon to follow up on issues pertaining to Kutzpaddy Day and other issues.
- iii. Presidential Review: The president's 3-year review will take place this year. An external review team will be on campus 4/16-18. The team will speak to all of the main stakeholders on campus.
- iv. Budget Update (J. Silberman and M. Delaney): There are many separate accounts that fund the university. Each has designated uses, and funds from different funds cannot be mixed together for other purposes. E and G is the main budgeting account, which had \$27 million last year. Restricted accounts must be used for specific purposes. Auxiliary accounts, which are used for such things as housing, dining, and so on, had \$47 million last year. There are also accounts for construction, refurbishing and repair. Plant funds are reserved for building and infrastructure. There must be a balance between different long

term needs. The university must have a balanced budget. Personnel costs make up 75% of the funds expended. The deficit for 2017-18 is \$5.9 million. It is important to understand that the budget is not the same thing as the year end results. A budget is the plan; final results are what actually happened. There has been a decline in available funds over time. The university has been pulling funds from cash reserves to fill the gap, but that is not sustainable in the long term. In this past year KU has spent more unrestricted funds than were brought in. Should we be concerned? In 2015, the university had 5 of 9 markers in the acceptable risk category and 2 in the red. Since then, our financial standing has dropped to only 2 in the green and 4 in the red. This outcome was caused by using cash reserves. The current projection is that this situation will change. Revenues are increasing in all key areas: tuition, a 1.2% increase in overall enrollment, a 3.3% increase in the state appropriation, and a modest increase in performance funding. At the same time, personnel costs are rising. Salaries have increased, and benefit costs (while increasing only slightly) are also on the rise. The university will budget 5% savings in retirement. The current budget will be balanced with cash reserves. Next year's expenses are growing, with an expected \$5.1 million deficit next year. One option would be to institute a "campus support fee," which will mean either decreasing the services offered for charging more to maintain current levels of service, which would have an impact on enrollment. A fee of \$400 per semester would eliminate the shortfall. This type of fee has been used elsewhere in the PASSHE system. KU charges the lowest amount of fees in the system. A fee of \$200 would put us in the middle of the pack and would cut the shortfall in half. The amount of the fee has not yet been determined. There are no funds set aside for the welcome center at this point. No money has been set toward additional major projects. Only smaller projects are currently funded. The university can and will move any unrestricted funds that are available. The Professional Development fund carries over from year to year. For departmental carryovers, the university uses a gain sharing program. Half of the carryover would stay with the program, and the department can argue that the remainder should stay with the program if there are specific initiatives for which it will be used.

K. Hawkinson noted that we are at a point where income must match expenditures. The university is required to do that without using reserves to balance the budget, because it affects the debt service. Middle States saw the problem, as well. The funds will need to come from increases in tuition and fees or cuts in services. If the university is able to reach a point where there is a surplus, then fees will not need to be cut. At that point, the university may be able to lower them.

In response to a question, J. Silberman noted that while we do have control over fees for services that students need, only increasing enrollment will actually solve the problem. K. Clair asked whether the university is planning for the

additional personnel that would be needed to support increased enrollment. At this point, additional personnel are not in the current plan.

K. Hawkinson reported that the university has plenty of capacity. High demand areas are overstressed, while low demand areas are less so. Most of the money available to the university is fixed. The most flexibility lies within the \$10 - \$20 million that are not fixed, which is why a \$5 million deficit is so troubling. In the past, the university cut services to save money, which resulted in a loss of students and had a negative impact on recruitment. The fee would allow us to maintain services in order to avoid that.

#### **5. Student Government Board Report – M. Gallagher**

SGA is working on compiling comments on these issues. The board recently held a town hall meeting. The final SGB budget has been approved and sent on the next level. SGA has 33 seats up for election. Also, the Student-Athlete Advisory Committee has been added to the board as a standing committee.

#### **V. Unfinished Business**

**1. First Weeks Problem:** We are making progress in small ways. Research on the cost differential between new and rental books is only about 10%. Third party rentals reduce the loss incurred by the book store, but in-house rentals can be done. Faculty have the option to commit to a book for 2 or more semesters to allow an in-house rental at a lower cost. T. Wong reported that the Math Department tends to use the same texts. If others would commit to using the same book across sections taught by different professors, the larger volume would reduce costs. A. Arnold reminded the group that making the 10/15 deadline for book orders in the fall will also save students money. We are out of compliance with the federal government requirement that students should know the entire cost of a course before registering.

#### **2. Academic Policy Committee: D. Mace**

- i. ACA-031, Admission Guidelines for Undergraduate International Students Policy: The policy was introduced to add clarifying language. Motion passed with no discussion.
- ii. ACA-088, Graduate Pass/Fail Policy: The policy was introduced to change the language from “doctorate” to “graduate.” Questions were raised about whether the policy conflicts with ACA-085. The policy was laid on the table.
- iii. ACA-086, Regalia Policy: The policy has been discussed by the committee twice. The goal is to ensure that regalia honors academics. Graduation is an academic event as well as a celebration. The idea is to set the tone and let officials do their job. The question of whether other groups can wear regalia is open to appeal. The plan is to vote on the issue in May. There was some discussion on language that the committee may wish to clarify before the vote.

**VI. New Business**

None

**VII. As May Arise**

None

**VIII. Adjournment 5:46 PM**