

## Academic Senate Minutes

August 31, 2017

3:00 – 5:00, Ballroom C & D

### Abstract

Chair Report. Agenda – Approved. Minutes of 5/18/17 – Approved. Provost Report. SSU Budget Report. Role of Representatives to the Senate. Vice Chair Report. Vice President of Administration and Finance Report. Vice President of Student Affairs Report. Associated Students Report. Robert's Rules. EPC Report regarding recent EO orders. Information item: Status of Time, Place and Manner policy. Good of the Order.

**Present:** Carmen Works, Laura Watt, Ben Ford, Richard J. Senghas, Jeffrey Reeder, Catherine Nelson, Sam Brannen, Melissa Garvin, Sakina Bryant, Carlos Torres, Ed Beebout, Joshua Glasgow, Damien Wilson, Florence Bouvet, Jennifer Mahdavi, Kathy Morris, Laura Krier, Mattie Mookeerjee, Mary Ellen Wilkosz, Michelle Jolley, Michelle Goman, Rick Luttmann, Hope Ortiz, Michael Balasek, Lisa Vollendorf, Joyce Lopes, Michael Young, Elaine Newman, Jason Gorelick, Christina Gamboa, Arcelia Sandoval, Michael Visser, Melinda Milligan, Armand Gilinsky, Ron Lopez

**Absent:** Judy Sakaki

**Guests:** Laura Lupei, Jaime Russell, Amanda McGowan, William Kidder, Karen Moranski, Rebecca Gamer, Yvonne Bri, Katie Musick, representatives from The Star

### Chair Report - C. Works

Chair Works asked everyone to introduce themselves. She thanked everyone for participating in Convocation and expressed her disappointment that the fog did not allow us to see the eclipse, however, it was great to see the eclipse live streamed. The President's Budget Advisory Committee (PBAC) met for the first time this semester. The President turned the Chairship of PBAC over to the Provost. C. Works said she thought the PBAC would be truly consultative now. She noted the two Executive Orders that were sent out last week - EO 1100 and EO 1110. She knew there was already quite a buzz about these EO orders. She asked the members to save their questions until EPC reports on the EO orders later in the meeting. She reminded the members of the upcoming visit by WASC in October. There will be time for specific committees and faculty in general to meet with the WASC team. She hoped to set up lunches with the Provost this semester and at one of those the WASC visit could be a theme. She noted that *The Star* was present at the meeting today.

**Approval of Agenda - Approved.**

**Approval of Minutes of 5/18/17 - Approved.**

## Provost Report - L. Vollendorf

L. Vollendorf said that the President was not able to attend today due to meeting with the co-chair of the WASC team that would visit the campus. She said they would post online the schedule of the visit. The team will meet with a variety of stakeholders over their two-day visit. Everyone will have their note cards about the five lines of inquiry and she suggested the next round of bingo at the next meeting should be focused on the five lines of inquiry. (*A first faculty meeting bingo card was passed out to the members, no one had bingo at this meeting.*) She said the President asked her to express her enthusiasm and excitement for the new year. It was great to have most of the permanent cabinet members in place. She thanked everyone for their help to her and J. Lopes about learning about the campus, the past, and where we are now. This will help them to help the campus move forward. She noted that the cabinet had spent a great deal of time in July talking about what had been learned last year and she wanted to reassure people that the work of last year had not been lost. She said she looked forward to learning all about all the departments and people in Academic Affairs and to talk about how to help faculty and staff support our students more effectively. She said it had been a smooth transition and they had heard a comprehensive report from VP Young about the state of Student Affairs when he arrived and now. She said the Graduation Initiative 2025 plan is almost in place. They continued to share it and get input. The \$2.68 million in base funding was a real gift to the University and would allow us to do things that have been difficult up to this point vis-à-vis advising and support services among others. She said in addition to the 23 new faculty and four visiting faculty we welcomed this year, there was approved funding for 15 new tenure-track hires for the coming academic year. Tomorrow she would start her conversations with the Deans about hiring. She understood that the hiring process was a bit late and she appreciated departments hustling a bit to get these searches started. She said the leadership continues to learn about the budget and they see a lot of space to have more dialogue about the budget. There was a lot of work to do on this front and the team believes that we are smarter together, but only if we have the same information. She was meeting with Joyce Lopes and Laura Lupei to talk about how the budget was presented in the past, how can we really show everybody where we are at the beginning of the year, and see where we could potentially be going forward better. The presentation today was the start. The CFA rep asked if the salary inversions of senior faculty resulting from faculty promotions would be addressed in the near future. The Provost responded that there are a lot of salary issues on the campus including some people being grossly underpaid, inversion and compression. In the wall-to-wall review, they were looking at these issues by group. The SSIs are just being input. Once all the raises for all the groups have been input and they can see exact salaries, they can create a plan to address these issues. It will need to be a multiyear plan. It is a leadership priority to look at this, to do a good assessment and then consult about a plan to address the problem. The CFA rep said she thought she'd had a previous agreement with the former Provost that inversions would be dealt with as they came up. The Provost said they will take time to look at this and she wanted everyone to be aware that the campus reserves were \$625,000. Most of the state money the campus receives is already allocated. A member asked how many faculty retired and resigned last year. The Provost responded that she did not know the number at that moment. She thought it was single digits. She said the

