

**Academic Assembly Meeting No. 1
Monday September 14, 2020
2:05 – 3:35 pm, Zoom Meeting**

MINUTES

Attendance: Angie Jenkins, Carol Adams, Chris Paul, Connie Anthony, Kathleen La Voy, Felipe Anaya, Frank Shih, Gregory Silverman, Holly Ferraro, Kate Koppelman, Katie Oliveras, Khalee Kiazolu, Kirsten Thompson, Margit McGuire, Mark Taylor, Mimi Cheng, Patrick Murphy, Robin Narruhn, Rose Murphy, Russ Powell, Sarah Bee, Shane Martin, Terri Clark, Yancy Dominick

Guests: Agnieszka Miguel, Alexander Mouton, Carlos De Mello E Souza, Daniel Smith, David Arnesen, David Green, David Neel, Dominic CodyKramers, Donna Teevan, Dylan Helliwell, Erin Swezey, Estella Williamson, Hye-Kyung Kang, Jaisy Joseph, Jen Tilghman-Havens, Joanne Hughes, John Fleming, Joseph Phillips, Kathryn Bollich-Ziegler, Katie Kuder, Lindsay Whitlow, Lydia Bello, Maria Bullon-Fernandez, Mark MacLean, Mary Kay Brennan, Michelle Clements, Nalini Iyer, Natalie Cisneros, Niranjan Chipalkatti, Robert Dullea, Rosa Joshi, Roshanak Roshandel, Ryan McLaughlin, Sarah Shultz, Sonia Barrios Tinoco, Stephanie Lewis, Sven Arvidson, Teodora Rutar Shuman, Valentina Zamora, Wilson Garone, Yahyahan Aras, Yen-Lin Han

Minutes taken by Lindsey Nakatani

I. AcA Welcome/Orientation/Transition/Evaluation *Frank Shih*

2:05 – 2:30

- a. The AcA President shared a message from the Presidential Search Committee announcing the selection of three finalists from ten qualified semi-finalists who will be invited for campus interviews.
- b. AcA President shared the following media and information:
 - i. A graph of WA state’s latest COVID-19 case trends
 - ii. A graph of WA state’s current phased reopening stage
 - iii. A graph of case trends for King County
 - iv. Photos of graffiti on SU’s campus
 - v. Photos of boarded up shops in Seattle’s Capitol Hill neighborhood, around SU campus
 - vi. A graph titled “Budgeted Revenue Before and After Fall Online Learning” from the University of Portland (UP), and shared UP’s current measures
 - vii. An overview of 19-20 AY pay reductions taken by senior administrators, faculty and staff at SU
- c. The AcA President offers special thanks to Mr. Alvin Sturdivant, Vice President for Student Development, who is making incredible efforts to maintain student safety and well-being for those students currently being housed on campus.
- d. Brief Intro of New AcA Bylaws – the 2017 version of the bylaws was 5 pages; the new 2020 version is a full 47 pages. Key Elements of the Bylaws:
 - i. Official voice of the faculty on all matters related to University Governance
 - ii. Advisory to the Provost (Academic Affairs)
 - iii. Advisory to the BOT when requested
 - iv. Membership: 4-year terms (Section 4.5.1) and Spring Elections (Section 4.6.1)
- e. The AcA President share a Faculty FTE Distribution Infographic Chart and a SU Faculty FTE Distribution Pie Chart
- f. AcA Officers – AcA President, VP of Committees, VP of Policies, VP Curriculum (PRC) – introduction of all AcA Officers. The President Elect is a new officer position that will be introduced later this year.

