

## UNIVERSITY SENATE Minutes

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

September 2, 2021

4:00-6:00 P.M.

AF 103 & ZOOM

Present: M. Anderson, L. Basden-Arnold, C. Bolger, R. Bowers, M. Cardozo, J. Carelli, J. Chernenkoff, C. Cotellese, R. Courtney, A. De Long, M. Gabriel, A. Garcia, J. Gehringer, M. Gooding, K. Hawkinson, G. Hudak, D. Immel, J. Jedwab, M. John, D. Johnson, E. Kraal, P. Kulpa, S. Lem, A. Mashintonio, A. Pfeiler-Wunder, R. Portada, C. Price, W. Rogers, R. Salafia, J. Schlegel, K. Sherry, M. Sims, G. Sirrakos, J. Sober-White, D. Stafford, B. Vanderburg, V. Vlaun, T. Wong.

Guests: T. Brown Berringer, M. Delaney, J. Downing

I. Call to order at 4:00 P.M.

### **II. Announcements**

1. Welcome new Provost Dr. Basden Arnold.
2. Alive! Mental Health & Suicide Prevention Fair – 9/23 - Flyers were sent out with the agenda, please promote to your students.

### **III. Guest Speakers**

#### 1. Matt Delaney – Budget Update

- Presentation will focus on past, present and future financial situation at KU
- 2012-2014 revenues exceeded expenses, 2015- 2019 we saw a deficit
- Past two years we have aligned revenues with our expenses (cutting operating budgets and eliminating positions)
- Cash balances have increased over the past two years due to covid funding- KU received \$17 million of support; some funds have been distributed to students; we still have \$9 m left. We also received institutional support funds which were used in a variety of ways.
- For the new fiscal year not much has changed, no increases to tuition, appropriation and enrollment, revenues remain flat. On the expense side we continue to see increases which has led to a deficit of \$6m.
- This year we saw a slight increase to the revenue line-- our instructional service fee was increased just for graduate students, KU was charging much less than sister schools,
- President has approved one-time strategic funds to various divisions, funds were administered to support strategic initiatives (\$975k).

- Comprehensive Planning Process: A financial sustainability plan report is now required by the State System, this plan reflects two years of positive results for KU, and projects three years of anticipated results. There is a clear direction to balance the budget and improve indicators moving forward.
- We are looking at a \$5.5m deficit for AY 22/23. Clear direction was given by the State System to ensure that the budget is balanced and to improve ratios. Incremental improvements have been shown in student to faculty ratio,
- This report is due week two and includes details of enrollment, financial statements and the use of covid relief funds.

D. Johnson: Assuming faculty complement would be the same, if we hit the projected requirements of the ratio, doesn't that mean 30 faculty positions will not be here next year? How does that impact the \$2m deficit?

M. Delany: We plan to continue to reduce faculty complement, targeting 30 faculty positions which averages \$85k per faculty, that amounts to \$2.5m in savings. Other adjustments need to be made within the budget

J. Schlegel: Are their goals tied to the student aid, as in student aid will increase retention by X%? It would be fantastic to achieve that goal. What happens if the goal isn't met? Will the student aid be reduced?

M. Delaney: For recruitment we are trying to get back to a freshman class of 1600, and we also plan to increase retention numbers. These are the two key components used to make sure enrollment ticks upwards, our new student number is slightly behind 1600. The merit scholarship plan is fluid and results need to be monitored.

## 2. T. Brown-Berringer – Military and Veterans Services Director of Veterans Services

- Military and Veteran Services work with students coming from basic training, students who decide to go to basic training, students transferring to KU, and students who leave KU and decide to return.
- Army ROTC program was just brought back to campus, there are a lot of recruitment and retention opportunities,
- ROTC program is a great program but has been under enrolled; this year we have 11-12 students
- Student veterans are assisted from admissions all the way to graduation,
- Admissions: Students are informed on how to start at KU, help is available, student veterans are empowered to go on to serve their country, through more education, full time military or professional career,
- Goal is a resource center of excellence, KU is recognized as a top ranked veteran friendly university, all military benefits are processed,
- Safe space is provided at the center, student comfortability is important,
- We serve active-duty military, national guard, reserve, veterans, and family members

- Military excused absence policies are useful for students who have been activated at the State Capital due to the insurrection and due to Covid.
- Training is offered to campus community so all can learn about the military student population; awareness training is also provided,
- Military benefits assistance is provided to students, priority and early class registration, scholarships and veterans advocacy are provided,
- Services available: campus support, clubs and organizations, graduation, social and career assistance, community service and community partners.

IV. Approval of the Minutes from April 29, 2021

R. Courtney moves to approve, M. Vaughn seconds; all in favor.

**V. Reports**

1. Senate President – S. Lem

- Most of senate’s work over the summer focused on covid support and fall semester
- Weekly meetings with EMT were held to advance mitigation against covid, due to rapidly changing environment
- PASSHE redesign has been part of the EMT conversations, we see ripple effects with sister schools
- Admissions did very well with recruitment this year: most recent number is 1549 deposits.