question prompted her to note that they wanted to move towards probability-based modeling for faculty hires. A member asked if the total number of inverted salaries was known for the campus. The Provost responded that it was a knowable number, but she did not know it at this meeting. She said it was more than a matter of the dollar amount needed to improve the situation. It was important to remember that the campus was also in a bargaining environment and the campus does not always know what they will receive, if anything, from the Chancellor's office when raises are bargained.

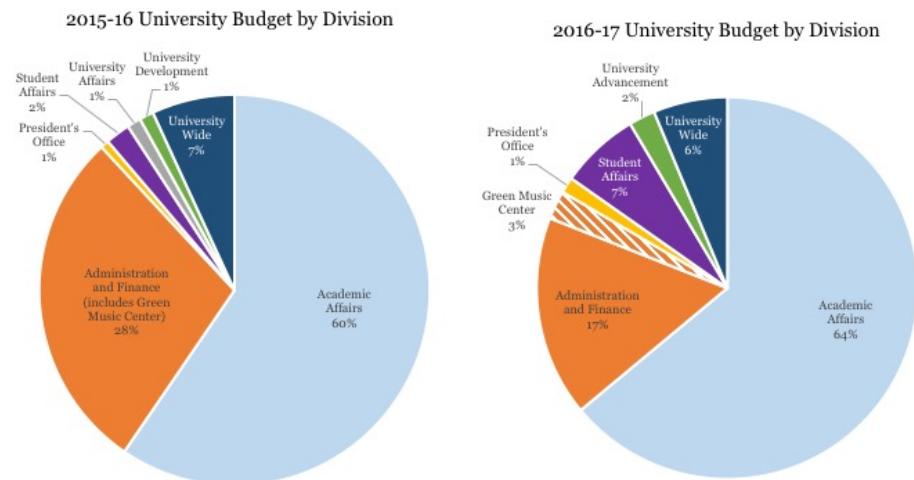
### **SSU Budget Report – J. Lopes and L. Lupei**

J. Lopes said she was excited to be at SSU and looked forward to working together on the WASC visit and rolling out our GI 2025 funding which L. Lupei will speak about today in the briefing. She thought this funding was a "game changer" since it was part of base funding. She had not seen this in all her 15 years of working for the state where we received money and did not have to increase students as a result. She reiterated what the Provost had said about aligning resources to strategic goals in the coming strategic planning process. She said wherever we put our budget, is our strategic plan. So, if our resources are not aligned, then we cannot get to where we want to go as an institution. She looked forward to working with the Senate about how we have a more strategic budget. She then turned the presentation over to L. Lupei.





## University Budget by Division, 2015-16 and 2016-17



*Division percentages include benefits  
University Wide does not include State University Grants*