- g. The AcA will now operate under Robert's Rules, 13th Edition. The AcA membership is asked to please familiarize themselves with the rules. AcA is looking into providing paper copies for all members.
- h. There are currently two informational platforms/databases for AcA membership. AcA President will send out a short survey to the membership to determine whether Canvas or Teams is preferred.
- i. **Old Business of the AcA:**
 - i. Student Evaluations
 - ii. Workload
 - iii. Academic Calendar
 - iv. APPR
 - v. Presidential Search
- j. **AcA President Evaluation Overview:**
 - i. Overall approval percentages: 84% agree, 10% disagree, 6% neutral
 - ii. Questions/Issues:
 1. Many members feel that the AcA needs to report to the community with more consistency. AcA minutes need to be completed and circulated sooner.
 2. With over 600 Faculty and an accompanying 750 Staff, resources are currently very constrained at the university. AcA president urges looking broadly at overall health and less on singling out any individual outgroups.
 3. Members mentioned various questions regarding the Athletics Department. These questions do not fall under the purview of the Provost's Office, but the Executive Vice President. The AcA will be inviting representatives from the Athletics Department to present data and information on SU's athletics program in Fall 2020.
 4. Members have called for more social activity among AcA members to familiarize with one another. The AcA will work to accomplish this, more than likely via Zoom meetings due to the current COVID-19 Climate
 5. There were expressions from some AcA members that AcA "stood up" to the administration, contribute to ease contentious issues, and some feel AcA "rubber stamp" things. As motions are amended by all membership on the floor, AcA will almost always take a moderate centrist position among faculties. AcA president urges respect for the collective work of the body and not denigrate group decisions.
 6. AcA members would like to see more discussion on important topics.
 7. Advocation & Voting – The AcA President does not vote on issues to maintain neutrality as required by bylaw, and no issues has ever been decided by a single vote, so there should be no effect on the outcome to motions.

II. State of the University - Fall 2020 Updates

2:30 – 3:10

- a. **Shane Martin:** The Provost thanks the AcA President for his thoughtful introduction and orientation for the new AcA members. The Provost hopes that the term has commenced as smoothly as possible for everyone. The Provost has presented the challenges facing SU, and higher education in general, at several faculty and staff meetings across the campus. This will be a very tough year for SU. SU's financial picture is strongly linked to enrollment and SU has come up short in its first-time in college (FTIC) enrollment for Fall 20-21. However, the Provost strongly believes that the SU community will get through this year, will rebuild stronger and will work towards the calls to action outlined in the Strategic Directions. On Wednesday, the Finance Committee of the BOT met. The full BOT also met. The BOT has given SU's leaders directions on how to navigate this year.
- b. **Wilson Garone:** The financial repositioning of the university has been affected by the COVID-19 pandemic. Actions Taken for Fall Re-Opening Impacting Finances:

- i. Fall term is beginning early and will end at Thanksgiving
 - ii. Mostly virtual delivery for fall term/limited in person classes allowed for labs, clinicals, etc.
 - iii. Study abroad activities have been cancelled
 - iv. Majority of faculty and staff continue to work remotely
 - v. Residents in dorms have been limited to single occupancy at double rate room
- c. Scope of Overall Financial Categories: (-) Net Tuition & Fees, (-) Other Revenue, (-) COVID-19 Expenses, (-) Other Expenses, (+) Committed Savings, (+) Additional Savings to Close the Gap**
- i. **Projections for Net Tuition & Fees: - \$9,473K** (presented slide displayed line items budgeted for FY 20-21 AY before the pandemic, status and after the effects of the pandemic). The greatest impacted line item is FTIC headcount: original budgeted was 985, actual number as of Sept. is 800 (-19%). The undergraduate net tuition gap is currently at -5% from what was originally budgeted. This figure falls within range of similar gaps felt at peer AJCU institutions.
 - ii. Law school enrollment has been a bright spot, with their headcount up by +37 students, or 5%
 - iii. SU made the decision to keep its tuition rates the same as those originally published in January, however there was a significant reduction in non-law fees and other tuition fees (-40%).
 - iv. **Other Revenue:**
 - 1. Residence Halls – Residential Life Program -\$8,717K due to the decision to change all rooms to single occupancy but keep them priced at the lower double occupancy rate.
 - 2. Parking (DPS) (20% of budget) is -\$1,351K.
 - 3. Food Service Commission is -\$1,000K.
 - 4. Athletics (gate receipts and some sponsorship) -\$916K.
 - 5. No summer conferences on campus -\$698K.
 - 6. Campus Services is -\$226k.
 - v. Additional Expenses/COVID-19 Expenses: Campus Safety = -\$1,227K, Campus Health = -\$507K, Technology -\$1,169K., Faculty Stipends \$413k
 - vi. Committed Savings: +6,607K (no salary increases for staff/faculty, Institutional CARES act fund allocation, favorable impact of Open Positions till November 1st, etc.)
- d. Total Revenue Loss and incremental expenses versus original Budget = \$21.0m**
- i.
- e.** If there is an outbreak of COVID-19 at the university, SU would lose an additional \$7 million dollars in revenue. On the other hand, if the health situation improves, SU could welcome more students back to campus and see an increase in revenue.
- f. Long Term Goal** – finding a way to rebalance the university within the next 5 years.
- g. Recommendations:** (These recommendations were made by prioritizing one-time adjustments rather than base line adjustments to preserve investments and resources that will assist SU in rebounding from this situation quickly.)
- i. CARES Act Part III – allocating outstanding funds, further legislation has not been announced yet, it is currently uncertain if any funds will be approved by the federal government
 - ii. Continuation of the hiring freeze through the end of the FY will result in a savings of \$2 million (exceptions are being made for very critical roles – Provost must approve these exceptions)
 - iii. Travel Expenses Savings: \$1.5 million
 - iv. Other discretionary expense savings: \$4.5 million
 - v. Workforce expense reductions total: \$5.6 million