2. Senate Vice President – T. Wong

The Committee on Committees met in June 2021 to appoint the following individuals as members of the new Joint Task Force on Shared Governance:

Tabetha Bernstein Danis	Faculty, Special Education
Ashley Coombs	Faculty, Counselor Education and Student Affairs
Matthew Delaney	Vice President of Finance and Facilities
Albert Fu	Faculty, Anthropology and Sociology
Jason Garcia	Director of Campus Events and Programs
Caecilia Holt	Academic Secretary of Physical Sciences
Deryl Johnson	Faculty, Communication Studies
Jason Lanter	Faculty, Psychology
Carissa Pokorny	Associate Dean of College of Education
Jerry Schearer	Senior Associate Dean of Students
Mary Bononno	(Ex-officio) Senate Managing Technician
Wing Hong Tony Wong	(Ex-officio) Faculty, Mathematics

- The Task Force had an organizational meeting in July 2021. Ashley Coombs and Jerry Schearer were elected as Co-Chairs of the Task Force. The Task Force is expected to report at Senate meeting in May 2022.
- The Committee on Committees will meet on September 16 to discuss filling the vacancies on Senate committees due to retirement, leave of absence, or resignation.

### 3. Senate Secretary – M. John (no report)

### 4. University President – K. Hawkinson

- Thanks to all essential workers for dealing with the storm and Covid relief
- Convocation was hosted last Friday, new strategic plans were presented, the recording is available, and everyone is encouraged to view the recording,
- Read pandemic plan on our pandemic website, we have no authority to require vaccines, however we strongly encourage members of the campus community to get vaccinated,
- Mask protocols at KU follow CDC guidance, the Governor relies on the CDC and KU complies with both the CDC and the Governor
- Classes will not be converted to online without a directive to do so
- Enrollment:
  - o We are 26 students away from last Fall's enrollment number,
  - o We are down 2.4% in headcount due to a large graduating class in spring,
  - o Graduation rate increased from 37% to 42%,
  - o Retention rate is 78.3%, this increased from last year's 76.9%
  - o We are gradually going up in retention over the last 5 years, final numbers will come out after the freeze date
  - o We have the best enrollment numbers in the State System due to the hard work of our campus community.
- Kutztown University and Rodale Institute signed a five-year agreement of academic cooperation, establishing a research affiliation. We also renewed a five-year agreement with the Hawk Mountain Sanctuary. Both entities have thousands of followers which will in turn increase KU's visibility.
- PA SBDC network achieved the highest year for impact in its 41-year history. Jobs have doubled, over \$231m funding has been provided by our network.

### 5. University Provost – L. Basden Arnold

- Deans and unit leaders will be working over the coming weeks to develop goals that are sustainable, obtainable, achievable, manageable and specific. These groups will work with faculty on how to submit priority items for funding.
- We are working to enhance offerings in graduate programs, workforce development, affiliations with businesses, non-profit organization and educational institutions,
- We are also working to increase faculty support: development of CET, professional development, and expanding DEI efforts
- Faculty work will be supported to develop student opportunity through FYS, honors program

- We will provide a strong relationship between assessment and planning to facilitate a feedback loop.

#### 6. Student Government Board – K. Sherry

- Thank you to everyone who made it possible for students to return in person and on campus this semester.
- SGB Executive Board introductions: President, Kayla Sherry; Vice President, Meg Gooding; Treasurer, Garrett Hudak
- SGB is currently holding elections to fill 5 New Student Representatives, 2 College of Education, and 2 College of Liberal Arts and Sciences positions. If you know students interested in joining SGB or who would be a good fit for the group, please refer them.
- First meeting of the semester went well. Annual fall retreat will take place Sept 17-19; where goals will be set for the semester/year.
- SGB E-Board will participate in a pro-mask video campaign in collaboration with University Relations. The PASSHE Board of Student Government Presidents (BSGP) will also be releasing a pro-mask/pro-vaccine statement backed by the Student Government Presidents at each State System institution in the near future.

#### 7. Assessment Office – K. Rauch

- Annual assessment reports are due to the Dean's office on September 15th,
- On September 17<sup>th</sup>, Dr. Marsha Lovett from Carnegie Mellon will give the keynote speech on Assessment Day called “Making Assessment Meaningful.” This is a variation of a presentation given at the largest assessment conference attended by over 11, 000. Zoom link will be provided shortly.

#### 8. Union Updates

AFSCME: Short staff, things may be slower than usual, please be patient

APSCUF: No report

#### VI. Unfinished Business

1. Course Grading – Undergraduate Students (ACA-048) @ ASPC: Laid on the table to be revisited this semester, this will be evaluated this semester.
2. Final Examinations (ACA-025) - @ ASPC: Continues to be up for revision.
3. Senate Constitution Revisions - @Task Force: Work in progress

#### VII. New Business

1. Repeating Courses – Undergraduate Students (ACA-008): Student’s ability to repeat courses, do we need a more flexible policy in general?

2. Individualized Instruction (ACA-034) Does not allow students to repeat courses; this will be revisited

3. Course Withdrawals (ACA-011): Historically withdrawal date is week 10, discussion on having it at a later week.

#### VIII. Good of the Order

P. McLoughlin: Was a decision made on the inclement weather policy?

S. Lem: This will be revisited.

#### IX. Adjournment

M. Vaughn moves to adjourn, A. Pfieler-Wunder seconds; all in favor.

Please note: University Senate meetings are recorded to facilitate the documentation of University Senate proceedings (minutes). Audio recordings are only shared with members of the University Senate Executive board and support staff. Records will not be uploaded to the internet, shared or transmitted.