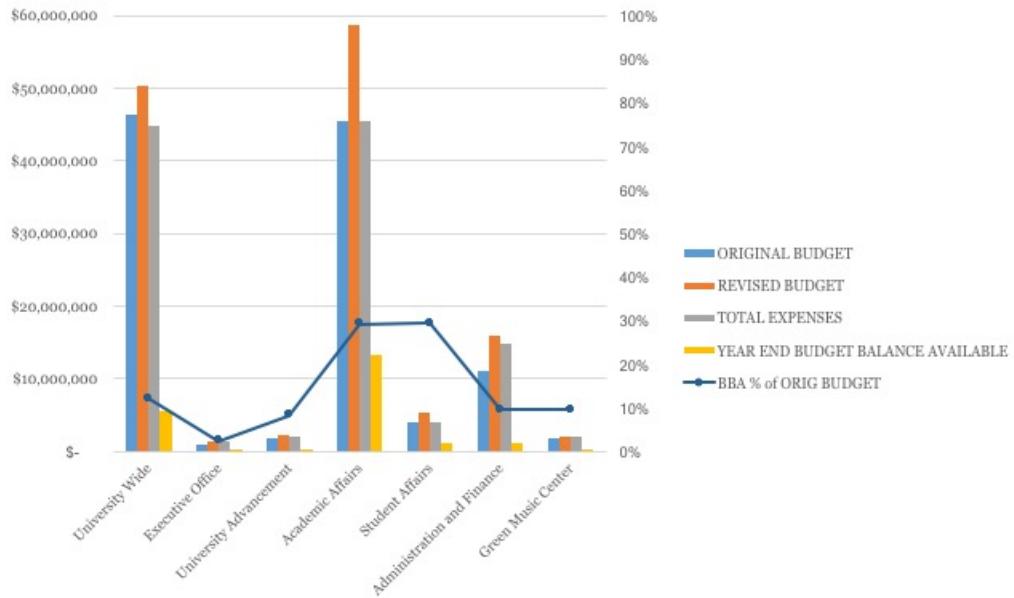


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3

L. Lupei said she was providing an overview of where we landed at the end of 2015 – 2016, how the budget changed in 2016 – 2017 and a preview of 2017 – 2018. This slide shows the budget breakdown from 2015 – 16 to 2016 – 17. Last year, there was a lot of reorganization, and rebalancing of the budget. From this graph, you can see what happened. She noted that University Affairs and Development were added together under University Advancement. The Green Music Center was separated out of Administration and Finance and became its own division. Portions of Administration and Finance and Academic Affairs were moved to Student Affairs.

## University Operating Fund Year End Balances by Division, 2016-17



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4

This is how we finished 2016 – 17. She described the chart. The blue line is each division's original budget, the orange line is the revised budget which includes any extra allocations from the Chancellor's office, the gray bar is how much was expended, and the yellow bar shows the remaining balance at end of year. The blue line with the dots shows the percentage of the yellow line to the original budget. This shows that Academic Affairs and Student Affairs had the most money left over. Since Student Affairs was in growth mode, they received quite a bit of money that they have not been able to spend yet. She did not see this as a trend for Student Affairs. The campus has been putting one time funding into Academic Affairs for a few years now, and they have a reserve. She said the new AVP of Academic Resources and the Provost need to do an analysis of what that reserve should be, how to best leverage those funds and what they would need going forward.



## 2017-2018 Budget

The Final Budget Memo of July 2017 outlined over \$4.8M of new state allocation funding to the campus, in addition to the anticipated increase in student fees. The increase in campus funding is mostly in the areas of mandatory cost increases (employee compensation, benefits and new space) as well as increased financial aid distributions due to the tuition fee increase. Notably, the campus received over \$2.1M in Graduation Initiative 2025 funding and \$596,000 in enrollment growth funding to serve 56 new full time students (FTES).

Changes in the Operating Fund between 2016-2017 and 2017-2018 are outlined below:

	<u>2016-2017</u>		<u>2017-2018</u>		<u>CHANGE</u>
State Allocation	\$ 63,135,883	56 %	\$ 68,002,883	57 %	\$ 4,867,000
Tuition and Fees	<u>\$ 48,293,928</u>	44 %	<u>\$ 50,669,084</u>	43 %	<u>\$ 2,375,156</u>
TOTAL	<b>\$ 111,429,811</b>		<b>\$ 118,671,967</b>		<b>\$ 7,242,156</b>



She said the campus budget was increasing up \$118 million. That's an increase of \$7.2 million. We increased \$4.8 million from the state allocation, which is very good

news and the tuition and fees increase brings another \$2.3 million to the campus. Proportionally, our state allocation and tuition are moving in the right direction.

## 2017-2018 Budget

### Proposed Resource Allocation:

Designated Funds: Employee Salary Increases and Benefits	\$3,987,000
Graduation Initiative 2025	\$2,168,000
Enrollment Growth Funding: Tenure Track Hires – 5 FTEF	\$ 596,000
Increase to Financial Aid State University Grants	\$ 605,000
<u>New Space Funds for Wine Spectator Learning Center</u>	<u>\$ 177,000</u>
<i>Subtotal Allocation</i>	<i>\$7,533,000</i>
<b>Net Loss Due to Increase in Average Unit Load</b>	<b>(<i>\$ 290,844</i>)</b>
<b>Total New Funds</b>	<b>\$7,242,156</b>