1. No retirement plan contribution for faculty and staff (10/1-6/30)
 2. Extending an offer to staff to take voluntary furloughs
 3. **Involuntary** Staff furloughs for those positions whose workload has been greatly reduced due to the COVID pandemic and redistribution of impacted work/roles
 - vi. Student Wage Reduction: **\$1.0 million**
 - vii. 1-Year Moratorium on Internal Loans: **\$0.3 million**
 - viii. 1-Year moratorium on endowment loans: **\$1.5 million**
 - ix. Capital reserve reductions: **\$1.0 million**
 - x. Part of the \$13 million reserve fund from the CSI Bond: **\$3.6 million**
- h. Michelle Clements:** The workforce actions presented in the CFO's presentation, represent the actions determined to be the best steps to closing the financial gap of the university. University leadership is working to maintain as many jobs as possible and has therefore prioritized taking other actions. These actions were also prioritized in place of temporary pay reductions. In addition, it was very important to university leadership to maintain employees' full suite of medical benefits and keep the annual premiums flat. As a result, University leadership made the decision to temporarily reduce the retirement contribution to help close the financial gap. Therefore, SU will be suspending the 10% retirement plan contribution from 10/1/20 through 6/30/21. Additionally, there has been interest expressed in voluntary furloughs. Anyone on a voluntary furlough becomes an inactive employee of the institution. The University will extend this offer to staff in the next few weeks. SU will need to also conduct involuntary furloughs for those staff who are underemployed or do not have work that can be performed remotely. Involuntarily furloughed staff remain inactive employees of SU and are eligible for their benefits. As inactive employees of SU, furloughed staff are eligible to apply to WA State for unemployment benefits.
- i.** A chart was presented titled "Benchmark Financial Actions of Peer Institutions"

Questions/Discussions

- j.** *What level of savings would be gained by furloughing staff?* The 76 staff furloughs made during the spring quarter equated to \$400K in savings. The suspension of SU's retirement annual contribution was prioritized as it impacts both faculty and staff and delivers an annual reduction of \$7.7MM helping the university to close the financial gap. SU will deploy both voluntary and involuntary furloughs as additional actions.
- k.** *Membership would have appreciated this information in advance to give them more time to formulate questions. Is the retirement contribution truly partial?* Yes, it is partial. The reduction will decrease from the normal 10% to 7.5% in the Retirement Plan year of 2020 and in the fiscal year from July 1, 2020 through June 30, 2021 the contribution rate decreases to 2.5%. *Are we considering spending on our endowment?* Yes, this is being considered. The endowment for SU is small compared to our sister institutions. SU's endowment is approx. \$220 million dollars. The spend rate on the endowment (4.5%) is a revenue stream and any spending on the endowment will have to be equalized later.
- l.** *How many positions would need to be furloughed to close the budget gap?* Again, the university is prioritizing those staff roles that are underemployed or are not able to conduct their work remotely. The driving consideration for furloughing is we have staff not able to perform their work responsibilities due to COVID-19.