Residential Full Time Equivalent Student (FTES) Chancellor's Office Target for 2017-2018: 8,244

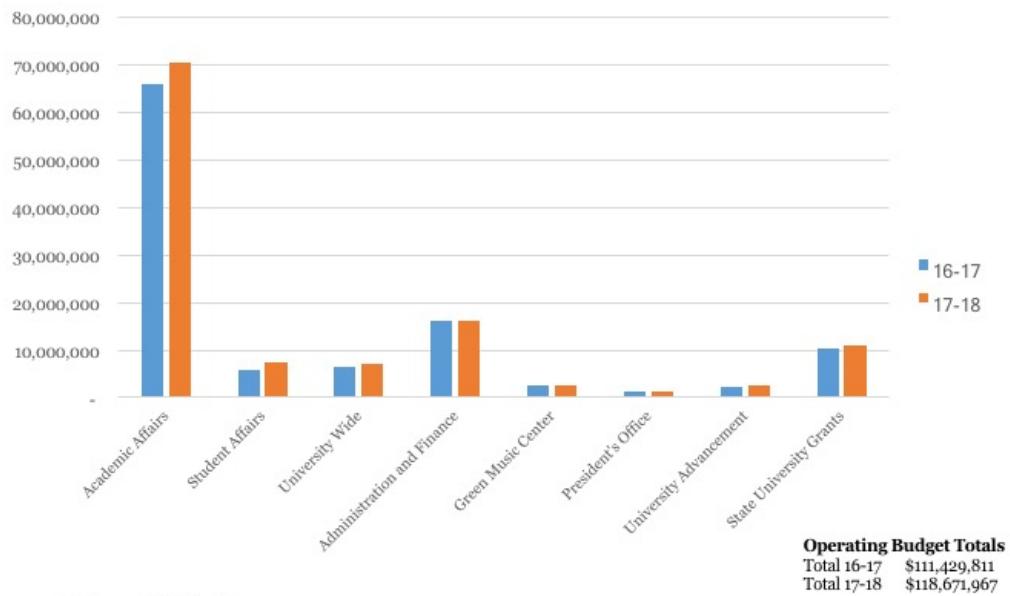


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7

This is the proposed allocation for the 2017 – 2018 budget. Most of these expenditures are already designated. Employee salary increases from bargaining and healthcare costs are the largest amount. Healthcare costs do not go down, they go up every year. The money for the Graduation Initiative 2025 can be used to promote student success for students who are already here. The campus received enrollment growth funding of 56 FTE new students, our target for residents has increased to 8244, and all those funds will go to instruction. That funds five FTE faculty. The campus was also needed to increase Financial Aid State University Grants distributions which is tied to the tuition increase. When we increase tuition in the CSU, we set aside one third for financial aid. The campus also received new space funds which are ongoing funds to the base. As most people know, the Commons building, which used to be an auxiliary, is now being renovated for state space. This space will include faculty space and classrooms. The new money is for the ongoing maintenance of the space. There is also a small projected shortfall. This is inversely an indicator of student success as it shows students taking larger unit loads.

## Proposed Operating Budget by Division, 2016-17 and 2017-18



\*Division totals include benefits  
University Wide does not include State University Grants

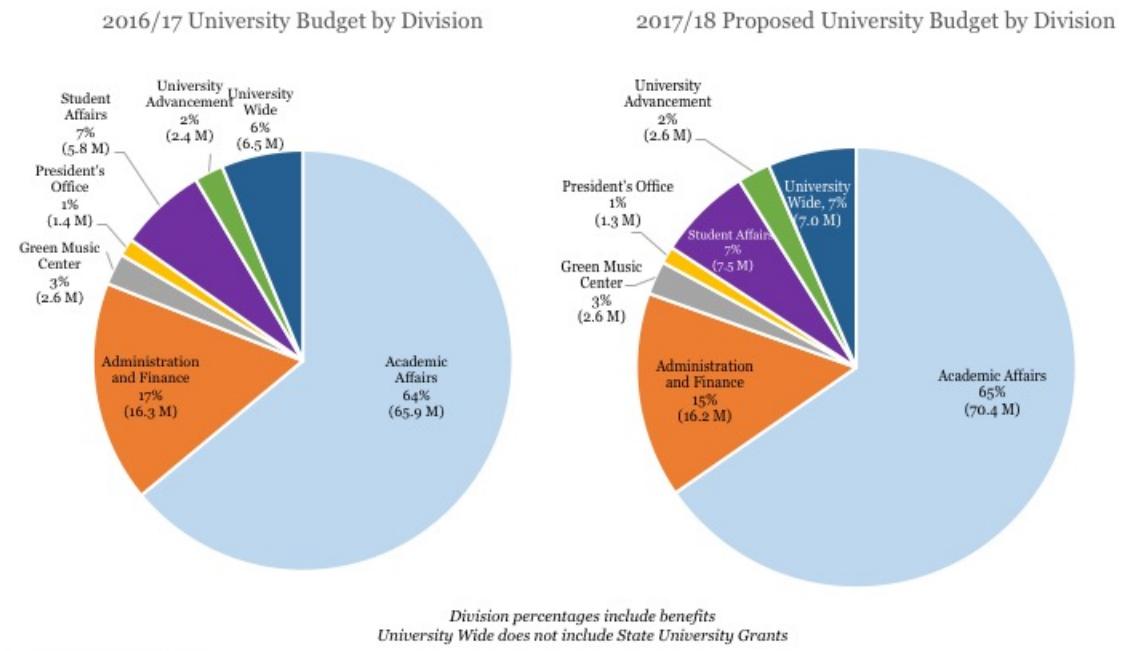


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8

This graph shows how the allocations are going to the divisions and how the allocations are increasing. Everyone is getting a slight increase, due to salary increases. The substantial increase is Academic Affairs.

## Proposed Operating Budget by Division, 2016/17 and 2017/18

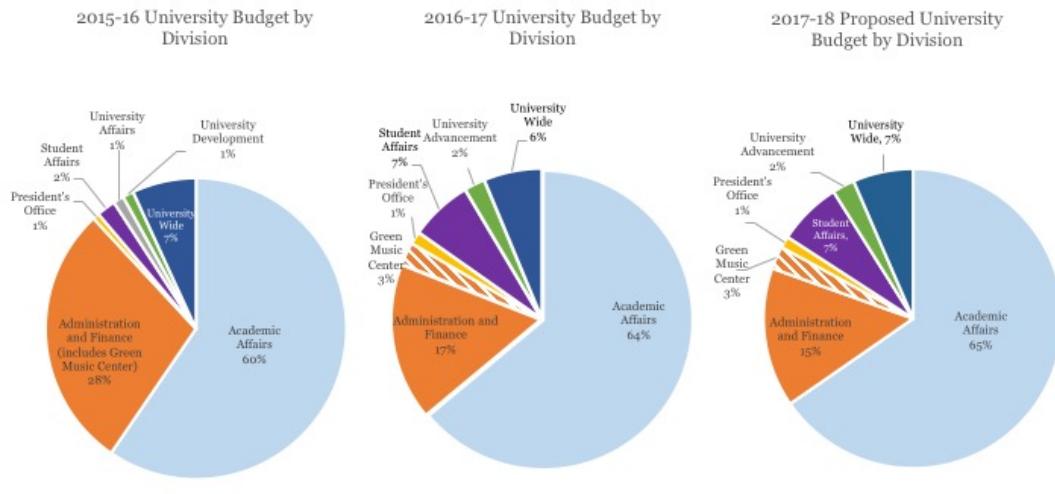


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9

She said looking at the budget this way there does not seem to be much difference between 2016 – 17 and 2017 – 18. This is because there won't be any more large reorganizations. The pie itself has gotten bigger for 2017 – 18.

## University Budget by Division, 3 Year Comparison



*Division percentages include benefits  
University Wide does not include State University Grants*



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10

The real narrative is shown in these three pie charts. She thought this information helped everyone to be able to use the same language when talking about the budget. It gives information about what we've done in the past, what we're doing now, and informs the strategic planning process, so we can align our priorities with our resources.

A member noted that in the past, the expenditure plan would only be seen after the fact. He asked if the proposed expenditure plan could be seen sooner so that there could be some debate. J. Lopes said she was a fan of five-year budget plans and wanted to see strategic budgeting come out of the strategic planning process. The strategic planning process is first and then the budget supports the priorities articulated in the plan. She discussed the budget using the metaphor of an iceberg. A lot of attention gets paid to the amount above the water, but we also need to pay attention to what's below the water. The campus is 50 years old now and how money has been allocated can change. The Chair of APARC noted that as the campus starts doing probabilistic modeling, it will be in a better position to do short-term, medium-term, and long-term budgeting.