- m. Retirement Plan Contribution Reduction Overview: Because there is a plan year (calendar year) and a fiscal year, the breakdown of the reduction schedule is complicated. For the calendar year of 2021, plan members will receive 7.5% of the contribution for the remainder of the calendar year. For the first half of the new calendar year beginning in January 2021, the contribution will be 0%. The reduction rate for the second half of the 2021 calendar year/first half of the new fiscal year has not been determined yet but will be no more than 5%.
- n. *According to the table presented by the CFO, some sister institutions are considering reducing or limiting sabbaticals, is there a larger movement among Jesuit institutions to explore this option? Since there will be involuntary staff reductions, how will the larger financial picture affect NTT faculty?*
 - i. USP is the only institution currently exploring no sabbaticals as an option. SU has not explored this option. Currently, adjustments to faculty have been made in response to course needs for the start of term. There are fewer FTIC students, so fewer sections were needed. So far those are the only reductions being made to faculty. Any further adjustments will need to be explored on an as needed basis. Faculty reductions because of the work of the APPR have not been determined yet.

III. APPR Update *Terri Clark, Bob Dullea*

3:10 – 3:20

- a. APPR will be providing a more detailed overview, including charge, metrics, etc. at future AcA meetings. There are two main categories of considerations for the APPR: 1) How do we make decisions and what is important to us as a University? 2) Financial questions that are driven by budget imperatives. The BOT has directed the university to reduce the expenses of programs by a target margin of 10% by February 1st, 2021. The APPR has been designing a process that will improve the sustainability of the university by making necessary cuts while maintaining the visionary goals and mission of the university. The APPR committee will be including quantitative data and materials from the program review process and will be researching verifiable information from each program on which to base decisions on equity, program outcome data and mission contribution. The committee is dedicated to clear, transparent communication about its process and meeting with stakeholders regularly.
- b. The APPR is primarily a financial exercise but will closely examine characteristics of programs such as intersectionality, racial equity, diversity, and inclusion pedagogies, etc.
 - i. Initial phase – quantitative in nature, will involve all academic programs.
 - ii. Second phase – will involve a subset of programs in a more qualitative analysis phase.
 - iii. The APPR Committee is encouraging the Deans to work with their faculty to reach a consensus on what constitutes an academic program.

Questions/Discussion:

- c. *In the second phase, after the quantitative analysis, you will be examining a third of all academic programs? Yes, that is the plan.*

IV. Faculty Accommodations Motion

- a. This motion was crafted after a discussion in the English Department where faculty were discussing if the university would be able to assist faculty members who are having to provide childcare or care for other family members. Other universities are providing additional accommodations for faculty in these situations. The bullet points after the motion with recommended accommodations are taken from other research, institutions or are specific requests from SU faculty. All of the bullets were

brought forth with an attention to being as budget neutral as possible. The bulleted list is not a part of the motion, but some of the items are time sensitive.

- b. This question is referring to a committee that does not currently exist, which is fine by AcA bylaws. This committee would need to be formed according to bylaw procedure. Initial motion needs to include specific numbers of members, report by deadline, reporting to whom, who selects members, etc.?
- c. Consider the wider issue of service under the current circumstances, service is disproportionately done by women both for childcare and for service in general. Is service falling on women who are disproportionately affected by the motion.
- d. **Motion:** “Move that we establish, that ACA establish, a committee of seven people from across the organization, from across the university, to set forth a consideration of how to best deal with family issues, as laid out by Kate Koppelman in her email” [Email sent to the AcA Executive Leadership on 9/10/20 and subsequently shared with the AcA Membership via Canvas and Teams]. Seconded.
 - i. **Motion:** Move to postpone voting on the above motion by one week and to discuss the motion at the next meeting of the AcA. Seconded.

V. Open Q&A

3:20 – 3:35

- a. *Is it true that if there is a motion on the floor, that it cannot be passed until the following meeting?*
There is a “custom” or standing rule that a motion must be before the AcA for a week before it can be voted on.