### **Role of Representatives to the Senate - C. Works**

C. Works noted that the duties, as articulated in the bylaws, of Senate School representatives and at-large members to the Senate were attached to the agenda. She reminded the members that when they are here, they are representing the larger community. She encouraged the members to have regular communication with their constituents. She said if members were not sure how to do this or were having problems, they should talk to faculty governance leaders and / or Structure and Functions. She had already asked Vice Chair Laura Watt, as our representative from Structure and Functions, to bring back to the Senate guidelines for communication with constituencies. She noted this had been a problem on campus and she really wanted to fix it. She asked members to not vote for their personal agendas, but rather for their constituencies interests. The Past Chair said it was also important that members take information gained at the Senate back to their constituencies. He noted that the Science and Technology senators regularly attend the department chairs meetings in the school. This was one model. The Vice Chair said she thought most schools had an all-school email list and this may be another way to communicate.

### **Vice Chair Report – L. Watt**

L. Watt reported that Structure and Functions was reviewing student membership on faculty governance committees and on which committees students vote. They wanted to bring more logic to that process. They were also discussing the placement of curriculum committees that are not associated with schools that have tenure-track faculty. The University Studies curriculum committee and the SEIE curriculum committee are a bit in a fuzzy area. S & F was discussing how to bring more logic to this as well.

### **Vice President of Administration and Finance Report – J. Lopes**

J. Lopes suggested that Administration and Finance provide written reports to the Senate three times a year which would show what they were working on, goals, accomplishments, etc. That way they can be read and if anyone has any questions, those can be addressed. She was always open to questions. She had done this at Humboldt and found it very useful. She thought it was better to not take up the Senate's time with all the myriad things happening in A & F. It was clarified that she would attend the Senate meetings if she was in town.

### **Vice President of Student Affairs Report - M. Young**

M. Young updated the members on the search for a permanent VP of Student Affairs. He said there were approximately 68 applicants, but they had extended the application time because they change the title of the job. They removed enrollment management from the job description as enrollment management will become a broader initiative and be directed through the Provost's office. He thought some people may not have applied because enrollment management was in the title. By taking this out, he hoped to have a more robust pool. They hoped to complete the search by the end of the semester. He noted that the Provost would now chair that

search committee. The Chair asked how they were notifying people of the change to the title of the position. The Provost said they had contacted everyone who applied or who contacted HR. M. Young was also pushing it back out to Student Affairs professional organizations. They had extended the application process three weeks. The Emeritus rep noted that in the past the President and the faculty had conflict about how chairs would be selected for search committees. He wondered if that had been settled by having the President appoint the chair. The Past Chair said the President has been appointing the chair to administrative search committees. It has not been an active controversy in the last five years.

### **Associated Students Report – J. Gorelick**

J. Gorelick discussed the priorities of the Associated Students this year. They were very committed this year to have substantial discussions about specific topics, namely the Graduation Initiative, advising, and the degree planner. He said they would not be bombarding the faculty with resolutions. They were committed to talking to 100 clubs in the next 50 days. They were developing a matrix of large lecture classes to visit to let students know what the AS is doing. He noted that the Arts and Humanities Senator position was open and encouraged any faculty from that school to send students their way. The Legislative Issues committee is working on a voter registration drive and they were putting together their Lobby Corp team for Lobby Day in Sacramento. At their last Senate meeting, M. Benney visited the Senate to talk about the allocations of the GI money. He was proud of the Senators who asked good questions and asked for a lot of detail. That, to him, indicated meaningful discussion. They had set up advisory councils in each school. They will do a lot of their educational work through those councils. At their next meeting, they will discuss the changes to GE brought about from EO 1100. The Past Chair encouraged J. Gorelick to reach out to the chair of the GE subcommittee. She would be a great person to talk to the student Senate. He also asked if the AS could come to his class to talk about opportunities in student government. J. Gorelick responded positively. A member noted that he was aware of a high dropout rate, particularly among first year students, and wondered if the AS was working on addressing this in any way. J. Gorelick said they had not addressed this yet, but it was on their radar.

### **Roberts Rules Presentation – L. Holmstrom-Keyes**

Here are the slides from the PowerPoint presentation that could not be shown at the meeting.

# **Robert's Rules for the Academic Senate**



Henry Martyn Robert ( 1837-1923)

“Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty.”

The basic principles of Parliamentary Procedure are:

- Take up business one item at a time.
- Promote courtesy, justice, impartiality, and equality
- The majority rules, but the rights of individual, minority and absent members are protected.



**Motions** are the primary way to make decisions.

Examples of Common **Motions** at the Senate:

- Amend
- Refer
- Postpone
- End Debate

**Motions** require a **second**. The person who **seconds** a motion is asking the Senate to discuss the **motion**.

To make a **motion**, raise your hand to be acknowledged by the Chair

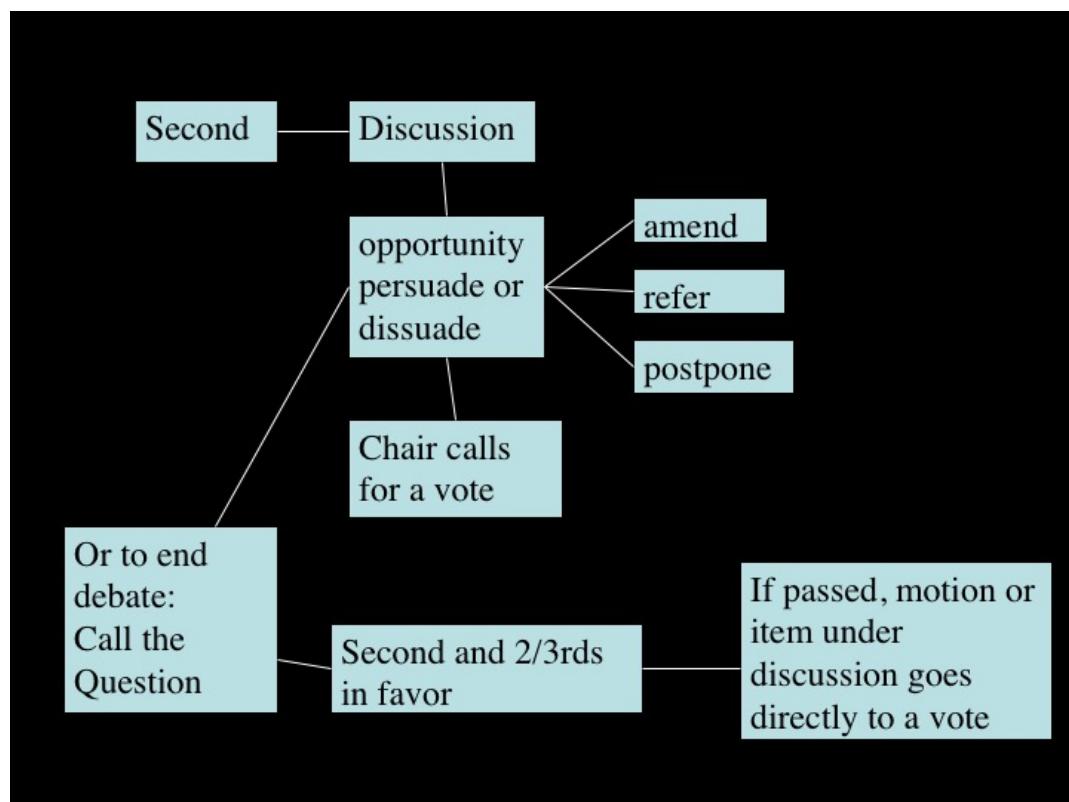


Speak to the Chair when stating your **motion**

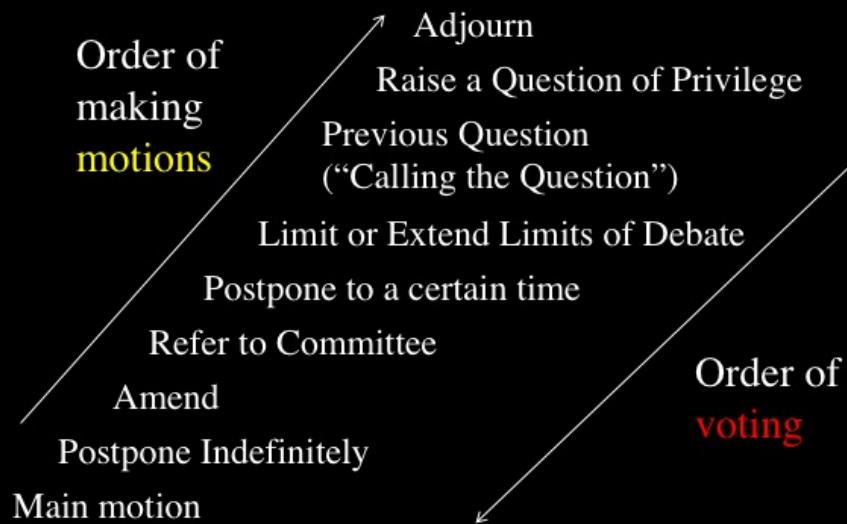
Begin by saying “**I move**” and then offer your reasoning.

Example:

**I move** that the Senate have beer at every meeting to promote conviviality.



**Motions** have orders of precedence.



## Business from Committees

Is agendaized by the Ex Com

Once announced by the Chair, it  
is “on the floor.”

Most items from committees will have  
a first and second readings.





First readings:

15 minutes for discussion

Ask questions, make suggestions,  
raise concerns – no amendments

Get feedback from your constituency



Second Readings:

Unlimited time for discussion

All motions and amendments ok

Brings business to a **VOTE**

## POINTS

**A Point of Order** notes an error in the PROCESS.

**A Point of Information** is a REQUEST for information about  
**process or the content of a motion.** *It is not an opportunity to give information.*

Points are always in order. They do not require a second or a vote. The Chair rules.

All **Points** that are Questions of Privilege are *requests* decided by the Chair.



## **EPC Report regarding recent EO orders – M. Milligan**

M. Milligan said that at EPC's first meeting today they had a very good discussion about three executive orders. K. Moranski attended the meeting and did a very professional job describing these complex orders. The first one they discussed was EO 1071. This EO order talks about majors and concentrations. It says if you have a concentration in the major, no more than 50% of the overall units in the major can be in the concentration. Fortunately, the campus has seven years to implement this one. Current programs will need to review their majors to meet this EO order. New program proposals will need to be mindful of this now. EO 1110 regards remediation. The order pushes students to do baccalaureate work when they come to campus and not do remediation courses. Practically, this negates the use of the EPT and ELM exams. Instead, multiple measures of review will be used to place students in the correct courses. Remedial courses need to be eliminated by Fall of 2018. On our campus, we are already ahead due to the stretch courses in English and the upcoming pilot for stretch courses in Math. The challenge for the campus is that the EO speeds up the process that the campus was hoping could occur gradually over three years. A member of EPC asked at their meeting, why we have students come to campus that are not ready. AVP Moranski reported the statistic that 40% to 60% of students that come to SSU need remediation. On some campuses, it was closer to 90%. It was not practical to tell the students not to come. EO 1100 is a revision to general education. There are several issues with this EO that concern EPC. The first issue is the timeline for implementing the changes. The goal for having these changes done by Fall 2018 is very problematic. She discussed how the campus might push back against the deadline and encouraged the Senate to make a strong statement that this does not serve students. She then highlighted the major changes in EO 1100: 48 unit GE pattern; upper division GE is limited to nine units and only from areas B, C, and D; a C- or better in the golden four; GE courses must be allowed to count in a major; area D would have to be rethought on our campus; GE courses not taught in the last five years need to be taken out of the GE pattern; and many other additional changes. C. Works noted that she was working with AVP Moranski on a campus response and was working with C. Nelson on a resolution for the Senate. She asked people to ask their questions, so those can be on the record as they discuss the implications of the orders.

Questions: A member argued for looking at the merit of the proposals as closely as the timeline. A member asked for more clarification about what EO 1071 means. A member asked how many of the GE program review recommendations show up in EO 1100. A member asked if it was the intention of the EO 1100 that all GE courses be three units and would the campus have to change all GE courses to three units.

The Statewide Senator stated that the statewide Senate was going to push back on EO 1100 and any statement or resolution SSU produced would be most welcome. A member asked if there were any legal or political implications derived from HEERA since he thought this was a breach of faculty authority.

AVP Moranski responded that according to the Executive Order, not all GE courses need to be three unit, but some do. She said the Chancellor's office asked that campuses coordinate their responses and she thought it was a good idea to have a

plethora of voices in SSU's response. The Chair ask the members to send comments or questions to herself, AVP Moranski P and Catherine Nelson, so the campus response can be written quickly.

#### **Information item: Status of Time, Place and Manner policy – B. Kidder**

B. Kidder talked the Senate members through the interim Time, Place and Manner policy. The events of recent months highlighted the risk of not having a robust Time, Place and Manner policy. VP Young said he thought this interim policy met the obligations of the Chancellor's office and the needs of SSU. B. Kidder noted that the campus needed an interim policy because the campus could receive a request for a controversial speaker or some other such action at any time. The interim policy would go hand-in-hand with a more robust review of the policy. There were some questions and discussion.

#### **Good of the Order**

Tom Targett was doing another cèilidh next Thursday the 7th.

#### **Adjourned**

*Minutes prepared by L. Holmstrom-Keyes*